



# **EVALUATION**

# BUREAU FOR POLICY, PLANNING AND LEARNING: EVALUATION OF PROGRAM CYCLE IMPLEMENTATION

#### September 2013

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# BUREAU FOR POLICY, PLANNING AND LEARNING: EVALUATION OF PROGRAM CYCLE IMPLEMENTATION

# SURVEY INSTRUMENT FOR BUREAU FOR POLICY, PLANNING AND LEARNING STAFF

September 6, 2013

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This document is a supplement to the full evaluation report, which can be accessed on the Development Experience Clearinghouse (DEC).

#### **DISCLAIMER**

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

# PPL Evaluation: Program Cycle Survey

In support of Administrator Shah's commitment to strengthen the discipline of development, the Bureau for Policy, Planning and Learning (PPL) commissioned EnCompass LLC to conduct an external evaluation of PPL's policies, guidance, and support related to the Program Cycle.

This survey is directed to PPL staff only, and examines PPL's perspective of how well the Program Cycle is understood, implemented, supported, and institutionalized across USAID, with a particular focus on the Missions. A similar survey was sent to most USAID staff last week.

This survey will take approximately 15 minutes to complete. Your responses will be kept completely confidential. No respondents will be identified individually or by Office.

Please respond before June 7, 2013.

You are able to close the survey part way through and return to it at anytime to complete. To do so, simply click again on the link you received in the email.

If you have any difficulties with the survey, please contact Dana Phelps at dphelps@encompassworld.com.

Thank you in advance for taking the time to complete the survey.

PPL Evaluation: Program Cycle Survey	
Demographics	
1. How long have you worked at USAID?	
O-3 years	
4-9 years	
10+ years	
2. What is the nature of your current employment?	
Foreign Service Officer (FSO)	
Civil Servant (GS)	
Contract Employee (PSC)	
Other (please specify)	
	1
3. In which Office do you work?	
Program	
DE (Donor Engagement)	
P (Policy)	
LER (Learning, Evaluation, and Research)	
SPP (Strategic and Program Planning)	
Front Office	
4. What is your function?	
Administrative/Support Staff	
Technical Staff	
Senior Leadership	
Other (please specify)	

# PPL Evaluation: Program Cycle Survey

#### **Awareness**

# 5. Please indicate your awareness of the following policies, strategies, and guidance:

	Never heard of it	Aware of it, but never I looked at it	Have taken a look at it	Read it carefully
USAID Policy Framework	0	0	0	0
Administrator's Policy Directive on Agency Wide Policy and Strategy Implementation	$\circ$	0	0	0
Evaluation Policy (2011)	0	$\circ$	$\circ$	0
Education Strategy (2011)	0	0	$\circ$	$\circ$
Development Response to Violent Extremism and Insurgency Policy (2011)	0	0	0	0
Climate Change and Development Strategy (2012)	0	0	$\circ$	0
Gender Equality and Female Empowerment Policy (2012)	0	0	0	0
Youth in Development Policy (2012)	0	0	0	0
Resilience Policy (2012)	$\circ$	$\circ$	$\circ$	$\circ$
Water and Development Strategy (2013)	0	$\circ$	$\circ$	0
Program Cycle Overview (2011)	0	0	$\bigcirc$	O
Country Development Cooperation Strategy guidance (versions released in 2010 and 2011)	0	0	0	0
Project Design guidance (released in December 2011)	$\circ$	0	$\circ$	$\circ$
ADS Chapter 201 Planning (revised in 2012 to include CDCS and Project Design guidance)	0	0	0	0
ADS Chapter 203 Assessing and Learning (revised in 2012 to include updated Evaluation and Performance Monitoring guidance)	0	0	0	0
The Draft Program Cycle Learning Guide (2012)	$\circ$	0	0	0

	ation: Program Cyclowhat extent do you thin			es. nuidance	e, and strat	enies have
•	s what extent do you thin ated into the implementa		• •		•	•
	•	Not at all	Very little		To a great extent	
Evaluation Policy	(2011)	$\circ$	$\circ$	0	O	$\circ$
Climate Change a	nd Development Strategy (2012)	$\circ$	Q	O	O	0
Gender Equality a (2012)	nd Female Empowerment Policy	0	0	0	0	0
Program Cycle Ov	erview (2011)	0	$\circ$	0	O	O
• •	ent Cooperation Strategy guidance in 2010 and 2011)	0	0	$\circ$	0	0
Project Design gui	dance (released in December 2011)	0	0	0	0	$\circ$
ADS Chapter 201 CDCS and Project	Planning (revised in 2012 to include Design guidance)	0	0	$\circ$	0	0
	Assessing and Learning (revised in odated Evaluation and Performance ce)	0	0	0	0	0
been integra	ited into the implementa	tion of the	Program Cy	ycle within	the Region	al/Pillar
been integra Bureaus?	ited into the implementa					
_		Not at all	Very little	Somewhat	To a great extent	
Bureaus?  Evaluation Policy						
Bureaus?  Evaluation Policy  Climate Change a	(2011)					
Bureaus?  Evaluation Policy  Climate Change a  Gender Equality a	(2011) nd Development Strategy (2012) nd Female Empowerment Policy					
Evaluation Policy Climate Change at Gender Equality at (2012) Program Cycle Ove Country Developm	(2011) nd Development Strategy (2012) nd Female Empowerment Policy					
Evaluation Policy Climate Change a Gender Equality a (2012) Program Cycle Ove Country Developm (versions released	(2011)  Ind Development Strategy (2012)  Ind Female Empowerment Policy  Perview (2011)  Interview Gerview Strategy Guidance					
Evaluation Policy Climate Change a Gender Equality a (2012) Program Cycle Ove Country Developm (versions released Project Design gui	(2011)  Ind Development Strategy (2012)  Ind Female Empowerment Policy  Perview (2011)  Itent Cooperation Strategy guidance  In 2010 and 2011)  Idance (released in December 2011)  Planning (revised in 2012 to include					

PPL Evaluation: Program Cycle Survey	
8. Please rank the following in terms of effective ways you get information about new developments from PPL, (1 = most effective and 13 = least effective)	
Agency policies	
Training opportunities	
PPL Intranet site	
The Policy Pulse	
Read out from Bureau meetings	
Agency notices	
Foreign Assistance Bulletin (FAB)	
Interaction with PPL staff	
Staff meetings	
ProgramNet	
Learning Lab	
Email sent to the Program Officer distribution list	
Other Bureau newsletters/emails	

PPL Evaluation: Program Cycle	e Survey				
Influence of the Program Cycle					
9. Please indicate your agreement or	_				
The Program Cycle represents an innovative way for USAID to do its work	Strongly disagree	Disagree	Agree	Strongly agree	Don't know
Implementation of the Program Cycle is changing the way USAID does business	0	$\bigcirc$	$\circ$	0	$\circ$
The Program Cycle has influenced stakeholders outside of USAID (such as, State Department, local partners, other donors)	0	0	0	0	0
Implementation of the Program Cycle components is helping USAID to strengthen the discipline of development	0	0	0	0	0
(optional) Other effects of the Program Cycle:					

# PPL Evaluation: Program Cycle Survey

#### Institutionalization of the Program Cycle

pelated policies with other guidance and policies (e.g. pecific Presidential Initiatives)  pecific Presidential Initiatives)  flaking fewer changes in the guidance so staff have  order time to understand and implement before they hange again  setter learning across Missions and Bureaus about how  or implement the Program Cycle guidance  centralized platform for learning across Missions and  order summaries of the guidance  chart summaries of the guidance  chart summaries of the guidance  order tical examples or case studies to demonstrate what  order tical examples or case studies to demonstrate what  order tical examples for Mission Orders and other processes that  ould be standardized  staffing pattern that supports the implementation of the  rogram Cycle  clearly defined roles for each office/backstop engaged in  order Program Cycle  raining or workshops for Missions  raining or workshops for Regional/Pillar Bureaus  order tical example workshops for Regional/Pillar Bureaus  order tical example workshops for Regional order training)  order To and Technical notes  ptional) Other things that you think are/would be important to support implementation of the Program Cycle components:	0	0	
torce time to understand and implement before they hange again  letter learning across Missions and Bureaus about how or implement the Program Cycle guidance  lentralized platform for learning across Missions and or unreaus about specific programming short summaries of the guidance  lentralized examples or case studies to demonstrate what offective implementation of the Program Cycle looks like remplates for Mission Orders and other processes that old be standardized  learning pattern that supports the implementation of the rorgam Cycle  learly defined roles for each office/backstop engaged in the Program Cycle  raining or workshops for Missions  raining or workshops for Regional/Pillar Bureaus  learning or workshops for Regional/Pillar Bureaus  learning or workshops for Regional (Pillar Bureaus)  learning or the program Cycle online training)	0	$\circ$	
complement the Program Cycle guidance  centralized platform for learning across Missions and chureaus about specific programming  chort summaries of the guidance  chractical examples or case studies to demonstrate what ffective implementation of the Program Cycle looks like  cemplates for Mission Orders and other processes that ould be standardized  castaffing pattern that supports the implementation of the chrogram Cycle  clearly defined roles for each office/backstop engaged in the Program Cycle  craining or workshops for Missions  craining or workshops for Regional/Pillar Bureaus  continue training (e.g. Program Cycle online training)  control and Technical notes	$\bigcirc$		0
Autreaus about specific programming Albort summaries of the guidance Arractical examples or case studies to demonstrate what Arractical examples or case studies or ca		0	0
Practical examples or case studies to demonstrate what iffective implementation of the Program Cycle looks like remplates for Mission Orders and other processes that ould be standardized in staffing pattern that supports the implementation of the program Cycle in the Program Cycle reach office/backstop engaged in the Program Cycle raining or workshops for Missions in the Program Cycle raining or workshops for Regional/Pillar Bureaus in the Program Cycle online training in training (e.g. Program Cycle online training) in the Order of the Program Cycle online training in the Program Cycle online tr	0	0	0
ffective implementation of the Program Cycle looks like femplates for Mission Orders and other processes that ould be standardized  staffing pattern that supports the implementation of the program Cycle clearly defined roles for each office/backstop engaged in the Program Cycle raining or workshops for Missions raining or workshops for Regional/Pillar Bureaus  Webinars Online training (e.g. Program Cycle online training)	0	0	0
ould be standardized  a staffing pattern that supports the implementation of the orogram Cycle  clearly defined roles for each office/backstop engaged in the Program Cycle  raining or workshops for Missions  raining or workshops for Regional/Pillar Bureaus  Vebinars  Olimine training (e.g. Program Cycle online training)  Olimine training (e.g. Program Cycle online training)  Olimine training (e.g. Program Cycle online training)	0	0	0
rogram Cycle  clearly defined roles for each office/backstop engaged in the Program Cycle  raining or workshops for Missions  raining or workshops for Regional/Pillar Bureaus  Webinars  Online training (e.g. Program Cycle online training)  Online training (e.g. Program Cycle online training)	0	0	0
raining or workshops for Missions  raining or workshops for Regional/Pillar Bureaus  Vebinars  Online training (e.g. Program Cycle online training)  Onlow-To and Technical notes	0	0	0
raining or workshops for Regional/Pillar Bureaus  Webinars  Online training (e.g. Program Cycle online training)  Online training (e.g. Program Cycle online training)  Online training (e.g. Program Cycle online training)	0	0	0
Vebinars  Online training (e.g. Program Cycle online training)  Ow-To and Technical notes  O O O O O O O O O O O O O O O O O O O		$\circ$	
Online training (e.g. Program Cycle online training)  Ow-To and Technical notes	0	0	0
low-To and Technical notes	$\bigcirc$	0	$\circ$
	$\circ$	$\circ$	0
ptional) Other things that you think are/would be important to support implementation of the Program Cycle components:	$\circ$	$\circ$	0
	ne Program Cycle co	omponents:	

### PPL Evaluation: Program Cycle Survey 11. Please indicate your agreement or disagreement with the following in terms of PPL's current role with respect to implementation of the Program Cycle: Strongly disagree Disagree Don't know Strongly agree PPL is able to support the changes needed at the Mission level regarding implementation of the Program Cycle PPL is able to support the changes needed at USAID/Washington regarding implementation of the Program Cycle PPL effectively coordinates across its own Offices to support Program Cycle implementation PPL effectively coordinates with Regional/Pillar Bureaus to support Program Cycle implementation PPL effectively coordinates with Missions to support Program Cycle implementation PPL is effectively addressing the necessary competences in Missions and in USAID/Washington to implementing the Program Cycle (such as leadership, team building, facilitation, negotiation, etc...) 12. Please indicate your agreement or disagreement with the following in terms of PPL's future role with respect to implementation of the Program Cycle: Strongly disagree Strongly agree Don't know PPL should play a stronger coordination role with others in the Agency to ensure that all Strategy and Design guidance is consistent across the Agency PPL should have a seat at the table during discussions of strategic agency shifts that might impact the focus of the CDCS Assessments should be undertaken of the resources needed to implement policy and guidance at USAID/Washington and in Missions PPL should assess how effectively Program Offices are implementing/supporting the Program Cycle in Missions PPL should increase its efforts to market its goals and objectives to USAID staff

#### PPL Evaluation: Program Cycle Survey **Country Development Cooperation Strategy** 13. Please indicate your agreement or disagreement with the following regarding the CDCS: Strongly Strongly Not Don't know Disagree Agree applicable disagree agree Actual funding levels align with CDCS priorities and budget scenarios at Missions Presidential Initiatives align with the focus of Mission **CDCSs** Congressional Earmarks align with the focus of Mission **CDCSs** Other Initiatives align with the focus of Mission CDCSs USAID/Washington provides timely feedback in the CDCS clearance and/or approvals process The CDCS is flexible enough to accommodate changes in political, economic, or other contexts

#### 14. Please indicate how much the CDCS has improved the following areas:

Input from USAID/Washington is important to the

PPL plays a supportive role in the application of the

The CDCS guidance is consistently interpreted across

The CDCS guidance is consistently interpreted across

The CDCS guidance is consistently interpreted across

The CDCS will help Missions produce better

The CDCS process has commitment from Agency

development of the CDCS

CDCS over time

Regional Bureaus

development outcomes

Pillar Bureaus

Missions

leadership

	No improvementir	A little	A fair amount of improvement	A lot of improvement	Too soon to tell	Don't know	Not applicable
The selectivity and focus of USAID's work	0	0	0	0	0	0	0
Collaboration inside Missions	0	0	0	0	0	0	0
Collaboration with external stakeholders in the development of the CDCS	0	0	0	0	0	0	$\circ$
Bringing evidence to inform strategic decisions	0	0	$\bigcirc$	0	0	0	0
Bringing a holistic picture of the work done at Missions	0	0	$\circ$	0	0	0	0
The quality of project designs	0	0	$\circ$	0	0	0	0

ance in Missions?	_
optional) What else is needed to facilitate the upta ance across Regional/Pillar Bureaus?	ake/institutionalization of the CDCS
optional) Other comments about the CDCS:	
optionally other comments about the object	_
	~

oject Design and Implementa	tion	The State of		100	THE
	CION		- 1 les	The state of	100
B. Please indicate your agreement	or disagreem	ent with t	the follow	ing regarding	the new
roject Design process:	Strongly disagree	Disagree	Agree	Strongly agree	Don't know
he Project Design process has commitment from gency leadership		O	O	0	0
ne Project Design guidance is consistently interpreted cross Regional Bureaus	$\circ$	0	0	0	0
ne Project Design guidance is consistently interpreted cross Pillar Bureaus	0	0	0	0	0
ne Project Design guidance is consistently interpreted cross Missions	0	0	0	0	0
ne Project Design process will help Missions produce etter development outcomes	0	0	0	0	0
). (optional) What else is needed to	facilitate the	e uptake/ir	nstitutiona	lization of th	e Project
). (optional) What else is needed to esign guidance across Regional/P			nstitutiona	lization of th	e Project

PL Evaluation: Program (	Cycle Survey		
21. (optional) Other comments a guidance:	about Project Design un	der the New Projec	ct Design

Next, we would like your perspective on 2 specit	ic policies:					
	·					
o The Evaluation Policy (released January 2011) o The Gender Equality and Female Empowerme		eleased Mar	ch 2012)			
22. Please indicate your agreement o	r disagre	ement wi	th the fol	lowing:		
	Strongly disagree	Disagree	Agree	Strongly agree	Don't know	Not applicable
I am able to provide support needed to help Missions in their evaluation activities	0	0	0	0	0	0
The Evaluation Policy is followed in evaluation practices in my Bureau/Office	0	0	0	0	0	0
Evaluation findings are used in decision making in the agency	0	0	0	0	0	0
Evaluation findings are being circulated to/discussed with relevant stakeholders	0	0	0	0	0	0
I work collaboratively with others in the Agency to support evaluation in Missions	0	0	0	0	0	0
The Evaluation Policy has commitment from Agency leadership	0	0	0	0	0	0
Current evaluation activities throughout the Agency will help produce better development outcomes	0	0	$\circ$	0	0	0
23. Please indicate how the Evaluation	n Policy	has impr	oved the	following	g areas:	
i	No mprovement	A little	A fair amount of	A lot of improvement	Don't know	Not applicable
The rigor of evaluation designs	0	0	improvement	0	0	0
The number of evaluations being done	O	Ö	Ŏ	O	Ö	Ö
The quality of the evaluations	$\odot$	$\odot$	$\bigcirc$	$\odot$	$\odot$	$\odot$
The usefulness of the evaluations	$\circ$	$\circ$	$\circ$	0	$\circ$	$\bigcirc$

# PPL Evaluation: Program Cycle Survey **Gender Equality and Female Empowerment Policy** 24. Please indicate your agreement or disagreement with the following: Strongly Strongly Not Disagree Agree Don't know applicable disagree agree The Gender Policy has commitment from Agency leadership The Gender Advisor/Points of Contact at the Mission or Regional Mission are able to respond to demand for assistance in integrating the Gender Policy The Gender Advisor at PPL is able to respond to demand for assistance in integrating the Gender Policy The Gender Advisor/Points of Contact in the Regional Bureaus are able to respond to demand for assistance in integrating the Gender Policy The Gender Advisor/Points of Contact in the Technical/Pillar Bureaus are able to respond to demand for assistance in integrating the Gender Policy The Gender Policy has provided adequate guidance to be more specific and concrete in how gender is integrated into portfolios The Gender Policy will help the Agency produce better development outcomes 25. (optional) Other comments about implementation of the Evaluation Policy, the Gender Policy, or other policies:

e Surve	ey .				
1000	SINKE !	T - I	Mile-	1	
Adapting	section (	of the Pro			
Strongly	Disagree	Agree	Strongly	Don't know	Too soon to
disagree	0	0	agree	0	tell
0	0	0	0	0	0
0	0	0	0	0	0
	or disagre Adapting rcle Lear Strongly disagree	Adapting section of the color o	or disagreement with the following section of the Provide Learning Guide):  Strongly disagree Agree  O O O	or disagreement with the following, (good Adapting section of the Program Cycrcle Learning Guide):  Strongly Disagree Agree	Adapting section of the Program Cycle Overvocle Learning Guide):  Strongly disagree Agree Strongly agree Overvocle Overvocle Cycle Don't know agree Overvocle Overvocle Cycle Don't know agree Overvocle Overv

L Evaluation: Program Cycle Survey	
B. Which of the following do you feel best describes the implementation of the Program Cycle?	situation at Missions with respec
Missions are able to manage the various policies, strategies, and guidance that are o	coming to them
Missions are struggling to manage the various policies, strategies, and guidance they o much too fast	y receive - they have the resources to do it, but it is
Missions are struggling to manage the various policies, strategies, and guidance they apacity in the Mission to do all the things that are asked of them	y receive - they do not have the human resources or
9. (optional) What factors internal to PPL are enabling s	support for implementation of the
rogram Cycle?	<u> </u>
	*
D. (optional) What areas internal to PPL need improvem plementation of the Program Cycle?	nent to strengthen support for
	-
	10

PPL Evaluation: Program Cycle Survey 31. (optional) What recommendations would you like to make for strengthening Program Cycle implementation?	
Thank you for your participation!	



#### **EnCompass LLC**

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