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**Impact Evaluation Mentoring for Governments in East and West Africa**Expression of Interest

Title

Presented to

**Partnership for Economic Policy (PEP)**

By

Name of team members

&

Name of Government Office

Country

Date

**Mandatory template to submit Expression of Interest**Policy Initiative For Impact Evaluation

**SECTION A –** INSTITUTIONAL

**1. Basic information**

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| --- | --- |
| **Country:** Insert your text here | **Name of Government Office:** Insert your text here |

**2. Description of government agency (300 words max.)**

Define the placement of your office within the organization chart of the country’s government. Briefly summarize your office’s internal organization structure, staff, main goals and daily functions.

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| Insert your text here  |

**3. Experience in Impact Evaluation (500 words max.)**

Has your office carried out impact evaluations of policy programs in the past? If so, please provide a brief summary of the policies that were evaluated and the evaluation process. Who were the actors involved in the evaluation process? What was the role played by your office? Were results taken into consideration for future decision-making?

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| Insert your text here  |

**SECTION B –** POLICY INITIATIVE DETAILS

**1. Basic information**

Outline the basic details of the policy initiative you wish to submit for consideration. Remember it can be a policy initiative already taking place as a program, or a policy initiative *that is yet to be implemented.* In either case, make sure it is a policy that can be evaluated in the near future.

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| --- | --- |
| **Name of Policy initiative:** Insert your text here | **Government Office executing the policy initiative:** Insert your text here |
| **Cities or districts of application:** Insert your text here | **Duration of policy initiative (years) or new policy initiative:** Insert your text here |

**2. Policy relevance (800 words max.)**

* Briefly describe the general socio-economic issue(s) that the policy initiative aims to tackle, and how it does so.
* What do you know about the history of this issue and related policy initiatives/reforms implemented in the past? Include a brief account of what worked or didn’t work.
* How/why is the current context or timing appropriate to use impact evaluation results to inform decision-making related to this issue or policy?

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| Insert your text here  |

**SECTION C –** TARGET POPULATION

1. **Target population (one sentence)**

What is the target population of the policy initiative? Describe *in one sentence* the group of individuals specifically targeted by the policy initiative.

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| Insert your text here |

1. **Characteristics of target population (200 words max.)**

In layman’s terms, describe the individuals targeted by the policy initiative *before they are affected by the policy*. State their most important development issues.

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| Insert your text here  |

1. **Application mechanism (300 words max.)**

How do potentially eligible subjects learn about the existence of the policy initiative? Through which channels are they addressed? How do they apply for the program and how do they access the benefits?

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| Insert your text here |

1. **Selection mechanism (300 words max.)**

Is there any selection mechanism by which eligible subjects are allowed to participate in the policy initiative? If so, please describe the applied criteria and the mechanism by which selected subjects are informed of their status as participants. Are subjects charged a fee to apply and/or participate in the program if selected?

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| Insert your text here |

**SECTION D –** POLICY INITIATIVE DESCRIPTION

* 1. **Organization (300 words max.)**

Describe the policy initiative’s organization. Is it divided in stages or modules? Is it implemented in the same way for all subjects or does implementation vary according to certain conditions?

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| Insert your text here |

* 1. **Duration (100 words max.)**

How long does the program last in days, months or years?

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| Insert your text here |

* 1. **Frequency (100 words max.)**

How frequently do participants engage in program activities or receive program benefits? For example, 3 times a week for two hours, monthly visits, trimestral trips to government offices, etc.

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| Insert your text here |

* 1. **Activities (500 words max.)**

Describe the activities that participants engage in as part of the policy initiative. Please be as precise as possible, detailing the journey of an eligible subject from the moment the program starts until it ends.

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| Insert your text here |

* 1. **Present state (200 words max.)**

To date, what stage of implementation has the policy initiative reached? Did it start a few months ago? Is this a first edition of the program, or have there been any previous rounds of it? Is it a new policy initiative yet to be implemented?

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| Insert your text here |

* 1. **Resources (200 words max.)**

What financial and human resources are required for policy initiative implementation? Who are the intervening agencies and what are their responsibilities?

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| Insert your text here |

**SECTION E –** POLICY INITIATIVE IMPACT

* 1. **Observable effects (200 words max.)**

What changes can be observed in participants after they take part in the policy initiative? Describe the observable differences between an eligible subject that participated in program and one that did not participate. If the policy initiative has not yet been implemented, refer to the effects you expect to observe once the program is over.

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| Insert your text here |

* 1. **Theory of change (1.000 words max.)**

What are the stages that must be completed for the policy initiative goals to be achieved? What are the results of each stage? How does each stage promote the desired effect in participants? Explain how each activity impacts the subject at each stage of the program. See <https://www.theoryofchange.org/what-is-theory-of-change/faqs/> for guidance.

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| Needs: Process: Products: Results: Impact: |

* 1. **Existing evidence (300 words max.)**

Are there any published scientific impact evaluations of interventions similar to your policy initiative? Were they implemented in a similar country context? If so, summarize the main results. Refer to <http://www.3ieimpact.org/evidence-hub/impact-evaluation-repository> for a repository of published impact evaluations of development interventions with a special emphasis on low and middle income countries.

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| Insert your text here |

**SECTION F –** POLICY INITIATIVE DATA

* 1. **Available data (600 words max.)**

Describe the data and statistics that are normally monitored during your policy initiative implementation, for example school attendance, grades, socioeconomic variables, etc. How is this data collected? Ad-hoc surveys, administrative data? Please mention all relevant data sources.

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| Insert your text here |

* 1. **Frequency of data collection (200 words max.)**

How frequently is the above-mentioned data collected?

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| Insert your text here |

* 1. **Degree of data collection process automation (300 words max.)**

Please provide more details on the mechanisms by which important data is collected and processed. Is data gathered and processed automatically or manually? Which tasks are automated and which are not? Which agency is responsible for the completion of these processes?

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| Insert your text here |

**SECTION G –** TEAM MEMBERS

* 1. **Team composition and experience**

Applicant teams must be composed of:

* One (1) senior government official with a proven capacity to decide on the implementation of the program proposed for evaluation. The relevance of this representative in informing key decisions must be ensured. There is no gender preference for this role.
* Between four (4) and six (6) government officers motivated to learn about impact evaluation and committed to work in the evaluation of the proposed project.
	+ One person must be appointed as team leader, who will be responsible for uploading the required documents to the PEP website (see “Application details and procedure” below) and communicating with PEP mentors.
	+ Participating government officers must be able to allocate the equivalent of at least one day per week to the project throughout its duration.
* Two (2) to four (4) locally-based researchers.
* At least one team member must have a doctoral degree in economics (or equivalent) with proven expertise in impact evaluation research and at least three others should present sufficient academic and/or professional background in economics research/policy analysis. In particular, having a Master’s degree/diploma or currently being enrolled in a Master’s program is considered a minimum requirement.
* Female members must make up at least 50% of the whole team.
* For the purpose of this expression of interest, proponents are encouraged to propose candidates for the research team. If no or an insufficient number of researchers are proposed and the expression of interest is selected, PEP will assist the team in trying to identify suitable local researchers.

Please provide personal details for each team member below.

**Senior Government Official**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Highest degree/diploma** |
| Name | Age | M/F | Highest degree |
| **Government office** | Insert your text here |
| **Position** | Insert your text here |
| **Explain relevance of this user in informing key decisions (max. 200 words)** |
| Insert your text here |

**Government Officer #1 (Team Leader)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Highest degree/diploma** |
| Name | Age | M/F | Highest degree |
| **Government office** | Insert your text here |
| **Position** | Insert your text here |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |

**Government Officer #2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Highest degree/diploma** |
| Name | Age | M/F | Highest degree |
| **Government office** | Insert your text here |
| **Position** | Insert your text here |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |

**Government Officer #3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Highest degree/diploma** |
| Name | Age | M/F | Highest degree |
| **Government office** | Insert your text here |
| **Position** | Insert your text here |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |

**Government Officer #4**

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| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Highest degree/diploma** |
| Name | Age | M/F | Highest degree |
| **Government office** | Insert your text here |
| **Position** | Insert your text here |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |

**Government Officer #5 *(optional)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Highest degree/diploma** |
| Name | Age | M/F | Highest degree |
| **Government office** | Insert your text here |
| **Position** | Insert your text here |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |

**Government Officer #6 *(optional)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Highest degree/diploma** |
| Name | Age | M/F | Highest degree |
| **Government office** | Insert your text here |
| **Position** | Insert your text here |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |

**Locally-based Researcher #1 (Ph.D)**

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| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Doctoral diploma** |
| Name | Age | M/F | Highest degree |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |
| **List of past, current or pending (non-PEP) projects in related areas, including resulting publications if any (maximum 10 titles).**  | Insert your text here1. –
2. –
3. –
 |

**Locally-based Researcher #2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Diploma** |
| Name | Age | M/F | Highest degree |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |
| **List of past, current or pending (non-PEP) projects in related areas, including resulting publications if any (maximum 10 titles).**  | Insert your text here1. –
2. –
3. –
 |

**Locally-based Researcher #3 *(optional)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Age** | **Sex (M, F)** | **Diploma** |
| Name | Age | M/F | Highest degree |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |
| **List of past, current or pending (non-PEP) projects in related areas, including resulting publications if any (maximum 10 titles).**  | Insert your text here1. –
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**Locally-based Researcher #4 *(optional)***

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| **Name** | **Age** | **Sex (M, F)** | **Diploma** |
| Name | Age | M/F | Highest degree |
| **Training and experience** | Insert your text here |
| **Expected capacity building** | Insert your text here |
| **Contribution to project** | Insert your text here |
| **List of past, current or pending (non-PEP) projects in related areas, including resulting publications if any (maximum 10 titles).**  | Insert your text here1. –
2. –
3. –
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**SECTION H –** OTHER CONSIDERATIONS

1. **Ethical approval**

Discuss ethical issues involved with the experiment required to evaluate policy impact.

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| Insert your text here  |

Does your institution require ethical approval? . Yes . No

If your institution does not, PEP will submit your project to a “Research Ethics Review Committee” ([www.pep-net.org/research-ethics-review-committee](https://www.pep-net.org/research-ethics-review-committee))

1. **Ethical, social, gender or environmental issues or risks in relation to your experiment (300 words max.)**

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| Insert your text here  |