

Check-list of Ex Ante Evaluation¹

1. Lessons from the past
 - a. What evaluation, audit or study results / experiences of similar actions are available?
 - b. How can these be applied to improve the design of the program
2. Problem analysis and needs assessment
 - a. What is the problem to be solved and what are the main factors and actors involved?
 - b. What is the concrete target group and what are its needs and / or interests?
3. Objective setting
 - a. Have the general, specific and operational objectives been defined in terms of expected results?
 - b. What indicators are planned for measuring inputs, outputs, results and impacts?
4. Alternative delivery mechanisms and risk assessment
 - a. What alternative instruments / methods were considered and why was the proposed one chosen?
 - b. What risks are involved in the implementation of the intervention and what counter-measures have been taken?
5. Added value of this activity
 - a. Is the proposed intervention complementary to and coherent with other interventions?
 - b. Does it produce synergies with them?
6. Planning future monitoring and evaluation
 - a. Are the proposed methods for collecting, storing and processing the follow-up data sound?
 - b. Is the monitoring system fully operational already from the outset of the program implementation?
 - c. What types of evaluations are needed and when should they be carried out?
7. Helping to achieve cost-effectiveness
 - a. What are the different cost implications of the proposed option?
 - b. Could the same results be achieved by a lower cost or could more or better results be achieved with the same cost by using different instruments / methods?

¹ Adapted from an appendix of
EX ANTE EVALUATION: A practical guide for preparing proposals for expenditure programmes.
accessed on May 28th, 2007 at http://ec.europa.eu/budget/evaluation/pdf/ex_ante_guide_en.pdf