

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

	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. Interested stakeholders Who wants 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			

