

LC6 - Rigorous Evaluation Leadership & Expertise

Certification Guide

What is this document for? To help your city achieve LC6, we have compiled a guiding list of goals, considerations, and resources. It is a starting point and reference guide for identifying ways to satisfy LC6 within your government's structures and priorities. This document is NOT what is submitted for certification.

What does it mean to meet LC6? Your local government has a designated leader and/or team responsible for ensuring departments are conducting rigorous evaluations (e.g., process, experimental, or quasi-experimental). Specifically, your local government **must meet the following**:

- LC6.1: Your local government has a **city-wide evaluation working group or at least one senior individual** with the ability to **identify impactful evaluation opportunities** accountable for supporting departments to conduct rigorous evaluations.
- LC6.2: Your local government has **access to an external partner to support high-quality evaluations** and/or **access to specialized in-house skills**.

Why should my city meet LC6? Evaluation leads help champion evaluation work throughout the organization and connect interested skills/capacity to evaluation opportunities.

Not sure how to establish city-wide evaluation commitments? Check out the "Evaluation Function" section of the [Make Structural Commitments](#) page on BIT's Evaluation Resource Hub!

Want to stay in the know of WWC events and resources and connect with other evaluation-minded cities? Once you submit the WWC Certification Assessment, join the [WWC Community Forum](#) for new resources and future opportunities!

What needs to be submitted to meet LC6?

- ☐ **For LC6.1:** Names of relevant staff and their roles and responsibilities. Designated team members should be in a senior position in a centralized office and able to clearly articulate the role they play in your local government's rigorous evaluation efforts. Organizational charts and job descriptions could suffice.

AND

☐ For LC6.2: Either

- ☐ An intake form, process documentation, or internal facing guidance for departments to access rigorous evaluation support (either internally or externally, via relationships with academics or other partners.) documented process departments utilize to receive evaluation support from experts within or outside your local government. Process documents should inform departments how to determine which projects are best suited for rigorous evaluation.

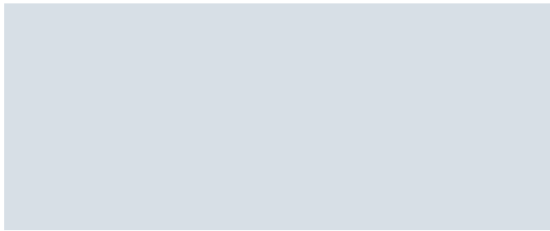
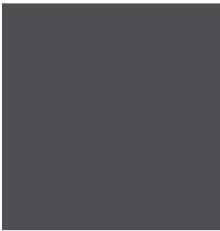
OR

- ☐ A brief summary of relationship with external evaluation partner or of process for partnering with external evaluators.

How can my city meet LC6? We'd suggest you reflect on the goals and considerations below to identify what evaluation should look like in your city. Please note that a city doesn't need to develop or provide this full set of documentation to satisfy LC6; it is a "menu" of approaches and documentation options.

Goal	Considerations	Resources & Examples to Meet Goal
Designate a person or group responsible for evaluation	<ul style="list-style-type: none"> <input type="checkbox"/> Are there any senior staff with decision-making power that coordinates or champions evaluation efforts in the government? <input type="checkbox"/> Is there already a person or team who conducts data analysis or evaluations? <input type="checkbox"/> Has an external organization conducted analysis and evaluation projects for the City government? Is this an ongoing relationship? <input type="checkbox"/> Are you actively working to create an evaluation function or additional evaluation roles within teams? Do you have documentation of this process? 	<p>Approval memo, meeting minutes, citywide announcements, etc. that document the establishment of an evaluation function or progress toward establishing an evaluation function.</p> <ul style="list-style-type: none"> → Intro to Evaluation Function → Evaluation Function Charter Template → A roadmap to create your evaluation function charter → Worksheet for creating evaluation roles → Example of evaluation function structure → Example of meeting to establish an evaluation committee → Example of team charter <p>Updating job descriptions to include analysis and evaluation responsibilities.</p> <ul style="list-style-type: none"> → Job description example <p>Updating citywide organizational chart to reflect any evaluation roles.</p>

		Documentation of relationships with any external organizations conducting evaluations, such as contracts, reports, and memorandums of understanding. [Note: work with BIT and other WWC affiliates does not satisfy this requirement]
Align personnel responsibilities to new or existing evaluation processes	<ul style="list-style-type: none"> <input type="checkbox"/> Do you have or plan to create a process for requesting evaluation (see EVAL 2)? If so, designate a specific person to oversee this process. <input type="checkbox"/> Is someone responsible for conducting evaluation training or can you create this role? If so, document this responsibility. <input type="checkbox"/> Are you actively working to recruit and hire evaluation team members? 	<p>Citywide resource (intranet site, shared file/folder) or announcement that outlines those who are responsible for evaluation processes and procedures.</p> <p>Recruitment/screening guidance for hiring evaluation team members</p> <p>→ Example of recruitment and interview guide</p>
Establish a process for working with the evaluation leader or team	<ul style="list-style-type: none"> <input type="checkbox"/> Does your evaluation leader or team have a way to connect with different projects and initiatives in the city? <input type="checkbox"/> Does your evaluation leader or team have outlined ways of working with other project teams? When and how is the evaluation lead/team involved? <input type="checkbox"/> Are different departments aware of how they can connect with the evaluation team or add an evaluation component to projects? Is that process established and documented? 	<p>Citywide resource (intranet site, shared file/folder) or announcement that outlines how to engage the evaluation leader/team in projects and/or shares any of the resources listed below.</p> <p>Step-by-step list or process flow of evaluation leader/team involvement in projects. This can outline when departments or project teams should engage with the evaluation leader/team and define their responsibilities in the process.</p> <p>Creating an intake form for working with the evaluation leader/team that outlines the evaluation goal and roles & responsibilities.</p> <p>→ Example intake form</p> <p>Establishing a meeting agenda or presentation for project calls led by the evaluation team. Consider including key evaluation scoping questions and defining ways of working.</p> <p>→ Agenda example → Example intake worksheet → Strategies to scope evaluation opportunities</p> <p>An Evaluation Working Group that meets regularly to scope and identify evaluation opportunities and collaboration between different</p>



departments

- Evaluation Working Group
Function Charter template
- Template of Working Group
meeting agendas