

# CLASS Trip Evaluation - Reviewer

## CLASS ASSESSMENT EVALUATION

In an effort to further refine the CLASS Framework and strengthen future assessments, [funding agency] seeks your feedback on the CLASS Assessment process. Your input is valued and appreciated.

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### Question 1.

Name of Your Organization:

Required.

### Question 2.

Today's Date:

Required.

### Question 3.

Location (e.g., Zambia) and dates of assessment (eg. 10-17 Sept 2009):

Required.

### Question 4.

What is your role on the team?

Required. Select one or more answers.

<input type="checkbox"/>	Team Leader
<input type="checkbox"/>	Administrative Reviewer
<input type="checkbox"/>	Financial Reviewer
<input type="checkbox"/>	Clinical Reviewer
<input type="checkbox"/>	Other: <input type="text"/>

**Question 5.**

**PRE-ASSESSMENT WORK:** Please rate the following elements:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
a. Country-specific materials were adequate and helpful.						
b. The content and volume of the advance documents were adequate.						
c. Use of the web-based document sharing portal for receiving advance documents was effective.						
d. There was ample time to review and be acquainted with the tools training materials, and advance documents.						

**Question 6.**

*Comments or suggestions:*



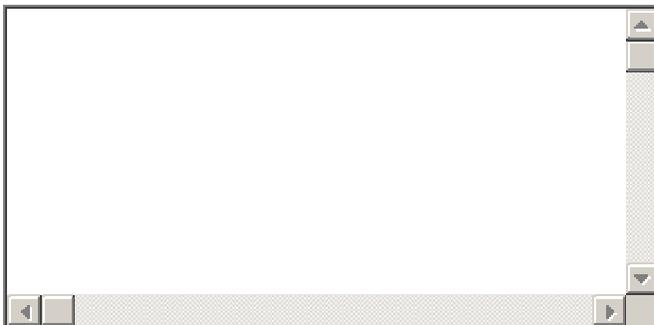
**Question 7.**

**COMMUNICATIONS:** Please rate the following elements:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
a. The purpose and expected outcomes of the assessment were well defined.						
b. There was sufficient orientation to the methodology and tools.						
c. There was clarity regarding your pre-assessment responsibilities.						
d. Communications were timely.						
e. Communication methods were effective.						

**Question 8.**

*Comments or suggestions:*

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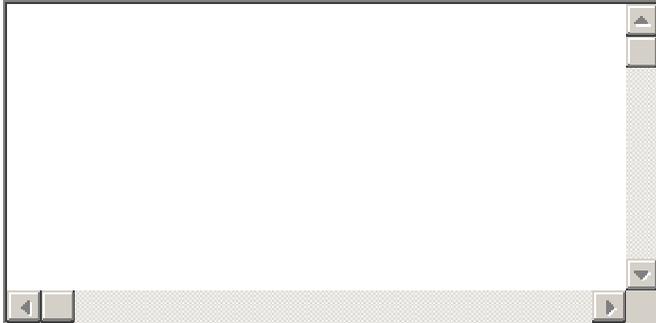
**Question 9.**

**ASSESSMENT:** For each of the following statements, please indicate whether you: Strongly Agree, Somewhat Agree, are Neutral, Disagree, Strongly Disagree or whether the item is not applicable

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
a. Briefing meetings effectively outlined the purpose of the visit and introduced the CLASS team.						
b. The schedule was conducive to successfully assessing significant program-related findings.						
c. The selected site assessments/visits were pertinent to assessment needs and an effective use of time.						
d. Involving stakeholder organizations (in-country USG, partners) was an effective strategy.						
e. There was sufficient time to conduct the reviews at each site and local partner organization(s).						
f. There was ample time to assess and discuss cross-cutting findings with the team prior to the daily/final debrief meetings.						
g. The daily/final debrief meetings were effective in presenting the findings and recommendations.						

**Question 10.**

*Did the agenda support your ability to complete your portion of the CLASS assessment? Indicate any areas where more time would have been helpful.*



**Question 11.**

*Comments or suggestions:*



**Question 12.**

**ASSESSMENT TEAM & PROCESS:** Please rate the following elements:

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
a. Team member roles and responsibilities were clearly and effectively delineated.						
b. There was efficient communication and coordination during the assessment.						
c. The team debriefs were useful to the assessment process.						

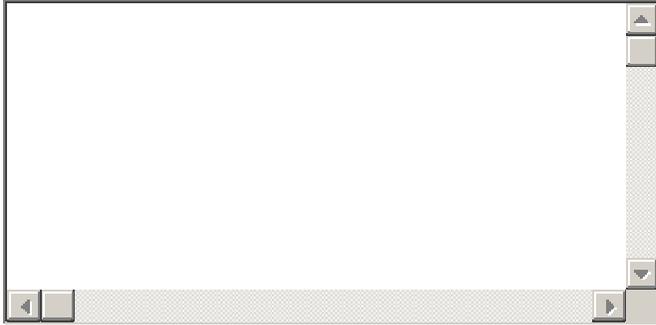
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Not Applicable
d. There was a sufficient level of professionalism and expertise within the assessment team.						
e. The team leader effectively coordinated the day-to-day team needs and led team meetings.						
f. The [grantor] Project Officer effectively supported the assessment and provided relevant program information.						
g. The [grantor] lead provided the appropriate leadership and guidance during the assessment.						
h. Support from other team members was received when needed.						

**Question 13.**

*Is there any additional support that would have been helpful?*

**Question 14.**

*Comments or suggestions:*



**Question 15.**

**ASSESSMENT OBJECTIVES:** Please rate the following elements:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
1. The assessment was successful in achieving its objectives.						
a. The CIASS tools (administrative, financial, and training) were effective to meeting the objectives of this assessment.						
b. The CIASS assessment methods (entrance and exit meetings, interviews, document review, etc.) were effective to meeting the objectives of the assessment.						

**Question 16.**

*Comments or suggestions:*



**ASSESSMENT FOLLOW-UP & LOGISTICS**

**Question 17.**

**REPORTING:** Please rate the following elements:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
a. The report assignments and timeline were communicated clearly.						
b. The debrief conference call was effective in presenting the final findings and recommendations.						

**Question 18.**

*Comments or suggestions:*



**Question 19.**

**LOGISTICS:** Please rate the following elements:

	<b>Strongly Agree</b>	<b>Somewhat Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Not Applicable</b>
a. Information regarding travel, health, and other logistics were communicated in a clear and timely manner.						
b. Reimbursements were received in a timely manner.						

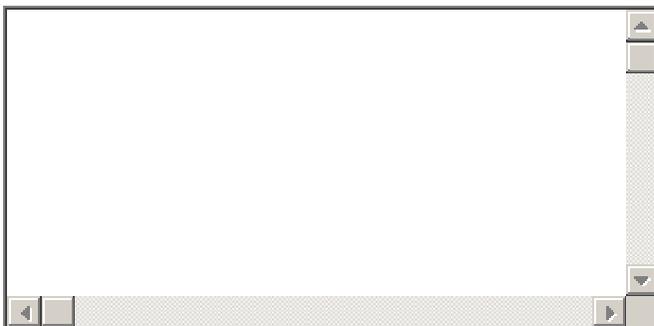
**Question 20.**

*Comments or suggestions:*



**Question 21.**

What were the strengths of this assessment?



**Question 22.**

What additional support or assistance prior to, during, or after the assessments would be helpful?

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**Question 23.**

What are ways in which this assessment could have been improved?

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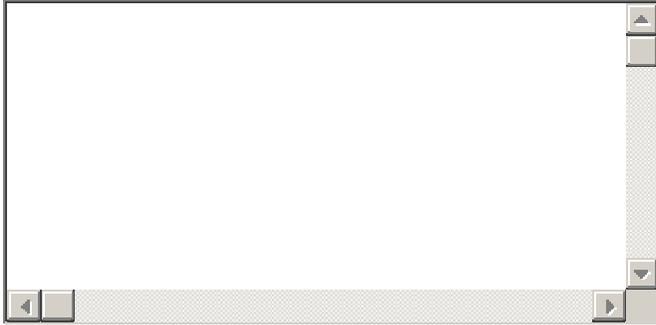
**Question 24.**

Additional comments to [funding agency]:

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**Question 25.**

Additional comments to [managing agency/coordinator]:



*Thank you for your feedback.*

**Questions or Comments?**

Contact [name] at [\[e-mail address\]](#)

