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Innovative Methods and Procedures to Assess Counter-violent-radicalisation Techniques in Europe



Toolkit Quick Guide

English

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1. Introduction

This is a quick guide to get started using the IMPACT Europe toolkit. IMPACT Europe has produced an evaluation toolkit for professionals working in the counter-violent extremism (CVE) field.

The main purpose of the IMPACT Europe toolkit is to help professionals in designing and conducting evaluations in the CVE field. Robust and rigorous evaluations have not yet become the norm in the CVE field. Our understanding of what works in the field can be improved if we conduct more and better evaluations. The toolkit therefore also helps professionals to develop well-designed programmes, which are easier to evaluate and more likely to achieve results. The toolkit consists of three main components:

1. **Evaluation Guide**: this section helps in designing and conducting CVE evaluations.
2. **Interventions Database**: this section provides examples of current practices in the CVE field.
3. **Lessons Learned**: this section provides examples of CVE interventions which have been formally evaluated and discusses the lessons learned from these evaluations

This quick guide mainly focuses on how to get started with the **Evaluation Guide**, as the main purpose of the toolkit is to help professionals in designing and conducting evaluations of CVE interventions.

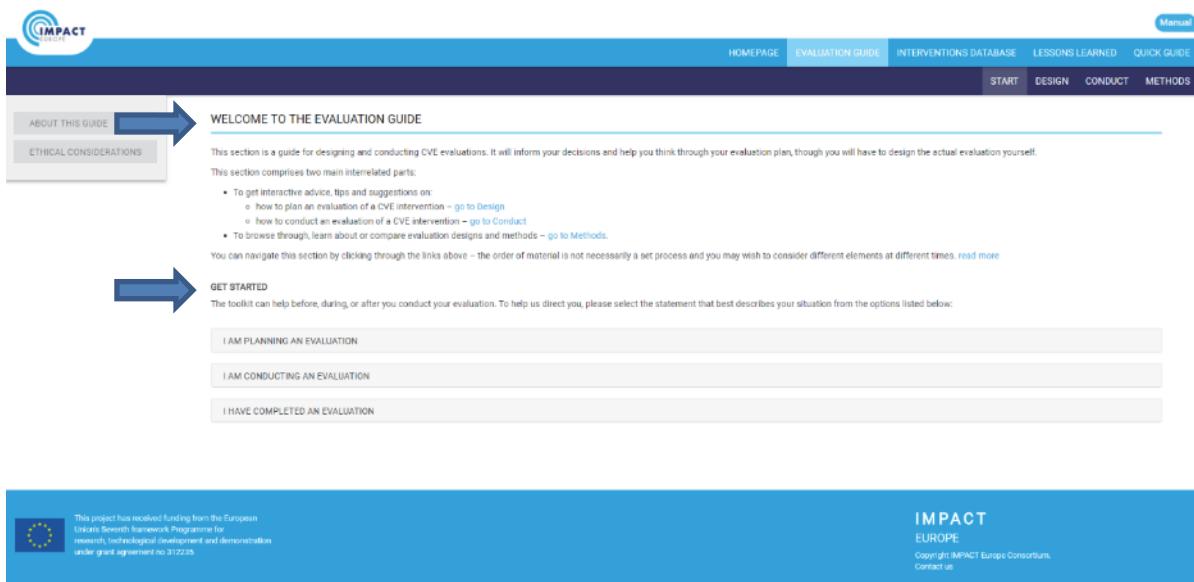
Please note that the online toolkit is available in English only. This quick guide is available in English, Danish, Dutch, French and German.

2. Evaluation Guide

2.1. Start

On the start page you will find information about the different components of the Evaluation Guide.

You can start exploring the different components of the Evaluation Guide by clicking on the hyperlinks below WELCOME TO THE EVALUATION GUIDE or the tabs in the dark blue bar at the top of the page. Alternatively, you can fill in the questionnaire under GET STARTED to be directed to a specific part of the Evaluation Guide which is relevant for your situation. We will now explain both sections in more detail.



The screenshot shows the main interface of the Evaluation Guide. At the top, there's a navigation bar with tabs: HOMEPAGE, EVALUATION GUIDE (which is active), INTERVENTIONS DATABASE, LESSONS LEARNED, QUICK GUIDE, and a dropdown menu labeled 'Manual'. Below the navigation bar, there are two main sections:

- WELCOME TO THE EVALUATION GUIDE:** This section contains general information about the guide and links to interactive advice, tips, and suggestions. It also includes a statement about the actual evaluation being conducted by the user.
- GET STARTED:** This section is titled 'GET STARTED' and contains a questionnaire to help users identify their current stage of evaluation (Planning, Conducting, or Completed). Arrows on the left point from the 'ABOUT THIS GUIDE' and 'ETHICAL CONSIDERATIONS' buttons to the 'WELCOME TO THE EVALUATION GUIDE' and 'GET STARTED' sections respectively.

At the bottom of the page, there are logos for the European Union and the IMPACT Europe Consortium, along with copyright information.

2.1.1. Welcome to the Evaluation Guide

The Evaluation Guide is a guide for designing and conducting CVE evaluations. It will inform your decisions and help you think through your evaluation plan. However, you will have to design the actual evaluation yourself.

The Evaluation Guide consists of two main interrelated parts:

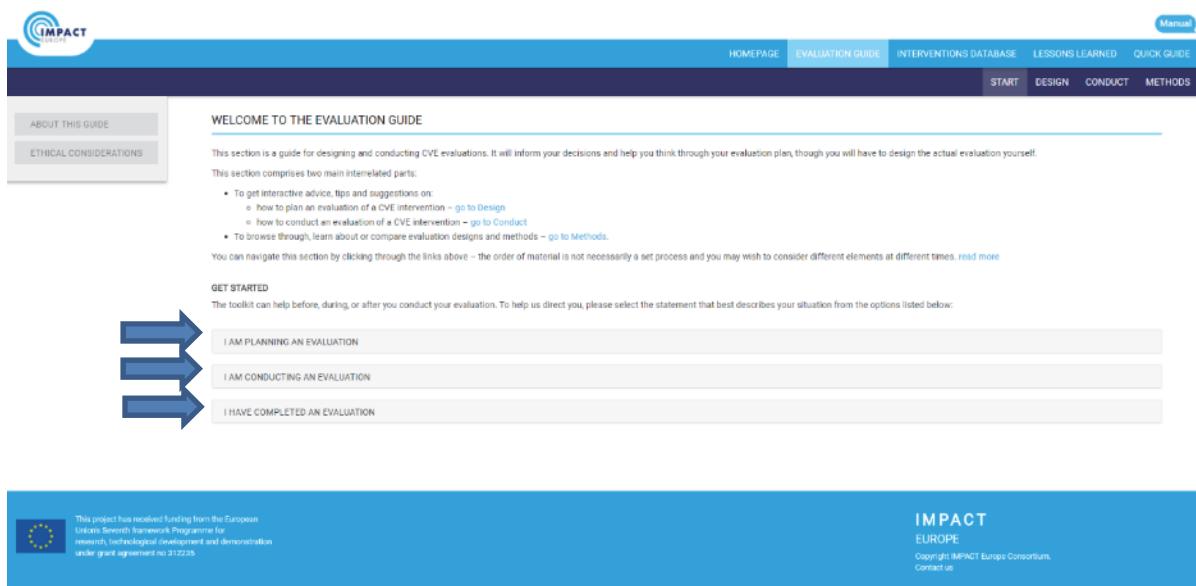
- 1) It provides interactive advice, tips and suggestions on:
 - a. How to plan an evaluation of a CVE intervention: the **Design** section
 - b. How to conduct an evaluation of a CVE intervention: the **Conduct** section
- 2) It provides a repository of evaluation designs and methods: the **Methods** section.

You can click on Design, Conduct or Methods to be directed to these specific sections in the Evaluation Guide. Alternatively, you can fill in the questionnaire under GET STARTED to be directed to the specific parts within the Evaluation Guide that are relevant for your specific situation. We will explain the questionnaire in more detail below.

2.1.2. Get Started

The Evaluation Guide can help before, during, or after an evaluation. Please select the option that is relevant for you in the online toolkit:

- I am planning an evaluation
- I am conducting an evaluation
- I have completed an evaluation.



This section is a guide for designing and conducting CVE evaluations. It will inform your decisions and help you think through your evaluation plan, though you will have to design the actual evaluation yourself.

This section comprises two main interrelated parts:

- To get interactive advice, tips and suggestions on:
 - how to plan an evaluation of a CVE intervention – [go to Design](#)
 - how to conduct an evaluation of a CVE intervention – [go to Conduct](#)
- To browse through, learn about or compare evaluation designs and methods – [go to Methods](#).

You can navigate this section by clicking through the links above – the order of material is not necessarily a set process and you may wish to consider different elements at different times. [read more](#)

GET STARTED

The toolkit can help before, during, or after you conduct your evaluation. To help us direct you, please select the statement that best describes your situation from the options listed below:

I AM PLANNING AN EVALUATION
 I AM CONDUCTING AN EVALUATION
 I HAVE COMPLETED AN EVALUATION

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After you have selected the option that is relevant for your situation, you will have to answer another question. Please choose the answer that is relevant for your situation.

Situation 1: I am planning an evaluation

The toolkit will show the following question: *Has the intervention been implemented?* Meaning: is your intervention still in the designing phase or has it been implemented already?

Please choose YES or NO.

WELCOME TO THE EVALUATION GUIDE

This section is a guide for designing and conducting CVE evaluations. It will inform your decisions and help you think through your evaluation plan, though you will have to design the actual evaluation yourself.

This section comprises two main interrelated parts:

- To get interactive advice, tips and suggestions on:
 - how to plan an evaluation of a CVE intervention – go to Design
 - how to conduct an evaluation of a CVE intervention – go to Conduct
 - To browse through, learn about or compare evaluation designs and methods – go to Methods.

You can navigate this section by clicking through the links above – the order of material is not necessarily a set process and you may wish to consider different elements at different times. [read more](#)

GET STARTED

The toolkit can help before, during, or after you conduct your evaluation. To help us direct you, please select the statement that best describes your situation from the options listed below:

I AM PLANNING AN EVALUATION

Has the intervention been implemented?

No

Yes

I AM CONDUCTING AN EVALUATION

I HAVE COMPLETED AN EVALUATION



On the basis of your answer, hyperlinks will be shown to parts within the Evaluation Guide that are relevant for your specific situation.

Situation 2: I am conducting an evaluation

The toolkit will show the following question: *Has data collection been completed?* Meaning: are you still in the phase of collecting your data for the purpose of evaluation or have you finished collecting your data?

WELCOME TO THE EVALUATION GUIDE

This section is a guide for designing and conducting CVE evaluations. It will inform your decisions and help you think through your evaluation plan, though you will have to design the actual evaluation yourself.

This section comprises two main interrelated parts:

- To get interactive advice, tips and suggestions on:
 - how to plan an evaluation of a CVE intervention – go to Design
 - how to conduct an evaluation of a CVE intervention – go to Conduct
 - To browse through, learn about or compare evaluation designs and methods – go to Methods.

You can navigate this section by clicking through the links above – the order of material is not necessarily a set process and you may wish to consider different elements at different times. [read more](#)

GET STARTED

The toolkit can help before, during, or after you conduct your evaluation. To help us direct you, please select the statement that best describes your situation from the options listed below:

I AM PLANNING AN EVALUATION

I AM CONDUCTING AN EVALUATION

Has data collection been completed?

No

Yes

I HAVE COMPLETED AN EVALUATION



Please choose YES or NO.

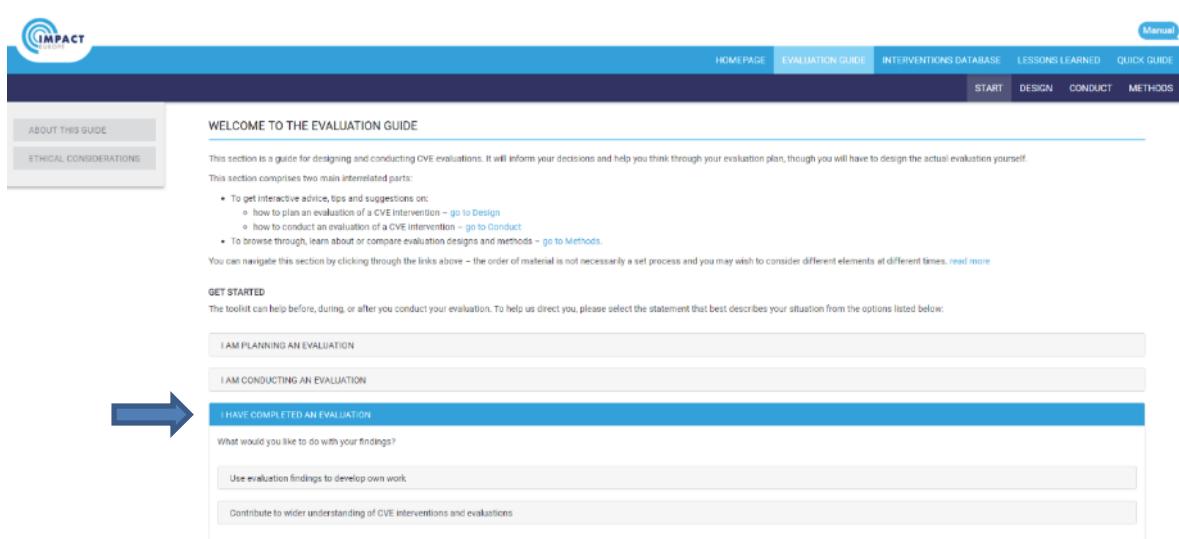
On the basis of your answer, hyperlinks will be shown to parts within the Evaluation Guide that are relevant for your specific situation.

Situation 3: I have completed an evaluation

The toolkit will show the following question: *What would you like to do with your findings?*

Please choose one of the following answers:

- **Use evaluation findings to develop own work**
- **Contribute to wider understanding of CVE interventions and evaluations.**



The screenshot shows the 'Evaluation Guide' section of the toolkit. At the top, there's a navigation bar with links for 'HOME PAGE', 'EVALUATION GUIDE' (which is currently selected), 'INTERVENTIONS DATABASE', 'LESSONS LEARNED', and 'QUICK GUIDE'. Below the navigation, there are tabs for 'START', 'DESIGN', 'CONDUCT', and 'METHODS'. On the left, there are two grey boxes labeled 'ABOUT THIS GUIDE' and 'ETHICAL CONSIDERATIONS'. The main content area has a heading 'WELCOME TO THE EVALUATION GUIDE' and a sub-section about the purpose of the guide. It lists three main parts: 'GET STARTED', 'I AM PLANNING AN EVALUATION', 'I AM CONDUCTING AN EVALUATION', and 'I HAVE COMPLETED AN EVALUATION'. A blue arrow points to the 'I HAVE COMPLETED AN EVALUATION' section, which is highlighted with a blue background. This section contains a question 'What would you like to do with your findings?' and two options: 'Use evaluation findings to develop own work.' and 'Contribute to wider understanding of CVE Interventions and evaluations.'

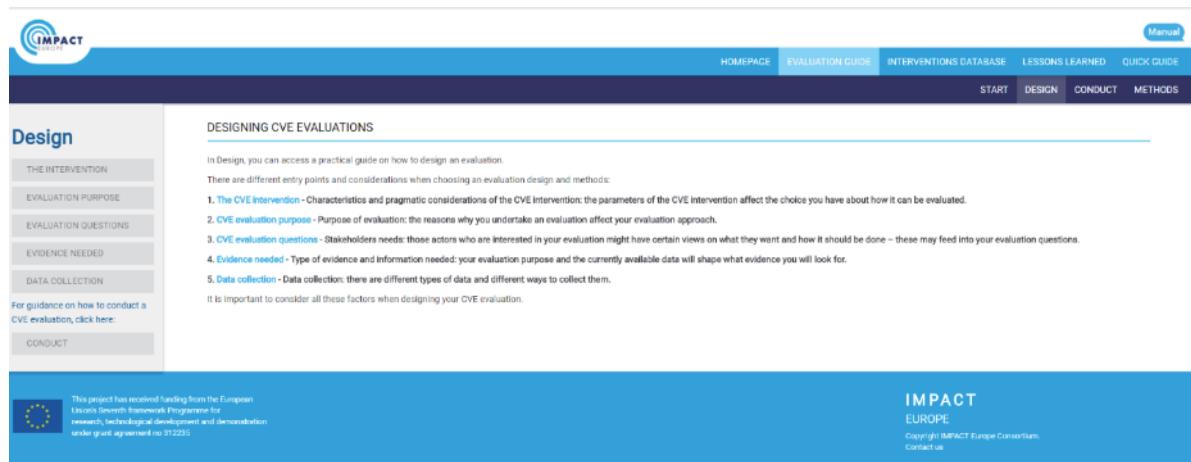
On the basis of your answer, hyperlinks will be shown to parts within the Evaluation Guide that are relevant for your specific situation.

We will now go on to explain the different components of the Evaluation Guide:

- **Design (2.2)**
- **Conduct (2.3)**
- **Methods (2.4).**

2.2. Design

Please go to DESIGN within the Evaluation Guide. You will see the following screen:



On this page you find an overview of the different entry points in the Design section of the Evaluation Guide. The Design section is intended to be used as a starting point for designing an evaluation, or as a resource to inform decision making when searching for and interacting with external evaluators. You can provide information that will be processed by the toolkit, which will issue tips and suggestions customised to your situation. You can then consider these when designing an evaluation of your CVE intervention. It is important to consider all these factors when designing your CVE evaluation. Once you know what evaluation design and methods you need, you can put these into action.

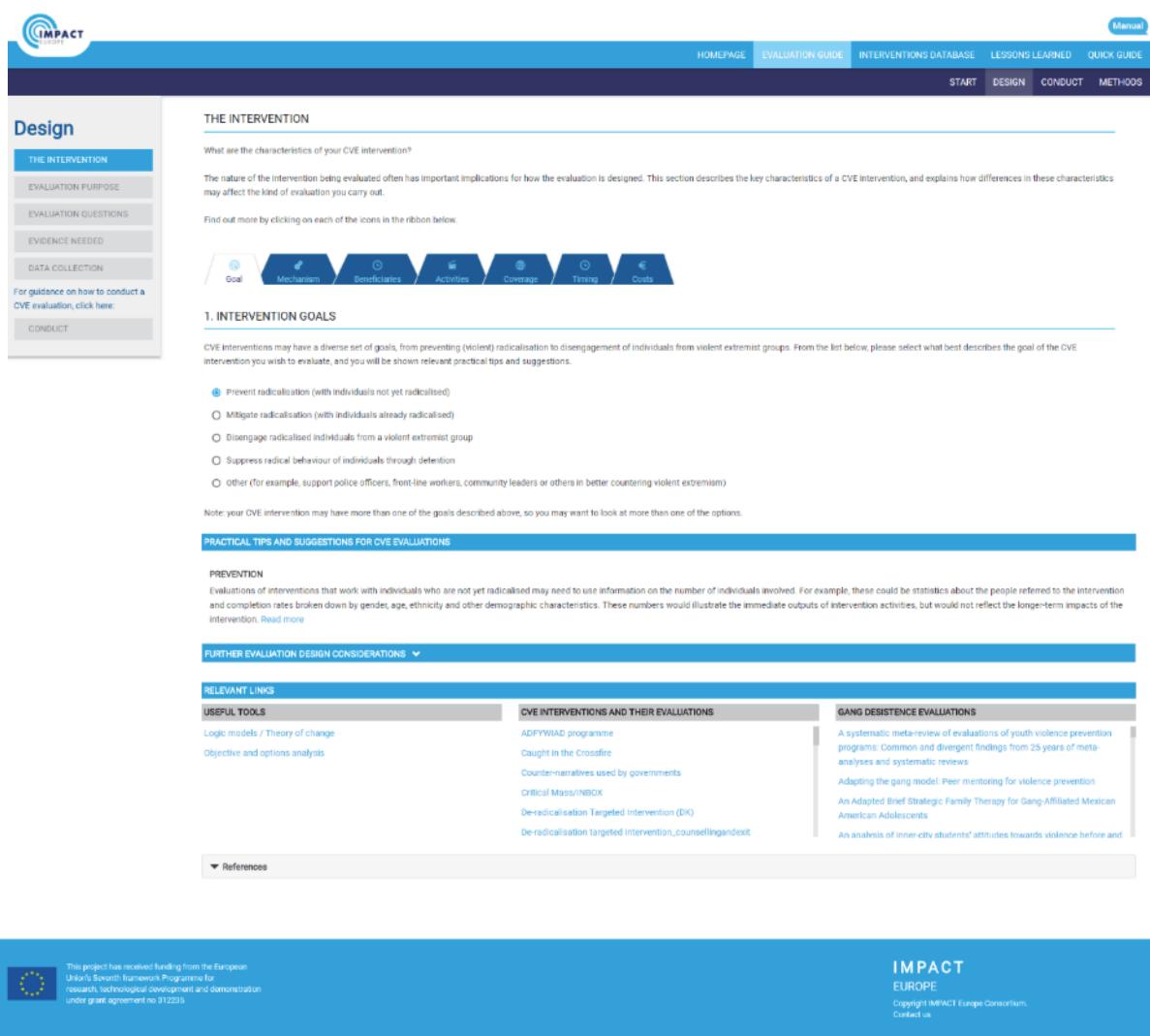
The different entry points and considerations when choosing an evaluation design and methods are:

1. **The CVE intervention:** in this section we consider the characteristics of your intervention and their consequences for designing and conducting an evaluation.
2. **CVE evaluation purpose:** in this section we consider the purpose of your evaluation and its consequences for designing and conducting an evaluation.
3. **CVE evaluation questions:** in this section we provide guidance on evaluation questions pertaining to addressing the main evaluation criteria.
4. **Evidence needed:** in this section we consider the evidence that you need to verify if CVE interventions make a positive change.
5. **Data collection:** in this section we discuss the different types of data and the different ways to collect them.

Please click in the online toolkit on the entry point that you would like to explore. If you would like to explore all entry points, you can start with **Intervention**, followed by **Evaluation purpose**, **Evaluations questions**, **Evidence needed** and **Data collection**. We will discuss the different entry points in more detail below.

2.2.1. The Intervention

Please go to THE INTERVENTION. You will see the following screen:



The screenshot shows the 'THE INTERVENTION' page of the IMPACT Europe toolkit. The top navigation bar includes links for HOMEPAGE, EVALUATION GUIDE, INTERVENTIONS DATABASE, LESSONS LEARNED, QUICK GUIDE, START, DESIGN, CONDUCT, and METHODS. A 'Manual' link is also present. On the left, a sidebar titled 'Design' contains links for THE INTERVENTION, EVALUATION PURPOSE, EVALUATION QUESTIONS, EVIDENCE NEEDED, DATA COLLECTION, and CONDUCT. Below this, a note provides guidance on how to conduct a CVE evaluation. The main content area is titled 'THE INTERVENTION' and discusses the characteristics of a CVE intervention. It features a ribbon with icons for Goal, Mechanism, Semicellaries, Activities, Coverage, Timing, and Costs. A section on '1. INTERVENTION GOALS' lists five options for preventing radicalisation, mitigating radicalisation, disengaging individuals from extremist groups, suppressing radical behaviour through detention, or supporting police officers and community leaders. Practical tips and suggestions for CVE evaluations are provided, along with further evaluation design considerations. A 'RELEVANT LINKS' section includes useful tools like logic models and theory of change, and evaluations of CVE interventions such as ADFYWIAD, Caught in the Crossfire, and Critical Mass/NBOX. A 'GANG DESISTENCE EVALUATIONS' section includes a systematic meta-review of evaluations of youth violence prevention programs. The bottom of the page includes a European Union funding logo and copyright information for IMPACT Europe Consortium.

In this section we consider the characteristics of your intervention. The nature of the intervention being evaluated often has important implications for how the evaluation is designed. This section describes the key characteristics of a CVE intervention, and explains how differences in these characteristics may affect the kind of evaluation you carry out. You

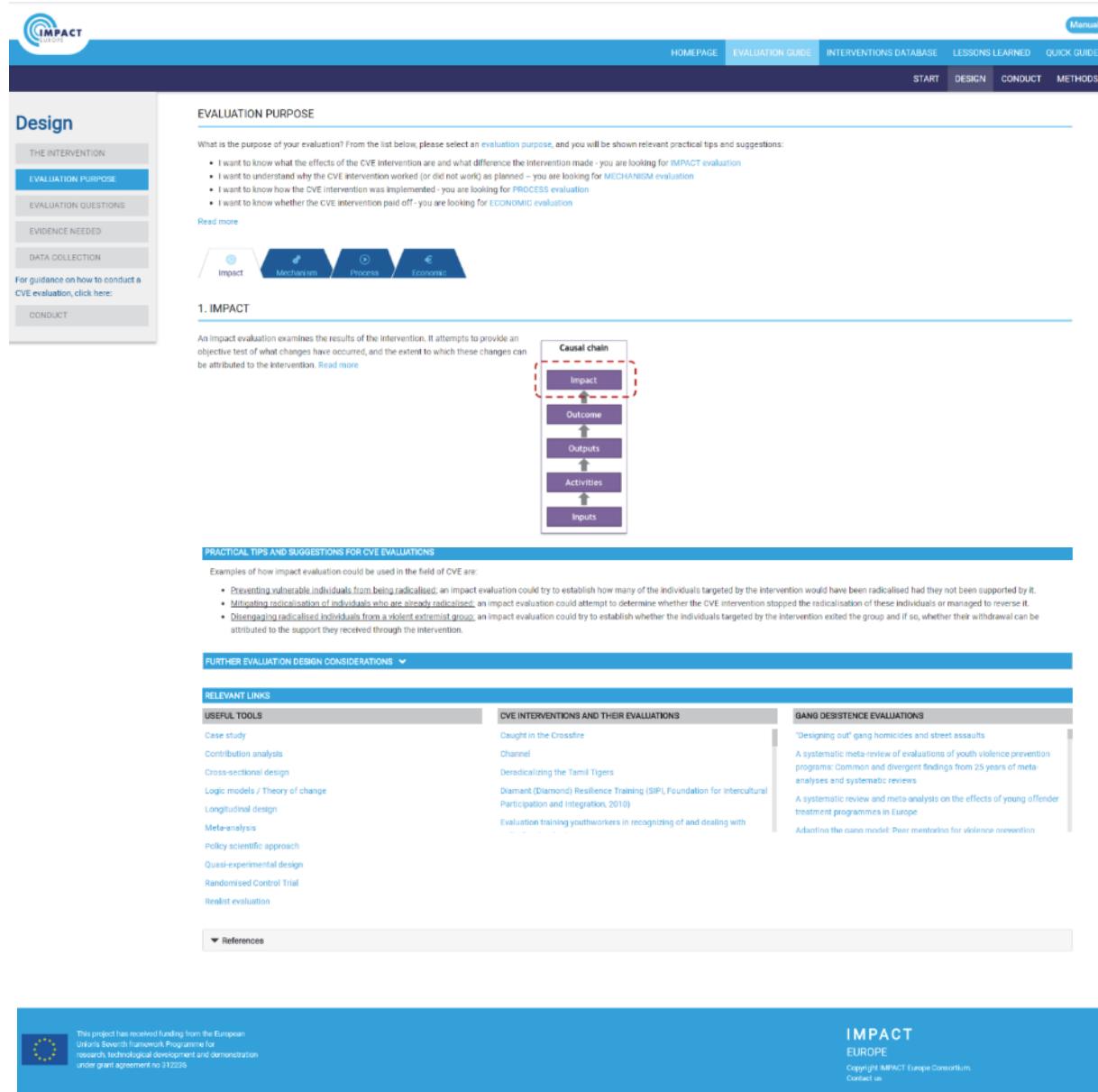
can explore the different components, provide information about your intervention and consider tips, suggestions and implications for evaluation tailored to your type of intervention.

In this section you can explore the following topics:

- **Goal:** CVE interventions may have a diverse set of goals. Select what best describes the goal of the CVE intervention you wish to evaluate.
- **Mechanism:** CVE interventions may have different mechanisms in bringing about the desired change. Select the intervention logic you wish to develop your understanding of.
- **Beneficiaries:** CVE interventions may have a diverse range of beneficiaries (or group of focus). Select what best describes the group of focus of the CVE intervention you wish to evaluate.
- **Activities:** CVE interventions may have a diverse range of activities. Select what best describes the type of activity of the CVE intervention you wish to evaluate.
- **Coverage:** CVE interventions could be implemented at different levels. Select what best describes the geographical coverage of the CVE intervention you wish to evaluate.
- **Timing:** an evaluation can be carried out at different stages of an intervention. Select what best describes the stage of the CVE intervention you wish to evaluate.
- **Costs:** this section provides more information on the costs of CVE interventions and its implications for evaluations.

2.2.2. Evaluation purpose

Please go to EVALUATION PURPOSE. You will see the following screen:



The screenshot shows the 'Evaluation Purpose' page of the IMPACT Europe website. The top navigation bar includes links for HOMEPAGE, EVALUATION GUIDE, INTERVENTIONS DATABASE, LESSONS LEARNED, QUICK GUIDE, and a Manual section with links for START, DESIGN, CONDUCT, and METHODS.

Design (Left sidebar)

- THE INTERVENTION
- EVALUATION PURPOSE** (highlighted)
- EVALUATION QUESTIONS
- EVIDENCE NEEDED
- DATA COLLECTION
- For guidance on how to conduct a CVE evaluation, click here:
- CONDUCT

EVALUATION PURPOSE

What is the purpose of your evaluation? From the list below, please select an **evaluation purpose**, and you will be shown relevant practical tips and suggestions:

- I want to know what the effects of the CVE Intervention are and what difference the intervention made - you are looking for **IMPACT** evaluation
- I want to understand why the CVE Intervention worked (or did not work) as planned - you are looking for **MECHANISM** evaluation
- I want to know how the CVE Intervention was implemented - you are looking for **PROCESS** evaluation
- I want to know whether the CVE Intervention paid off - you are looking for **ECONOMIC** evaluation

[Read more](#)

Impact Mechanism Persons Economic

1. IMPACT

An Impact evaluation examines the results of the intervention. It attempts to provide an objective test of what changes have occurred, and the extent to which these changes can be attributed to the intervention. [Read more](#)

Causal chain

```

graph TD
    Impact[Impact] --> Outcome[Outcome]
    Outcome --> Outputs[Outputs]
    Outputs --> Activities[Activities]
    Activities --> Inputs[Inputs]
    
```

PRACTICAL TIPS AND SUGGESTIONS FOR CVE EVALUATIONS

Examples of how impact evaluation could be used in the field of CVE are:

- Preventing vulnerable individuals from being radicalised; an impact evaluation could try to establish how many of the individuals targeted by the intervention would have been radicalised had they not been supported by it.
- Integrating radicalisation of individuals who are already radicalised; an impact evaluation could attempt to determine whether the CVE intervention stopped the radicalisation of these individuals or managed to reverse it.
- Detracting radicalised individuals from a violent extremist group; an impact evaluation could try to establish whether the individuals targeted by the intervention exited the group and if so, whether their withdrawal can be attributed to the support they received through the intervention.

FURTHER EVALUATION DESIGN CONSIDERATIONS

| RELEVANT LINKS | CVE INTERVENTIONS AND THEIR EVALUATIONS | GANG DESENSE EVALUATIONS |
|------------------------------|---|--|
| USEFUL TOOLS | <ul style="list-style-type: none"> Case study Contribution analysis Cross-sectional design Logic models / Theory of change Longitudinal design Meta-analysis Policy scientific approach Quasi-experimental design Randomised Control Trial Realist evaluation | <ul style="list-style-type: none"> 'Designing out' gang homicides and street assaults A systematic meta-review of evaluations of youth violence prevention programs: Common and divergent findings from 25 years of meta-analyses and systematic reviews A systematic review and meta-analysis on the effects of young offender treatment programmes in Europe Adapting the nano model: Peer mentors for violence prevention |
| ▼ References | | |

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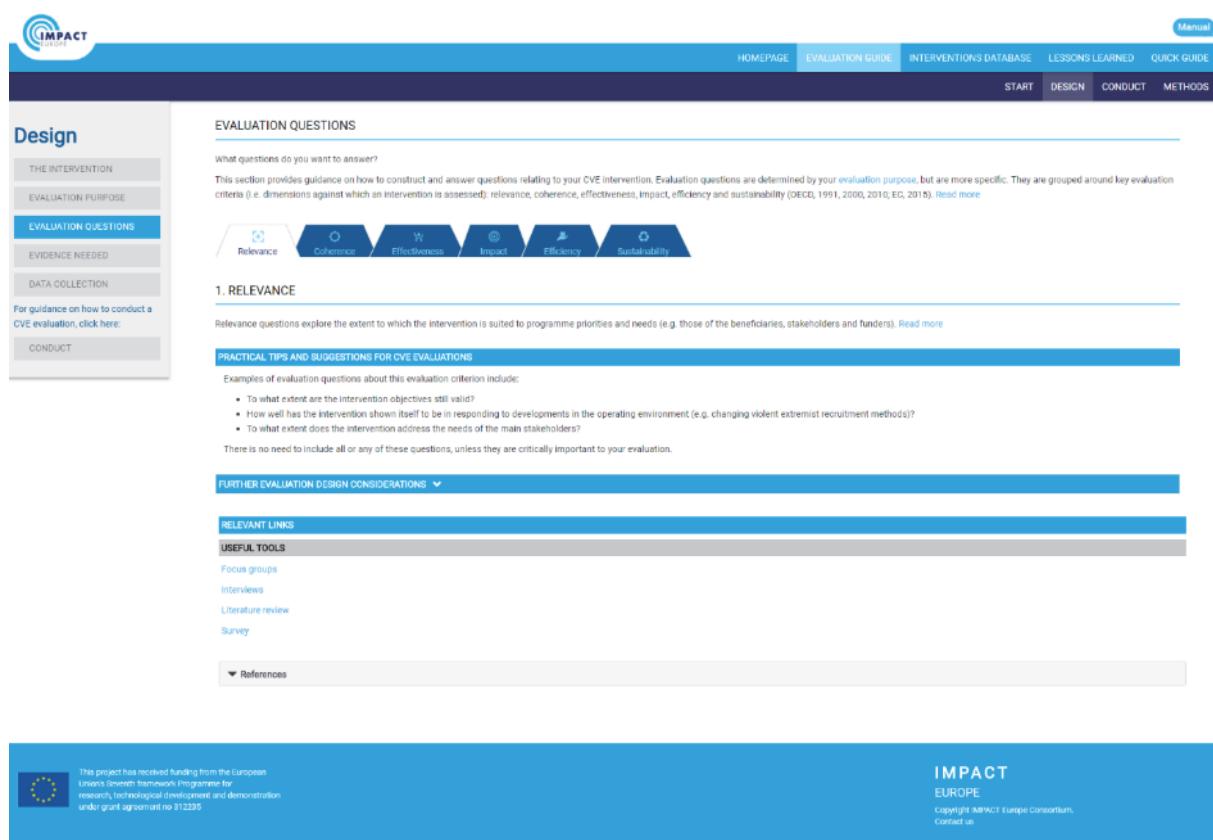
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In this section we consider the purpose of your evaluation. What is the key question you want to ask – the main reason for you to evaluate the intervention? Select what best describes the purpose of the CVE intervention you wish to evaluate, and consider tips, suggestions and implications for evaluation in the online toolkit:

- I want to know what the effects of the CVE intervention are and what difference the intervention made – you are looking for **IMPACT evaluation**.
- I want to understand why the CVE intervention worked (or did not work) as planned – you are looking for **MECHANISM evaluation**.
- I want to know how the CVE intervention was implemented – you are looking for **PROCESS evaluation**.
- I want to know whether the CVE intervention paid off – you are looking for **ECONOMIC evaluation**.

2.2.3. Evaluation questions

Please go to EVALUATION QUESTIONS. You will see the following screen:



The screenshot shows the IMPACT Europe Evaluation Guide interface. The top navigation bar includes links for HOMEPAGE, EVALUATION GUIDE (which is active), INTERVENTIONS DATABASE, LESSONS LEARNED, QUICK GUIDE, START, DESIGN, CONDUCT, and METHODS. A 'Manual' link is also present in the top right.

The left sidebar is titled 'Design' and lists several sections: THE INTERVENTION, EVALUATION PURPOSE, EVALUATION QUESTIONS (which is selected and highlighted in blue), EVIDENCE NEEDED, DATA COLLECTION, and CONDUCT. A note in the DATA COLLECTION section says: 'For guidance on how to conduct a CVE evaluation, click here.'

The main content area is titled 'EVALUATION QUESTIONS'. It starts with a sub-section 'What questions do you want to answer?' which provides guidance on how to construct and answer questions relating to your CVE intervention. It mentions that evaluation questions are determined by your [evaluation purpose](#), but are more specific. They are grouped around key evaluation criteria (i.e. dimensions against which an intervention is assessed): relevance, coherence, effectiveness, impact, efficiency and sustainability (OECD, 1991, 2000, 2010; EG, 2015). A 'Read more' link is provided.

Below this are six colored icons representing these criteria: Relevance (blue), Coherence (orange), Effectiveness (green), Impact (purple), Efficiency (yellow), and Sustainability (red).

The next section is '1. RELEVANCE'. It contains a sub-section 'PRACTICAL TIPS AND SUGGESTIONS FOR CVE EVALUATIONS' with examples of evaluation questions about this criterion. Examples include:

- To what extent are the intervention objectives still valid?
- How well has the intervention shown itself to be in responding to developments in the operating environment (e.g. changing violent extremist recruitment methods)?
- To what extent does the intervention address the needs of the main stakeholders?

A note states: 'There is no need to include all or any of these questions, unless they are critically important to your evaluation.'

Below this are sections for 'FURTHER EVALUATION DESIGN CONSIDERATIONS', 'RELEVANT LINKS', and 'USEFUL TOOLS'. Under 'USEFUL TOOLS', there is a list: Focus groups, Interviews, Literature review, and Survey. At the bottom is a 'References' section.

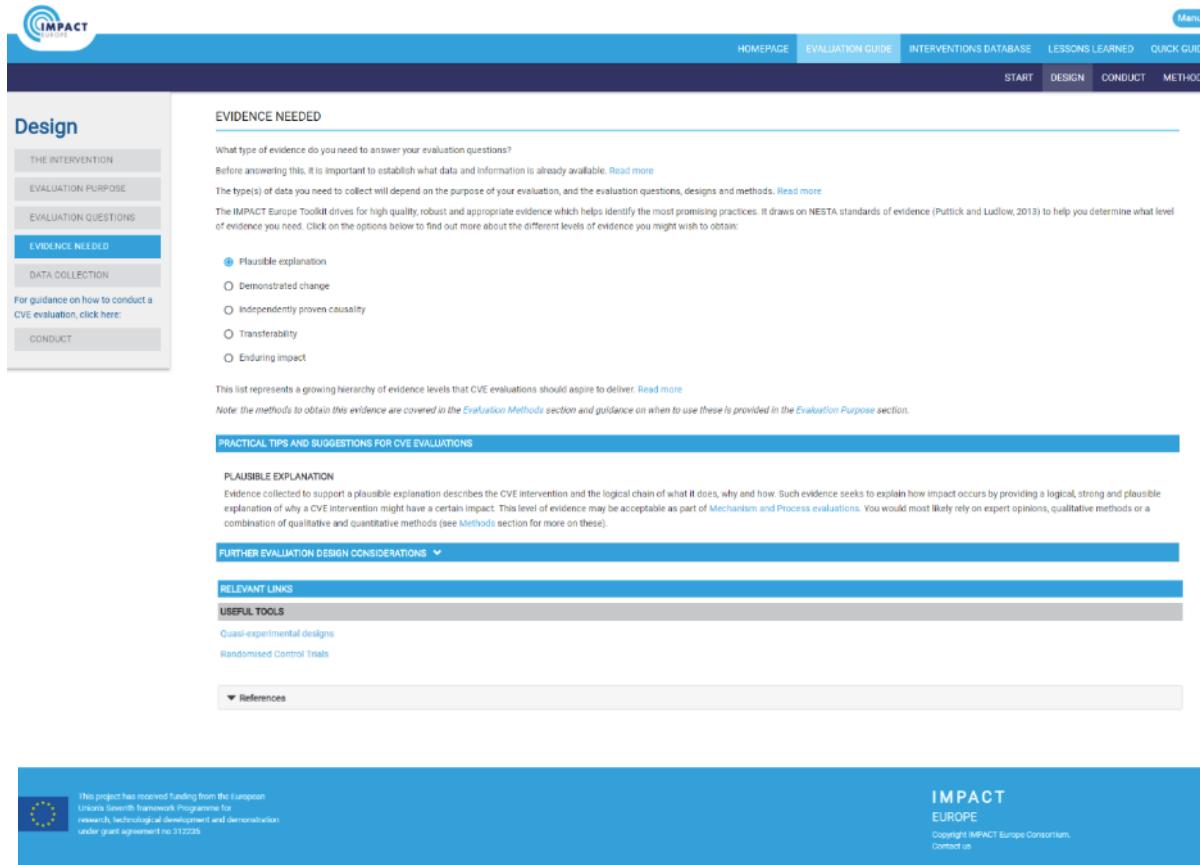
At the very bottom of the page, there is a footer with the European Union flag and text: 'This project has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement no 312235'. On the right, there is the IMPACT EUROPE logo with the text: 'IMPACT EUROPE', 'Copyright IMPACT Europe Consortium', and 'Contact us'.

This section provides guidance on how to construct and answer questions relating to your CVE intervention. Evaluation questions are determined by your evaluation purpose, but are more specific. They are grouped around key evaluation criteria (i.e. dimensions against which an intervention is assessed): relevance, coherence, effectiveness, impact, efficiency and sustainability. Select the criterion you want to find out more about to see examples of evaluation questions and relevant input on suitable evaluation designs and methods.

- **Relevance:** questions about the relevance of CVE interventions explore the extent to which the intervention is suited to programme priorities and needs (e.g. those of the beneficiaries, stakeholders and funders).
- **Coherence:** questions about coherence have two dimensions: internal coherence questions investigate the relationship between different elements of the intervention to see how they operate together. Questions on external coherence look at how the intervention is aligned with other (usually higher-level) initiatives, strategies and policies.
- **Effectiveness:** questions about effectiveness explore the relationships between an intervention's stated objectives and its effects (i.e. results – from outputs, through outcomes, to impacts). They are similar to impact questions, but focus on the extent to which the intervention met its objectives. Effectiveness questions also look at causal connections – namely 'did an effect happen because of the CVE intervention?'
- **Impact:** questions about impact investigate the relationship between the stated objectives of an intervention and the medium- to long-term effects achieved. They are similar to effectiveness questions, but have a greater focus on the longer-term intended and unintended results.
- **Efficiency:** questions about efficiency explore the relationship between inputs (resources used) and the results achieved by the intervention (from outputs, through outcomes, to impacts).
- **Sustainability:** questions about sustainability look to establish whether the changes caused by an intervention are durable and will remain (i.e. have a lasting effect) or whether these changes will cease to continue or will be undone when the intervention is no longer present (e.g. when funding for it ends).

2.2.4. Evidence needed

Please go to EVIDENCE NEEDED. You will see the following screen:

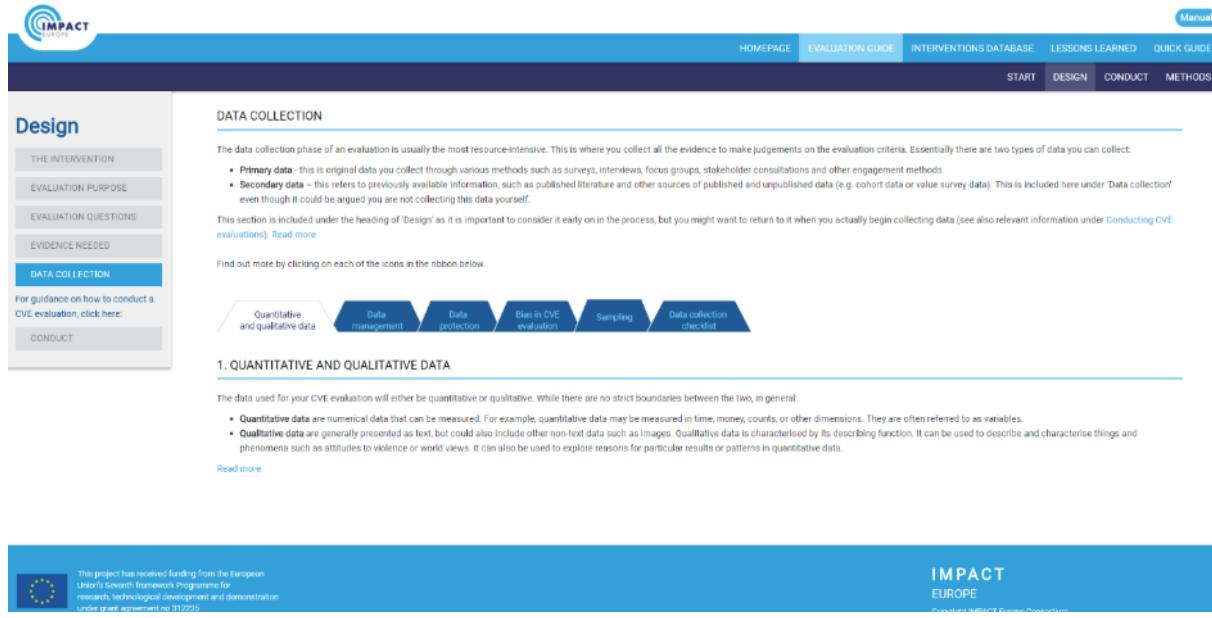


The screenshot shows the 'EVIDENCE NEEDED' page of the IMPACT Europe Toolkit. The left sidebar under 'Design' has a blue highlight on 'EVIDENCE NEEDED'. The main content area starts with a heading 'EVIDENCE NEEDED' and a sub-section 'PLAUSIBLE EXPLANATION' with text about evidence levels. It includes a list of five evidence types with radio buttons: 'Plausible explanation' (selected), 'Demonstrated change', 'Independently proven causality', 'Transferability', and 'Enduring impact'. Below this is a note about a hierarchy of evidence levels. The 'PRACTICAL TIPS AND SUGGESTIONS FOR CVE EVALUATIONS' section follows, with a sub-section 'PLAUSIBLE EXPLANATION' containing tips for supporting such an explanation. At the bottom, there are sections for 'RELEVANT LINKS' and 'USEFUL TOOLS', each with two links: 'Quasi-experimental designs' and 'Randomised Control Trials'. A 'References' section is also present. The footer includes a European Union flag and text about funding from FP7, along with the IMPACT EUROPE logo and copyright information.

In this section we consider the evidence that you need to answer your evaluation questions. Select what best describes the level of evidence you are looking for, and consider tips, suggestions and implications for evaluation.

2.2.5. Data collection

Please go to DATA COLLECTION. You will see the following screen:

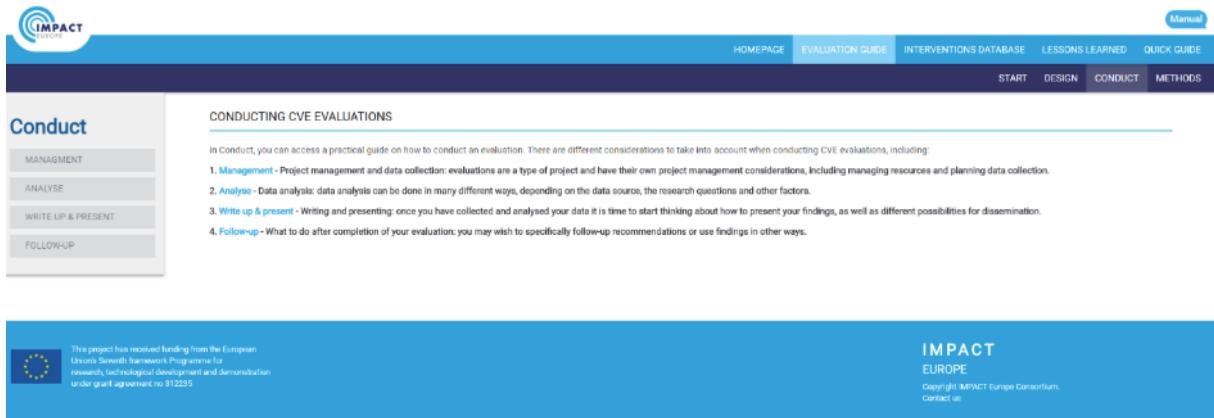


The screenshot shows the IMPACT EUROPE Evaluation Guide interface. The top navigation bar includes links for HOMEPAGE, EVALUATION GUIDE, INTERVENTIONS DATABASE, LESSONS LEARNED, QUICK GUIDE, START, DESIGN, CONDUCT, and METHODS. A 'Manual' link is also present. The left sidebar, titled 'Design', has sections for THE INTERVENTION, EVALUATION PURPOSE, EVALUATION QUESTIONS, EVIDENCE NEEDED, and DATA COLLECTION, with the latter being the active tab. Below the sidebar, a note says 'For guidance on how to conduct a CVE evaluation, click here.' Under the 'DATA COLLECTION' heading, there is a sub-section titled '1. QUANTITATIVE AND QUALITATIVE DATA'. This section contains text about the nature of quantitative and qualitative data, followed by a bulleted list of their characteristics. At the bottom of this section is a 'Read more' link. The footer of the page includes the European Union flag and text stating 'This project has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement no 312235'. On the right side of the footer is the IMPACT EUROPE logo.

This section discusses the different types of data, the different ways data can be collected and the considerations that should be taken into account before and during data collection. This section is included under the heading of Design as it is important to consider it early on in the process, but you might want to return to it when you actually begin collecting data. Explore the different criteria you want to know more about and consider tips, suggestions and implications for evaluation.

2.3. Conduct

Please go to CONDUCT within the Evaluation Guide. You will see the following screen:



The screenshot shows the 'Evaluation Guide' section of the IMPACT Europe website. The left sidebar has a 'Conduct' heading with four sub-options: MANAGEMENT, ANALYSE, WRITE UP & PRESENT, and FOLLOW-UP. The main content area is titled 'CONDUCTING CVE EVALUATIONS'. It contains a brief introduction and a numbered list of four points: 1. Management - Project management and data collection; 2. Analyse - Data analysis can be done in many different ways, depending on the data source, the research questions and other factors; 3. Write up & present - Writing and presenting; once you have collected and analysed your data it is time to start thinking about how to present your findings, as well as different possibilities for dissemination; 4. Follow-up - What to do after completion of your evaluation: you may wish to specifically follow-up recommendations or use findings in other ways. At the bottom of the page, there is a European Union funding logo and copyright information for IMPACT Europe Consortium.

On this page you find an overview of the different entry points in the Conduct section of the Evaluation Guide. The conduct section consists of a practical guide on the different stages in conducting an evaluation. There are different considerations to take into account when conducting CVE evaluations, including:

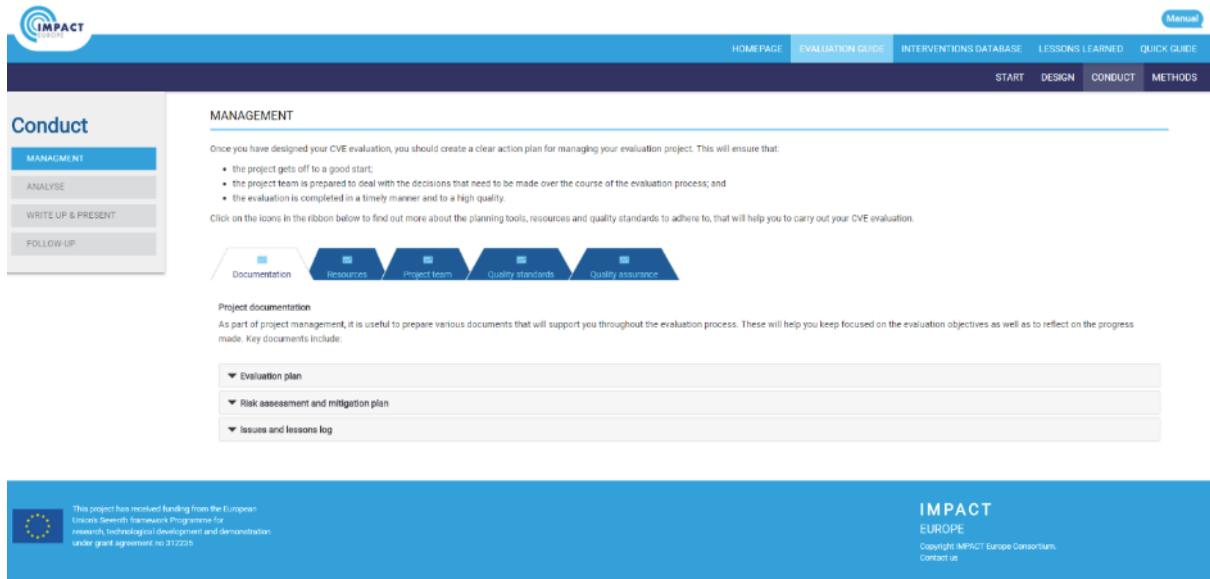
1. **Management:** evaluations are a type of project and have their own project management considerations, including managing resources and planning data collection.
2. **Analyse:** data analysis can be done in many different ways, depending on the data source, the research questions and other factors.
3. **Write up & present:** once you have collected and analysed your data it is time to start thinking about how to present your findings, as well as different possibilities for dissemination.

Follow-up: What to do after completion of your evaluation? You may wish to specifically follow up recommendations or use findings in other ways.

Please click in the online toolkit on the entry point that you would like to explore. If you would like to explore all entry points, you can start with Management, followed by Analyse, Write up & Present and Follow-up. We will discuss the different entry points in more detail below.

2.3.1. Management

Please go to MANAGEMENT. You will see the following screen:

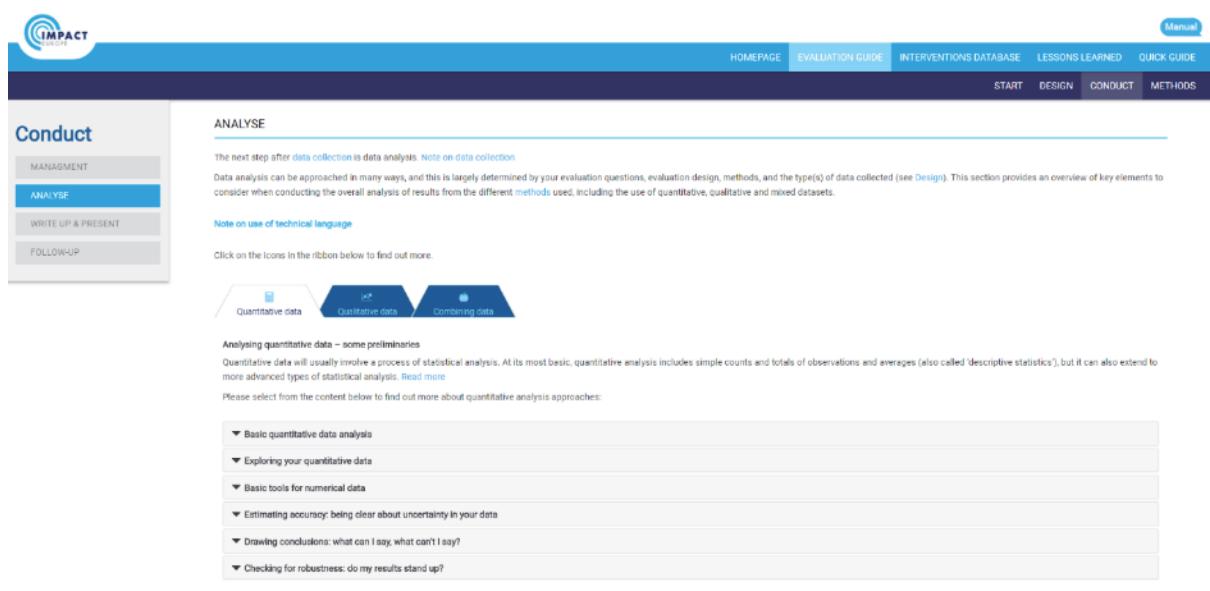


The screenshot shows the IMPACT Europe website interface. At the top, there is a navigation bar with links for HOMEPAGE, EVALUATION GUIDE, INTERVENTIONS DATABASE, LESSONS LEARNED, QUICK GUIDE, START, DESIGN, CONDUCT, and METHODS. A "Manual" link is also present in the top right corner. On the left, a sidebar titled "Conduct" contains tabs for MANAGEMENT, ANALYSE, WRITE UP & PRESENT, and FOLLOW-UP. The main content area is titled "MANAGEMENT". It includes a list of requirements for a good start, a section on project documentation with icons for Documentation, Resources, Project team, Quality standards, and Quality assurance, and a list of key documents like Evaluation plan, Risk assessment and mitigation plan, and Issues and lessons log. At the bottom left, there is a European Union funding logo and text about grant agreement no. 312235. At the bottom right, there is information about the IMPACT Europe Consortium and a "Contact us" link.

In this section we consider some project management best practices and provide more details on how to conduct the evaluation from the perspective of planning efficient use of resources, timelines and reporting. Please click on the different icons to find out more about the specific topics and consider tips, suggestions and implications for conducting an evaluation.

2.3.2. Analyse

Please go to ANALYSE. You will see the following screen:



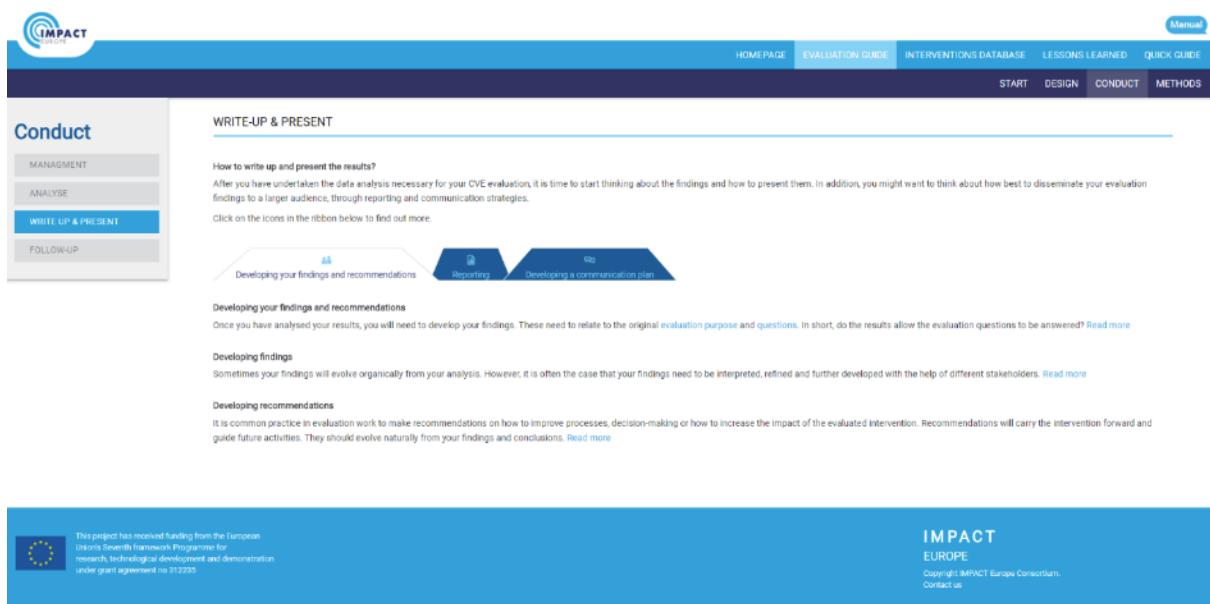
The screenshot shows the 'ANALYSE' section of the IMPACT Europe website. The left sidebar has a 'Conduct' category selected, with sub-options: MANAGEMENT, ANALYSE (selected), WRITE UP & PRESENT, and FOLLOW-UP. The main content area has a blue header 'ANALYSE'. Below it, there's a note about the next step after data collection and a note on the use of technical language. A callout box says 'Click on the icons in the ribbon below to find out more.' Three icons are shown: Quantitative data (blue square), Qualitative data (orange triangle), and Combining data (green diamond). The main content area contains a section titled 'Analysing quantitative data – some preliminaries' with a note about statistical analysis. Below this is a list of topics with expandable arrows:

- ▼ Basic quantitative data analysis
- ▼ Exploring your quantitative data
- ▼ Basic tools for numerical data
- ▼ Estimating accuracy: being clear about uncertainty in your data
- ▼ Drawing conclusions: what can I say, what can't I say?
- ▼ Checking for robustness: do my results stand up?

This section provides an overview of key elements to consider when conducting the overall analysis of results from different methods used, including the use of quantitative, qualitative and mixed datasets. Please click on the different icons to find out more about the key elements and consider tips, suggestions and implications for analysis.

2.3.3. Write up & Present

Please go to WRITE UP & PRESENT. You will see the following screen:



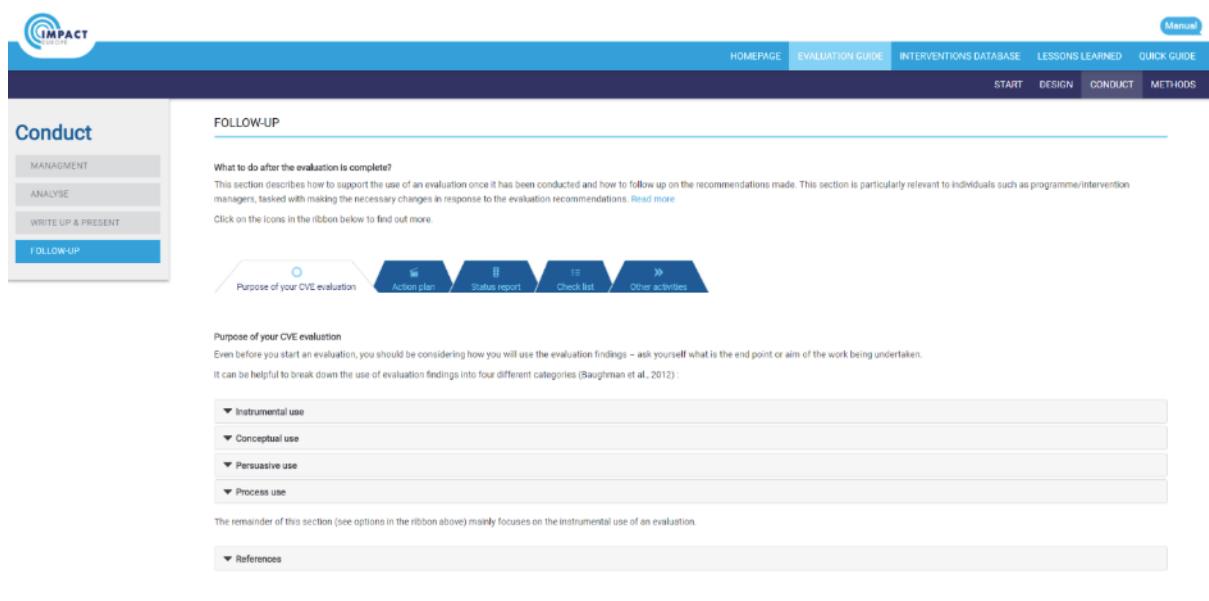
The screenshot shows the 'WRITE UP & PRESENT' section of the IMPACT Europe website. The left sidebar has a 'Conduct' category selected, with sub-options: MANAGEMENT, ANALYSE, WRITE UP & PRESENT (selected), and FOLLOW-UP. The main content area has a blue header 'WRITE UP & PRESENT'. Below it, there's a note about how to write up and present results. A callout box says 'Click on the icons in the ribbon below to find out more.' Three icons are shown: Developing your findings and recommendations (blue square), Reporting (orange triangle), and Developing a communication plan (green diamond). The main content area contains sections on 'Developing your findings and recommendations', 'Developing findings', and 'Developing recommendations'.



This section discusses the process after you have undertaken data analysis: writing up and presenting your findings. In addition, you might want to think about how best to disseminate your evaluation findings to a larger audience, through reporting and communication strategies. Please click on the different icons to explore the different options and consider tips and suggestions.

2.3.4. Follow-up

Please go to FOLLOW-UP. You will see the following screen:

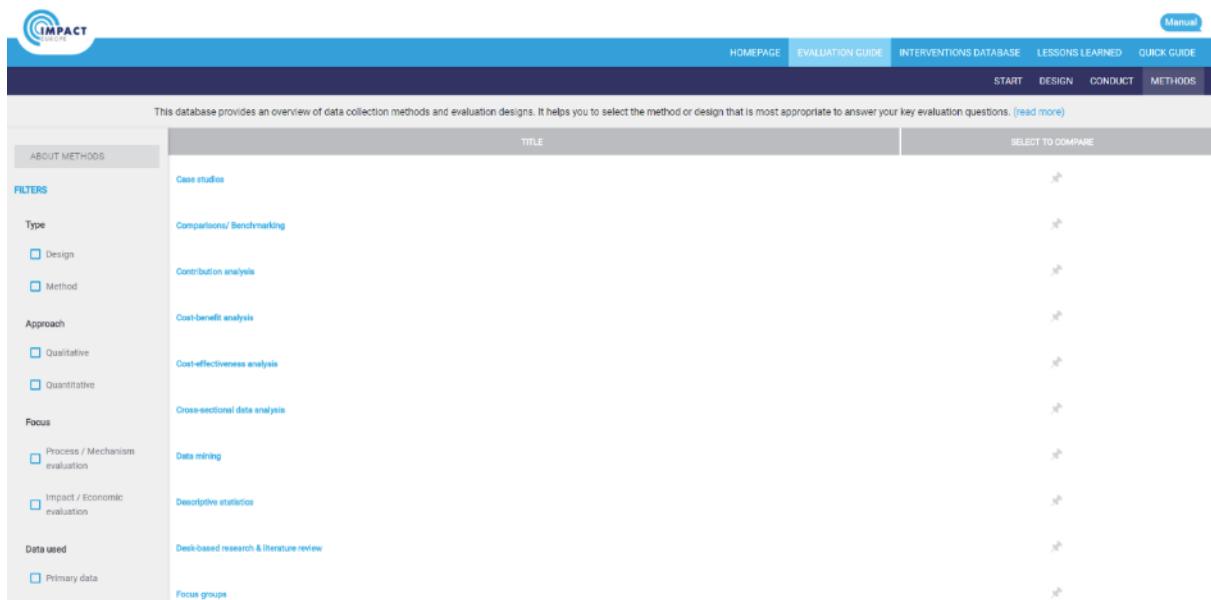


The screenshot shows the IMPACT EUROPE website interface. The top navigation bar includes links for HOMEPAGE, EVALUATION GUIDE, INTERVENTIONS DATABASE, LESSONS LEARNED, QUICK GUIDE, START, DESIGN, CONDUCT, and METHODS. A sidebar on the left is titled 'Conduct' and lists 'MANAGEMENT', 'ANALYSE', 'WRITE UP & PRESENT', and 'FOLLOW-UP', with 'FOLLOW-UP' highlighted in blue. The main content area is titled 'FOLLOW-UP'. It contains a sub-section titled 'What to do after the evaluation is complete?' which describes how to support the use of an evaluation once it has been conducted and how to follow up on the recommendations made. This section is particularly relevant to individuals such as programme/intervention managers, tasked with making the necessary changes in response to the evaluation recommendations. Below this, there is a ribbon with five icons: 'Purpose of your CVE evaluation' (blue circle), 'Action plan' (blue square), 'Status report' (blue triangle), 'Check list' (blue diamond), and 'Other activities' (blue double arrow). Further down, there is a section titled 'Purpose of your CVE evaluation' with a detailed description and a list of four categories: 'Instrumental use', 'Conceptual use', 'Persuasive use', and 'Process use'. At the bottom, there is a 'References' section.

This section describes how to support the use of an evaluation once it has been conducted and how to follow up on the recommendations made. This section is particularly relevant to individuals such as programme/intervention managers, tasked with making the necessary changes in response to the evaluation recommendations. Please click on the different icons to explore the different tips and suggestions.

2.4. Methods

Please go to METHODS. You will see the following screen:



| Case studies | |
|---|--|
| Comparisons/ Benchmarking | |
| Contribution analysis | |
| Cost-benefit analysis | |
| Cost-effectiveness analysis | |
| Cross-sectional data analysis | |
| Data mining | |
| Descriptive statistics | |
| Desk-based research & literature review | |
| Focus groups | |

This database provides an overview of data collection methods and evaluation designs. It helps you to select the method or design that is most appropriate to answer your key evaluation questions.

You can narrow your search by providing key information on what you are looking for by filling in the filters on the left side of the screen:

- **Type:** are you looking for information on evaluation designs, methods or both? Please choose accordingly.
- **Approach:** are you looking for a method to collect quantitative data, qualitative data or both? Please choose accordingly.
- **Focus:** what is the focus of your evaluation? Do you want to conduct a process/mechanism evaluation or an impact/economic evaluation? Please choose accordingly.
- **Data used:** what data do you want to use – primary data, secondary data or both? Please choose accordingly.
- **Purpose:** for what purpose do you want to use the method or design – to collect or to analyse data? Please choose accordingly.

By clicking on a data collection method or evaluation design you will be provided with advice on how to apply this method or approach in practice.

Lastly, the database provides the option to compare two methods or designs. Please select two methods and/or designs in the right-hand column to compare.

3. Lessons Learned

3.1. Crosscutting Lessons from CVE Evaluations

In addition to an Evaluation Guide the toolkit also provides an overarching framework of what lessons have been learned from across a range of CVE interventions and evaluations and at what point in the lifecycle of the intervention these lessons were learned. You can explore these lessons in CROSSTUTTING LESSONS in the Lessons Learned section. Here you can find:

- Lessons learned about **interventions with different goals and objectives**, and sometimes unintended outcomes.
- Lessons learned on **designing effective CVE methods and formats**, intervention timings and participant and stakeholder engagement.
- Lessons learned on **cooperation and collaboration during project implementation**, content and methods employed in projects and more.
- Lessons learned about **successes and failures of CVE interventions** in achieving desired outcomes.
- Lessons learned about **difficulties related to collecting data, drawing conclusions**, and comparing evaluation findings in the field of CVE.

3.2. Key recommendations

The section WAYS FORWARD summarises key recommendations from the IMPACT Europe team in designing and conducting CVE evaluations.

3.3. Good Evaluation

What is evaluation and what is considered to be a good evaluation? To find out more about this topic you can consult the page on GOOD EVALUATION.