



HABITAT
CONSERVATION TRUST
FOUNDATION

HCTF Project Evaluation Workshops

METHODOLOGY

Updated: June 2013
Habitat Conservation Trust Foundation

General Methodology for HCTF Project Evaluation Workshops

Background:

In an ongoing effort to evaluate the outcomes of investments, HCTF uses several vehicles:

1. **Technical committee review:** annual technical evaluation of continuing projects.
2. **Grant and Multi-Year reports:** review of project reports by HCTF staff.
3. **Project site visits:** HCTF staff and Board of Directors on-the-ground evaluations of individual projects.
4. **Detailed project evaluations:** evaluations of specific projects including on-the-ground and financial audits.
5. **Project evaluation workshops:** project leaders present their results for peer review.

The first HCTF project evaluation workshop was held in March 2010. Over the following two years HCTF honed the methodology for the evaluation of projects by participants. This report updates the methodology to include the revisions since the original workshop. HCTF plans to continue holding one workshop each year, rotating between fisheries, stewardship and wildlife projects. Summary reports for each workshop are made available on the HCTF website.

Workshop Objectives:

The goal of the workshops is to allow project leaders to discuss their projects in a mutually respectful atmosphere, so that HCTF representatives and other project leaders can learn from each other's experiences.

Workshop objectives are to:

1. Understand what each project accomplished and what difference it made to benefit fish and wildlife management in BC
2. Review and evaluate the results of HCTF investments in projects; and
3. Provide a forum for individuals and organizations to share information and ideas on how to improve HCTF (?) fisheries, wildlife and habitat conservation and management projects, programs and activities in BC.

Project Selection:

A blend of the following criteria is used to select projects to be presented:

- Multi-year projects that are at or near the end of their project life;
- High dollar projects;
- Mix of small, site-specific and larger, wider ranging projects;
- Mix of 1-year and multi-year projects;
- Geographic spread throughout BC;
- Blend of proponent types by organization.

Presentation Requirements:

Participants are required to follow the presentation outline in Appendix A. The 15- to 20-minute presentation will include the following mandatory elements:

1. Project summary including location, issue, methodology and activities. (5 min)
2. Project objectives met or not met: results and issues arising. (5 min)
3. Project accomplishments and implications for fish and wildlife conservation and management: “What difference did this project make?” (10 min)
4. Questions and group discussion. (10 min)

Evaluation

At the end of each presentation, participants are required to complete the evaluation form (see Appendix B – evaluation forms). Participants are asked “How well do you think this project contributes to fisheries/wildlife/habitat management in BC?” and can choose: a) significantly, b) somewhat, or c) not sure. Participants are also asked for written comments and suggestions regarding both the project and the presentation and these comments remain anonymous. HCTF Board members in attendance will also participate in the review and evaluation of each of the projects.

After the workshop a Summary Report is produced summarizing the overall ratings and comments and will be made available on the HCTF website (specific projects are not identified in these reports). A separate project-specific report provides a summary of ratings and comments for the project leader and the HCTF Board only.

In addition to the individual project evaluations, workshop participants are also asked for constructive feedback on the workshop and on HCTF and its processes.

Networking

Whenever possible, the workshops are planned for one-and-half to two days in length. In the evening of the first day, HCTF generally hosts a dinner at the hotel to provide networking opportunities for participants, the Board and staff in an informal environment.

Appendix A

PRESENTATION OUTLINE

In previous workshops, participants indicated that it would be easier to follow presentations that have the same format. Please use this outline for your presentation.

A. Title

Project number and name.

Project leader and organization.

B. Introduction to project and project implementation
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5min

Background information, location, issue, etc.

Brief discussion of methodology and activities.

C. Summary of objectives and results

5min

Discuss objectives as specified in application (see project profile)

- Objectives met and results.
- Objectives partially or not met - Issues arising and results (i.e. report on any technical or other difficulties, and any strategies used to solve problems).

D. Project accomplishments and implications for fish and wildlife conservation and management.

10min

What difference did this project make?

What were the management applications of this project? Were any specific actions taken as a result of this project? What was the most valuable aspect or outcome of this project?

E. Group discussion.

10min

Appendix B

HCTF PROJECT PROFILE AND EVALUATION FORM

Project# ____

Project Name:

Project Leader:

Project Dates:

Total Approved Funding: \$ _____

Project Description

(from proposal)

Executive Summary

(from proposal)

Objectives

(from proposal)

Project Evaluation and comments

1. How well do you think this project contributes to fish and wildlife management in B.C.? : ___ significantly; ___ somewhat; ___ not sure.

(Notwithstanding current provincial fish and wildlife program capacity limitations.)

Comments and suggestions?

2. Did the presentation follow the format and provide the information clearly? (Your response is meant only for constructive feedback to the presenter)