

IOCE questionnaire for Voluntary Organizations for Professional Evaluation (VOPEs)¹

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Introductory message:

If you represent a VOPE, whether or not your VOPE responded to the IOCE questionnaire in the past and your previous response was uploaded to the www.ioce.net website, you are invited to re-register your VOPE using this updated questionnaire format.

There are two parts to this questionnaire: Part I asks a series of basic profile questions that will be searchable on the IOCE website. Part II, which is basically the same as in the past, asks more detailed questions about the plans and experiences of your VOPE.

The responses to the questions on Part I, the Basic Profile Information survey, are asked for in the new IOCE VOPE Registration Form on the www.ioce.net/en/VOPERegistration.php website. But initially you may find it helpful to first enter your responses within this Word document. Once you are ready you can then go to the website and enter data about your VOPE there.

Note: you may find the list of questions useful for conducting an annual self-assessment of the current capacities of your VOPE.

It will be up to you to keep the information about your VOPE up-to-date if there are any changes. Your VOPE's profile will then be visible to others visiting the IOCE website.

In addition to entering your Basic Profile Information on the [IOCE website](http://www.ioce.net), when you have completed your response to this questionnaire (including the more detailed Part II), please save it as an MS Word document with a name using the pattern of "Country-VOPE acronym-survey response 2015." Then to share this information about your VOPE with others, please send this full MS Word document to Lynn@IOCE.net. It will then be uploaded to the IOCE website.

Once your regional VOPE and IOCE recognize and verify your submission, your organization (VOPE) will be accepted as a Regular Member of IOCE. If you want your VOPE to be recognized as a Full (Contributing) Member of IOCE, you may change your membership level at any time in your profile.

Part I: Basic Profile Information

Membership level:

*First of all, do you want your VOPE to be recognized as an **Ordinary Member** of IOCE, or a **Full (Contributing) Member**? The advantages of the latter are described at the bottom of the "Instructions for registering VOPE on new IOCE database" document. Even if initially you register as an Ordinary Member, you have the option to upgrade to Full Membership later.*

Regular Member of IOCE	Yes
Full (Contributing) Member of IOCE ²	

¹ Part I, Basic Profile Information, updated in 2015 to correlate with new web-based IOCE VOPE membership database.

² Minimum US\$100 contribution per year requested by IOCE. Instructions for submitting contributions at <http://www.ioce.net/en/applyOrRenew.php>. You can decide to 'upgrade' your VOPE's membership later.

1. Full name of VOPE ³	Northeast China Evaluators
2. Acronym of VOPE*	NCE
3. Name of Primary Contact person*	Ruofei Tian
4. Email address of Primary Contact** ⁴	rftian@163.com
5. Name of 2 nd contact person	Guocai Song
6. 2 nd contact person's email	drsongsynu@126.com
7. Name of 3 rd contact person	
8. 3 rd contact person's email	
9. Preferred language of contact persons	English
Organizational Identification	
10. VOPE website URL (if any) ⁵	
11. Postal address for VOPE	
12. Year VOPE founded*	2014
13. Current status* (identify which)	1. Informal network 2. Formal association/society (charter and bylaws adopted)
14. VOPE legally recognized by government?*	1. No 2. Not yet (but we're working on it) 3. Yes
15. Geographic scope of organization*	1. International 2. Regional (multi-national) 3. National 4. Sub-national (e.g. local affiliate)
16. If regional VOPE: Name of region	
17. If national or sub-national VOPE: Name of country	China
18. If sub-national VOPE: name geographical area	Northeast China
19. If VOPE with sectoral focus, name of sector	Education
Membership	
20. Number of dues-paying official members*	19
21. Number of non-dues-paying members	
22. Total current number of members*	53
23. Total on mailing list	
24. Is your VOPE open to membership by anybody with interest in evaluation?	1. No 2. Yes
25. Does the membership of your VOPE include specialists in a variety of sectors/ disciplines?	1. No 2. Yes
26. Number of VOPE members working in governmental agencies	17
27. Number of VOPE members working in NGOs/CSOs	
28. Number of VOPE members working in academia	29
29. Number of VOPE members who work in private sector (including free-lance consultants)	
30. Number of VOPE membership who are women	
31. Number of VOPE members who are below age of 35 / or are new to the evaluation profession	

³ Answers are required for fields in bold and marked *. Others are optional.

⁴ If your VOPE has a generic email address (rather than a personal one) you might want to enter it here, as this will be visible on the IOCE website.

⁵ If your VOPE does not already have its own website, but wants to set up its own website as a sub-site within the IOCE website, contact Lynn@IOCE.net. This will be an added service available to Full (Contributing) Members of IOCE for an additional charge, typically less expensive than other commercial website platforms.

Leadership	
32. Name of current president/chairperson	Xuetao Piao
33. Number of members of board/leadership group	3
34. How active would you judge your VOPE's leadership to be?*	<ol style="list-style-type: none"> 1. Inactive – we haven't met in over a year 2. A little active – meet at least once/year 3. Fairly active – meet at least quarterly 4. Quite active – meet monthly 5. Very active – creatively organizing frequent events to serve our members
35. Does your VOPE have a paid secretariat?	<ol style="list-style-type: none"> 1. No 2. Yes – part-time 3. Yes – full-time
36. Means of communication with members (check all that apply)	<ol style="list-style-type: none"> 1. Email listserv 2. Social media 3. Newsletter 4. Website 5. Publications 6. Annual report 7. Other:
37. Number of newsletters sent during past year	
38. When was last Annual Report sent to members?	[date]
39. Have you used the IOCE VOPE Institutional Capacity Toolkit? www.vopetoolkit.ioce.net	<ol style="list-style-type: none"> 1. No (at least not yet) 2. Yes, but only a little 3. Yes, extensively
VOPE Activities	
40. Purpose and mission of VOPE* (brief description)	Evaluation capacity building in Northeast China
41. Recent events or other activities* (brief description)	A small meeting on IOCE evalpartners
42. Has your VOPE adapted or developed standards or guidelines?	<ol style="list-style-type: none"> 1. No 2. Not yet (but we're working on it) 3. Yes
43. If so, where are they accessible?	[website]
44. Methods: Experiences in strengthening skills of individual members, by (for example):	<ol style="list-style-type: none"> 1. organizing workshops led by local experts; 2. organizing webinars with international speakers; 3. designing and delivering e-learning programmes; 4. administering mentoring programmes 5. Other:
VOPE Affiliations	
45. Is this VOPE is an institutional member of any regional or international network?	<ol style="list-style-type: none"> 1. No 2. Yes
46. If so, name (acronym) of regional/international network(s)	
47. Has your VOPE participated in a P2P or Innovation Challenge grant-supported project in the past?	<ol style="list-style-type: none"> 1. No 2. Yes
48. If so, what year?	
49. With what VOPEs/other organizations did you partner?	

Advocacy for Enabling Environment for Evaluation	
50. Has your VOPE advocated for and influenced governmental evaluation policies and systems? (If so, please describe in Part II below.)	<ol style="list-style-type: none"> 1. No, it is not within the scope of our VOPE to address governmental policies 2. Not yet, but we're working on it 3. Yes, but in a modest way 4. Yes, in a significant way
51. Does your government have a National Evaluation Policy (for conducting and using evaluations)?	<ol style="list-style-type: none"> 3. No 4. Coming – NEP in process of being developed and approved 5. Yes – but dispersed among ministries 6. Yes – one over-all policy
52. Has your VOPE partnered with parliamentarians in your country?	<ol style="list-style-type: none"> 1. No (at least not yet) 2. Yes, a little 3. Yes, actively
53. Have you used the Advocacy Toolkit available at www.mymande.org/evalpartners/advoactytoolkit ?	<ol style="list-style-type: none"> 1. No (at least not yet) 2. Yes, but only a little 3. Yes, extensively
EvalYear (2015)	
54. Is your VOPE planning any special events to commemorate the International Year of Evaluation? ⁶	<ol style="list-style-type: none"> 1. No 2. Yes
55. If so, briefly describe:	
56. On what dates?	
57. Has your national government made a declaration regarding EvalYear?	<ol style="list-style-type: none"> 1. No 2. Yes
58. Have one or more Civil Society Organizations made declarations regarding EvalYear?	<ol style="list-style-type: none"> 1. No 2. Yes
Research Consent	
59. Do you consent to being contacted in the future for research studies that may help to improve services to the network of VOPEs? (<i>Selecting "yes" merely indicates your willingness to be contacted. You are not obligated to participate in any study.</i>)	<ol style="list-style-type: none"> 1. No 2. Yes
60. Date this information was submitted/updated*	June 24 th , 2015

You are also invited to respond to the more detailed questions in the longer questionnaire below.

Note: Part II has not changed from the former version of the IOCE-VOPE survey questionnaire, with the exception of the Additional Basic ID Information and Evaluation Culture. While you could simply copy what you submitted previously in response to the rest of the questions in Part II, it would be a good idea to update this information.

This entire Word document should then be saved with a title like "name of your country/region - acronym of VOPE - Survey Response 2015". Please send to Lynn@IOCE.net. It will then be posted to the www.IOCE.net website where such survey responses from VOPEs around the world can be seen. If your VOPE has a logo, you are welcome to send it to Lynn as well.

Any questions for clarification can be addressed to Lynn@IOCE.net.

⁶ If so, please also enter your planned event at <https://evalyear.crowdmap.com>.

Part II. Expanded information on VOPE's experience with Evaluation Capacity Building

Additional basic ID information:

A. Physical/Postal address of VOPE	
B. Phone number	
C. Is your VOPE supported by external funding?	No / Yes
D. If so, please name the external funding source(s).	
Evaluation culture:	
A. How prevalently would you say evaluations are commissioned and used by the government of your country?	
B. How prevalently are evaluations commissioned and used by donors of programs in your country?	
C. How prevalently are evaluations commissioned and used by NGOs and CSOs?	
D. Has there been a more thorough study of the evaluation culture and capacity in your country along the lines of the above questions, or otherwise? If so, please cite the reference of such a study and the URL where it is accessible.	No
E. Approximately what proportion of the number of persons who conduct evaluations in your country do you estimate are members of your VOPE?	
F. What reasons do you guess other evaluators have not yet chosen to participate in activities of your VOPE?	

[The rest of Part II is the same as in the questionnaire used since 2012.]

<p>1. Background: Please provide a brief history of the formation of this organization (VOPE).</p> <p>1.1 Who were/are the key players?</p> <p>1.2 How many members do you have on your governing board/committee?</p> <p>1.3 What are the main existing strengths that your VOPE is trying to capitalize on?</p> <p>1.4 What are the main challenges that your VOPE is trying to address?</p>	<p>Northeast China Evaluators were started by three people who are now in the leadership. Most of the members have academic and governmental background which is the main existing strengths of NCE. The main challenges NCE trying to address is to how to increase our influences in evaluation practice and capacity building in the Northeast area.</p>
<p>2. Organizational motivation: What were/are the driving forces of the VOPE and its historical development?</p>	<p>Evaluation capacity building is the main concern now</p>
<p>3. Evaluation Capacity Building⁷: What has your VOPE</p>	<p>We held small discussions and a meeting on IOCE evalpartners</p>

⁷ By evaluation capacity we refer to the capacity of individuals to produce credible and useful evaluations (supply side), but also to institutional capacities to call for (demand side) and utilize evaluations.

<p>done to promote evaluation (M&E) capacity?</p>	
<p>4. Context / target entities: More specifically, who are the persons or institutions your organization seeks to influence (to strengthen evaluation capacity)? For example:</p> <p>4.1 Technical capacities to <i>supply</i> quality evaluations, partnering with experts, local universities or others to provide training for members, etc.;</p> <p>4.2 Strengthening VOPE organizational capacity itself;</p> <p>4.3 Enhancing the enabling environment for evaluation, including strengthening the <i>demand</i> for and use of evaluations by policy makers;</p> <p>4.4 Influencing governmental policies related to evaluation, evaluation designs and implementation of M&E systems, etc.</p>	<p>4.1 4.4</p>
<p>5. Public accountability: Is your VOPE helping to strengthen oversight and transparency of government programs? If so, in what ways? Can you share any success stories of evaluators or others promoting public accountability?</p>	
<p>6. More specifically, what are some of the key themes for which you advocate? For example, are you promoting issues related to cultural sensitivity, equity, social justice, empowerment, transformation, gender, environment, poverty? If so, please describe or attach relevant documents.</p>	
<p>7. Methods: Experiences in strengthening skills of individual members, by (for example):</p> <ul style="list-style-type: none"> • organizing workshops led by local experts; • organizing webinars with international speakers; • designing and delivering e-learning programmes; • administering mentoring programmes; etc. 	<ul style="list-style-type: none"> • organizing workshops led by local experts; • organizing webinars with international speakers;
<p>8. Standards: Has your VOPE developed professional standards/ ethical codes/ competencies (or adheres to those developed by others)? If so, please provide documentation.</p>	<p>No</p>

9. Job opportunities: Do you share employment/ consultancy opportunities with evaluators on your database?	
10. Progress and results: What progress has been achieved so far in any of the above or other domains? What are expected and unexpected results achieved?	
11. Lessons learned: Recommendations/ tips to others for good practices on how to organize and sustain VOPEs like yours.	
12. Next steps: What does your organization plan to do next?	We plan to apply for evalpartners
13. Willing to share with other VOPEs? For example, would you be interested in forming peer-to-peer partnerships with one or more other VOPEs to share lessons learned, advise each other? If so, describe what you would be willing to share / advice you would seek.	Prek-12 TIG of AEA and if possible Finnish Evaluation Society
14. Suggestions: What ideas do you have for what should be included in activities of the EvalPartners Initiative?	
15. Want to be actively involved? Does your VOPE want to be actively involved in EvalPartners? If so, in what ways?	YES
16. Would you be willing to write up a case study providing more detailed analysis of your VOPE's experiences?	

Thank you very much for taking the time to respond to this survey. As stated in the instructions, it will be added to the www.IOCE.net website so persons interested in learning more about your VOPE, or looking for evaluators in your country (or state or province) will have access to this information about your VOPE.

Remember to save this entire Word document with the name of your country/region, VOPE acronym + Survey Response 2015 in the title, then send as an email attachment to Lynn@IOCE.net.