

## ADROIT SNAPSOLUTIONS SERVICE PACKAGE

### *Snap Project Assessment & Evaluation*

Snap Project Assessment & Evaluation provides fast, evidence-based insights on project performance and outcomes. It helps organizations quickly assess what's working, what's not, and how to improve without long evaluation timelines.

#### What You Gain

- Quick, reliable insights for timely decisions
- Real-time data collection enabling adaptive management
- Actionable recommendations based on mixed-method evaluations
- Enhanced donor confidence through evidence-based reporting
- Comprehensive reports with visuals, analysis, and next steps

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| <b>Service Category</b> | Monitoring, Evaluation, and Learning (MEL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Delivery Format</b>  | On-site (Field-based, Digital Data Collection) + Remote (For existing project data review)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Ideal Use Cases</b>  | <ul style="list-style-type: none"><li>• Mid-term or end-term evaluations with tight deadlines</li><li>• Emergency project assessments</li><li>• Real-time performance monitoring for ongoing interventions</li><li>• Evaluation of specific project components (e.g., community-based initiatives)</li><li>• Donor-driven assessments requiring fast turnaround</li></ul>                                                                                                                                                                                                     |
| <b>Scope of Work</b>    | <ul style="list-style-type: none"><li>• Co-develop key evaluation questions and assessment framework</li><li>• Conduct desk review of project documents, reports, and contextual data</li><li>• Collect field data rapidly using mixed methods (KIs, FGDs, observations)</li><li>• Facilitate real-time sense-making sessions with client teams</li><li>• Triangulate qualitative and quantitative data for accuracy</li><li>• Analyze results against OECD/DAC criteria</li><li>• Develop clear, actionable recommendations with timelines and responsible parties</li></ul> |

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| <b>Tools Used</b>                       | <ul style="list-style-type: none"> <li>• KoBo Toolbox/ODK</li> <li>• SPSS/STATA</li> <li>• MS Excel</li> <li>• Power BI</li> </ul>                                                                                                                                                                                                                                                                                                                                            |
| <b>Delivery Process</b>                 | <ol style="list-style-type: none"> <li>1. Co-design evaluation tools and validation rules</li> <li>2. Train enumerators and conduct pilot assessments</li> <li>3. Deploy field teams with real-time data syncing and supervisory monitoring</li> <li>4. Apply multi-level quality assurance and central data audits</li> <li>5. Clean and validate data with full documentation</li> <li>6. Develop and submit reports with insights, visuals, and recommendations</li> </ol> |
| <b>Deliverables</b>                     | <ul style="list-style-type: none"> <li>• Cleaned dataset (SPSS/STATA/Excel)</li> <li>• Field data report (Word/PDF)</li> <li>• Translated transcripts (if applicable)</li> <li>• Analytical report (30–40 pages, Word/PDF)</li> <li>• Presentation of findings (PowerPoint)</li> <li>• Executive summary highlighting key findings and recommendations</li> </ul>                                                                                                             |
| <b>Add-On Services</b>                  | <ul style="list-style-type: none"> <li>• Interactive findings dashboard (Power BI)</li> <li>• Facilitated learning workshop</li> <li>• Policy brief or infographic</li> <li>• Donor-specific report annex customized to templates</li> </ul>                                                                                                                                                                                                                                  |
| <b>Sample Size</b>                      | 100–5,000+ data points or respondents                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Duration</b>                         | 2–8 weeks (depending on complexity and coverage)                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Staff Time</b>                       | 30–60 minutes per interview (depending on complexity)                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Geographic Coverage</b>              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Pricing Structure (Individual)</b>   | Standard Evaluation Package: Starts from USD 8,500 (covers desk review, 10 field days, and standard deliverables)                                                                                                                                                                                                                                                                                                                                                             |
| <b>Pricing Structure (Organization)</b> | Complex/Large-Scale Evaluation: Starts from USD 15,000 (covers multiple provinces, larger samples, and complex methodologies)                                                                                                                                                                                                                                                                                                                                                 |
| <b>Pricing Logic</b>                    | Tiered pricing based on evaluation complexity, geographic coverage, sample size, and stakeholder engagement level                                                                                                                                                                                                                                                                                                                                                             |

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| Team Composition        | <ul style="list-style-type: none"><li>• Senior Evaluation Specialist (Team Lead)</li><li>• Qualitative Researcher</li><li>• M&amp;E Analyst</li><li>• Field Coordinator</li></ul>                                                                                                                                                                                                              |
| Key Considerations      | <ul style="list-style-type: none"><li>• Agile evaluation approach emphasizing depth and usefulness over volume</li><li>• Requires client collaboration and access to key documents and stakeholders</li><li>• All data collection follows strict ethical and confidentiality standards</li><li>• Designed to be lean yet rigorous, providing strong evidence for strategic decisions</li></ul> |
| Lead Consultant Profile | Led by a Senior Evaluation Specialist with over 15 years of experience managing complex evaluations for UN agencies, INGOs, and bilateral donors. Expert in mixed-methods evaluation, theory-based approaches, and facilitating learning in fragile and conflict-affected settings.                                                                                                            |

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