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| **NAME OF ACTIVITY:**  |
| **PURPOSE:** |
| **What is the evaluation for?**  | **For whom is the evaluation for?** |
| **What do you want to measure?**  |
| **METHODOLOGY:**  |
| **How will you collect the evidence?**  |
| **How will you analyse the evidence you have collected?** |
| **REPORTING/ACTIONS:** |
| **What will you do with your findings?** |