

Penny Hawkins



Bio

Penny Hawkins has been an evaluation specialist for more than 20 years. She is the current Head of Evaluation of the New Zealand Aid Programme in the Ministry of Foreign Affairs and Trade and Vice Chair of the OECD-DAC Network on Development Evaluation. She is an experienced evaluation trainer who has presented workshops, seminars, and lectures on a range of topics in Africa, Asia and the Pacific, Europe, North America, Australia and New Zealand and is the author of several evaluation publications. Penny is also a past President of the Australasian Evaluation Society (AES); was a founding board member of the International Organisation for Cooperation in Evaluation (IOCE) and is a member of the International Evaluation Research Group (INTEVAL). In 2007 she received the AES Award for Outstanding Contribution to Evaluation and was made a Fellow of the Society in 2009.

Workshop title

Commissioning and Managing Evaluation

Target audience

This workshop is aimed both at those who are new to managing evaluation with limited prior evaluation management experience and those who are experienced managers who wish to engage in discussion on a range of evaluation management issues.

The presenter will adapt this interactive workshop to the needs of participants, and will cover issues such as: the evaluation system within an organisation; developing evaluation strategies and work plans; managing evaluation teams; dealing with political issues; working with senior management and policy / program managers; organisational learning and evaluation; evaluation contract management; working with other evaluation groups; and other relevant topics. Experienced evaluation managers are encouraged to share their knowledge and insights and the workshop format provides an opportunity for interaction between workshop participants.

On completing the workshop participants will have gained insight into a range of key issues in evaluation management as well as knowledge of strategies and approaches that can be applied in their own work as evaluation practitioners and/or managers.

Level

Intermediate

Workshop content

Objectives of the workshop

- Increase your knowledge about managing an evaluation process
- Engage in discussion on a range of evaluation management issues
- Provide an opportunity to practice some evaluation management skills
- Learn from others experiences of commissioning and managing evaluation



Workshop content and timetable

9am – 10.30am

1. Evaluation policy, strategy & planning
2. Developing an evaluation culture

11am – 12.30pm

3. Evaluation management and overview of the evaluation process:
Planning – Commissioning – Undertaking – Reporting – Follow-up
4. Commissioning and contracting evaluations

1.30pm – 3pm

5. Quality control mechanisms and processes
6. Dealing with the politics

3.30pm – 5.00pm

7. Experiences, issues and challenges in managing evaluation

The workshop will have a mixture of presentations, interactive discussions and small group exercises.