

Tool 3. Table summary of the diagnosis of the project stakeholders' evaluation needs

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	1. Evaluation Focus Areas What is to be evaluated: individual project activities, outputs, outcomes, objectives, other issues?	2. Evaluation criteria and questions What questions should the evaluation answer regarding a particular criterion and issue? (at least one question for each criterion and issue)	3. Stakeholders who want to know the answer to this question
1			
2			
3			

Stakeholders (examples)	4. Type of support declared by stakeholders (e.g. obtaining, processing information / data, consulting evaluation findings, disseminating results.)	5. Preferred form of evaluation report (e.g. a comprehensive text document, its abstract, presentation, infographics)
Management of the organisation implementing the project		
Project Team		
External specialists (e.g. trainers, internships supervisors)		
Project target group (beneficiaries / recipients)		
Grant-giving institution, donor		
Partner 1		
Partner 2		