

Executive Summary

Writing a Statement of Work (SOW) for an Evaluation

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Moderator: Megan Lizik

Speakers: Hannah Engle & Tresa Kappil

As a part of Reemployment Services and Eligibility Assessment (RESEA) Evaluation Technical Assistance (EvalTA) effort, this webinar reviewed the writing process for an evaluation statement of work (SOW) and general evaluation requirements for selecting an independent evaluator. Presenters also described the steps in an evaluation planning worksheet designed to help RESEA program administrators identify the information needed to draft a SOW and select an evaluator for their state's RESEA evaluations.

The goals and objectives of this webinar were developed to help attendees:

- Review and understand the importance of selecting a qualified, experienced and independent evaluator.
- Define a statement of work and describe the elements to include.
- Describe and identify the major evaluation components to include in the SOW: the level of intervention to evaluate, research questions, and evaluation design type.
- Explain the capabilities, competencies and skills that an evaluator needs to conduct the desired evaluation design.
- Discuss practical constraints around the evaluation (e.g., resources, timeline, contract and procurement rules, and budget) to identify and consider when developing the SOW.
- Provide an overview of factors that might affect evaluator selection and procurement such as state procurement rules and processes.

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