



Evaluation Make

Supporting policy and
program evaluation

saxinstitute

Evaluation Make services

About the Sax Institute

The Sax Institute is a national leader in promoting the use of research evidence in health policy and planning. A not-for-profit organisation, the Institute aims to be a bridge between health researchers and decision makers, giving each the tools to work more closely together to benefit all Australians.

What is an Evaluation Make?

The Institute's Evaluation Make advisory service supports the commissioning of high-quality, rigorous evaluations of existing or new policies and programs.

Evaluation Make helps clients clarify their evaluation questions, provides advice about the nature of potential evaluations, and supports the preparation of tender documentation. The process does not involve conducting evaluations but rather, helps policy makers and health planners reach decisions and integrate evaluation into their policies and programs.

Evaluation Make services

Evaluation Make briefs give policy and program agencies independent advice on pathways to evaluation.

These concise summaries and analyses of evaluation needs offer expert advice on:

- Intended outcomes of the agency's program or intervention
- Purpose of the evaluation
- Scope of the evaluation
- Potential sources of evaluation data
- Possible methodological approaches
- Skills and experience of potential evaluators
- Evaluation products.

Draft tender documentation guides policy and program agencies on the process of externally commissioning evaluations once they have made key decisions on their evaluation requirements. This service gives policy and program agencies adaptable tender specifications that are suitable for open or select tender. Depending on agency requirements these specifications may include:

- Statement of requirement
- Eligibility
- Key deliverables and timeframes
- Draft selection criteria
- Cost estimates
- Standard response templates.

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The Sax Institute can prepare either an Evaluation Make brief, draft tender documentation or both, depending on each agency's evaluation needs.



Evaluation Make process

01

Evaluation Make commissioning tool

- Agency completes Evaluation Make commissioning tool
- Evaluation advisor reviews tool
- Preliminary costs and time frame provided.

02

Evaluation advisory session

- Agency meets face to face with an evaluation advisor to discuss nature and scope of the evaluation advice required.

03

Contracting

- Final costs, time frame and scope agreed
- The Sax Institute manages the contracts between:
 - Sax Institute and policy or program agency
 - Sax Institute and the evaluation advisor.

04

Delivery of Evaluation Make brief

- Draft report provided to agency for review and feedback
- Advisor incorporates feedback and finalises report.

Your questions answered

Why use Evaluation Make?

Evaluation Make offers several benefits to policy agencies. Our service helps agencies collate and review key information to ensure their evaluation addresses clear program objectives. Our evaluation advisory sessions offer the opportunity to meet with an evaluation expert to openly discuss evaluation needs and obtain advice to inform key decision making.

The Evaluation Make brief is tailored to contain information on the policy or program that will be required by a potential evaluator, as well as providing options for conducting in-house evaluations.

How do policy makers and program managers use Evaluation Make?

Evaluation Make briefs are used in many different ways at particular points in the policy and program decision making process. Some use the service to assess and determine whether an evaluation is possible or feasible. Others use it to guide the conduct of an evaluation. The advice might also inform the tender documentation for engaging a third party evaluator.

How long does Evaluation Make take?

The scope and depth of the evaluation advice required and complexity of the policy or program under consideration will generally determine the time frame. An Evaluation Make brief for a simple program can be provided within four weeks. More time is required for more complex program evaluations. An evaluation advisor can assist by determining the scope and depth of advice required and likely time frames for completion.

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Further information

To commission an Evaluation Make service or ask a question about the process, please contact:

The Knowledge Exchange Program

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