

Sample Scope of Work for Comprehensive Evaluation of an Even Start Program

Tasks/Activities/Products	Days @ \$/day
<ul style="list-style-type: none"> • Develop an evaluation design and management plan 	2-3 days
<ul style="list-style-type: none"> • Train staff in administering, scoring, and interpreting selected instruments 	1-2 days
<ul style="list-style-type: none"> • Develop forms, interview protocols, and questionnaires 	2-3 days
<ul style="list-style-type: none"> • Conduct interviews/administer surveys 	1-3 days
<ul style="list-style-type: none"> • Develop spreadsheets and train staff in data input 	1-2 days
<ul style="list-style-type: none"> • Aggregate/analyze outcome data and findings from evaluation questions 	2-4 days
<ul style="list-style-type: none"> • Assist in fulfilling state requirements for program quality review 	1-3 days
<ul style="list-style-type: none"> • Monitor project development/implementation 	1-2 days
<ul style="list-style-type: none"> • Conduct on-site visits of instructional components 	2-4 days
<ul style="list-style-type: none"> • Write evaluation reports and recommendations for improvement 	4-6 days
<ul style="list-style-type: none"> • Communicate findings to a variety of audiences 	1-2 days
<ul style="list-style-type: none"> • Attend required state meetings 	1-2 days