

Appendix VI.1, VI.2, VI.3, VI.4

Sample Timelines for Internal and External Evaluations Clinics and Institutions

VI.1 Timeline of Activities for Internal Evaluations—Clinics

	Morning	Afternoon
Evaluation Coordinator	Review of documents Observation of general conditions Supervise surveys Collect and record questionnaires	Conduct two personnel interviews Gather service statistics Supervise surveys Collect and record questionnaires
Evaluator 2	Observe one consultation Conduct at least two exit interviews	Observe one consultation Conduct at least two exit interviews
Evaluator 3	Observe one consultation Conduct at least two exit interviews	Observe one consultation Conduct at least two exit interviews

VI.2 Timeline of Activities for Internal Evaluations—Institutions

Morning or Afternoon

Evaluation Coordinator:

- Review of documents
- Observation of general conditions
- Collect and record questionnaires

Evaluator 2:

- Conduct two personnel interviews

VI.3 Timeline of Activities for External Evaluations—Clinics

	Morning	Afternoon
Evaluation Coordinator	Review of documents Observation of general conditions Collect and record questionnaires	Conduct seven personnel interviews Collect and record questionnaires
Evaluator 2	Observe two consultations Conduct one-fourth of client exit interviews	Observe one consultation
Evaluator 3	Observe one consultation Conduct one-fourth of client exit interviews	Observe two consultations Conduct one-fourth of client exit interviews

VI.4 Timeline of Activities for External Evaluations—Institutions

Morning or Afternoon

Evaluation Coordinator:

- Review of documents
- Observation of general conditions
- Supervise personnel interviews
- Collect and record questionnaires

Evaluator 2:

- Conduct seven personnel interviews