

## **Appendix 2: Coding Memo**

### **Building Capacity**

Any time the document or a participant refers to:

- training a person or persons in evaluation skills
- learning opportunities for evaluators
- building capacity at the program level for evaluation

### **Context**

Any time the document or a participant refers to: "context"

- the setting or circumstances in which a program or evaluation is implemented
- factors external to a program or evaluation that may affect the results of the program or evaluation
- methods for incorporating context into data collection, analysis, or evaluation
- Not: the actual context of programs being discussed

### **Evaluation Teams (multidisciplinary, team building, leadership, mentorship)**

Any time the document or a participant refers to:

- particular aspects of a team or team members that affect some aspect of evaluation work (e.g., recruiting people with language or interviewing skills)
- mentoring
- leadership
- multidisciplinary
- Not: Every time someone used the phrase "evaluation team"

### **Generalizability (transferability)**

Any time the document or a participant refers to:

- Comparing or applying the results of an evaluation from one setting to another setting
- Looking at evaluation findings across different settings
- Modeling the effects of an intervention in different settings

### **Triangulation (integration of data collection/analysis, validation)**

Any time the document or a participant refers to:

- Synthesis or integration of data from multiple sources or collected through multiple methods to arrive at evaluation findings
- Procedures or frameworks for triangulation