

# Facilitating UFE step-by-step: a process guide for evaluators

## Module 4: Steps 8-12 of UFE Checklist

*Facilitator:*

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# AGENDA

- Simulating use
- Collecting and analyzing data
- Facilitating use
- How do you evaluate a UFE – the last step

## Simulating use ...

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1. Plan *before collecting data*.
2. Prepare *possible* 'positive and negative' findings on the main issue.
3. Ask – what do these results mean? How it will affect use?
4. Primary users get a chance to check expectations against the 'real world' and review KEQ and focus.
5. Helps to define 'desirability' of findings.

# Data collection

- Are primary users informed of the progress?
- Make a special note of important interim findings
- If primary users are involved in data collection, include time for reflection and debriefing

# Data analysis

- Users are involved actively in analysis
- How can findings be used for use?
- What interpretation and recommendations are possible from the analysis?

# The ultimate test - USE

- How is the primary user plan to use the findings?
- Disseminate according to plan but also look at other opportunities
- Have you found unexpected results – how will you use them?
- CAUTION! Check for possible misuse  
DON'T FORGET TO FOLLOW UP!

# Evaluating a UFE

- Follow up – how was intended use by user achieved?
- Did additional users/uses emerge?
- Reflect – what actually happened? Were there misuses or other unintended consequences?

UFE IS A LEARNING PLATFORM –  
TO DO BETTER NEXT TIME

# UFE in 12 steps

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1. Project / network readiness assessment.
2. Evaluator readiness and capability assessment.
3. Identification of primary intended users.
4. Situational analysis.
5. Identification of primary intended uses.
6. Focusing on evaluation.
7. Evaluation design.
8. Simulation of use.
9. Data collection.
10. Data analysis.
11. Facilitate use.
12. Meta-evaluation.



# Comments / Questions



**Thank you!**