

Roles and Responsibilities	Level of Expertise Needed*		
	High	Medium	Low
<b>I. Overall Evaluation Planning Process</b>			
Work in collaboration with the program to maintain regular communication and develop goals, outcomes, evaluation designs, and reporting formats for local evaluation.	X	X	
Serve as an integral member of the program site, including participation in local planning meetings and national meetings attended by site leadership pertaining to this program.	X		
<b>II. Strategic Planning</b>			
Understand the various interests of multiple stakeholders.	X	X	
Ensure that the program plans will provide adequate criteria for monitoring and evaluation.	X	X	
Help the program identify types of information it will need to collect to plan, implement, monitor, and measure processes and outcomes.	X	X	
Assist the program with strategic planning and continuing assessment of progress by using empirical research and statistical analysis to answer questions important to the program.	X	X	
<b>III. Data Collection</b>			
Establish data collection and analysis priorities that are informed by the experiences, capabilities, and resources of program staff and participants.	X	X	
Initiate and/or augment data collection.		X	X
Use multiple research methods and collect various types of data from numerous sources. Data collection efforts may include—			
■ (Standardized) protocol development, including instrument design.	X	X	
■ Case/record review.		X	X
■ (Standardized) record abstraction.		X	X
■ Interviews: individual and focus group.	X	X	
■ Field observation.	X	X	
<b>IV. Evaluation</b>			
Collect information, prepare program reports, and monitor progress regarding data collection. Report such information to the OVC grant monitor as required.	X	X	
Work with the program to identify and respond to the technical assistance needs of the evaluation.			X
Conduct data analysis and reporting for the local evaluation:			
■ Qualitative analysis and interpretation.	X	X	
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Design and implement methods to feed evaluation findings back to the program and key stakeholders for use in program planning, monitoring, improvement, and local decisionmaking.	X	X	

\*There are Xs in multiple columns for those activities in which several staff may be used (e.g., a person with high-level experience supervising other staff with less experience).

**High:** Typically requires graduate degree in research/evaluation and 6 or more years of related evaluation experience.

**Medium:** Typically requires some graduate study in research/evaluation and 3 to 5 years of related evaluation experience.

**Low:** Typically requires undergraduate degree or other coursework in research/evaluation and/or 1 to 2 years of related evaluation experience.