



Description



Example



Software



Toolbox



Tools



Advice

# Institutional Support Toolkit for Voluntary Organizations for Professional Evaluation (VOPEs)

<http://vopetoolkit.ioce.net>

Find help, advice, and support in:



- Decide on formalization
- Define a vision and mission
- Constitutions / founding documents and bylaws
- Register as a legal entity
- Establish a membership policy and membership register
- Annual General Meetings (AGMs)

- Annual reports
- Email communications
- Developing an online presence for the VOPE
- Social media presence
- Human Resources (HR)
- Administration of membership
- Administration of voting
- Finance
- Receiving payments
- Purchasing

- Hosting conferences, workshops etc.
- Hosting online evaluation capacity building events
- Doing advocacy
- Publications and newsletters
- Developing guidelines and standards
- Evaluation awards
- Connecting regionally and internationally
- Making statements on issues of importance in evaluation
- Professionalisation

- EvalSDGs
- EvalGender
- EvalYouth
- EvalIndigenous
- Global Parliamentarians Forum



Toolkit Task Team  
 Co-Chairs:  
**Jennifer Bisgard**  
**Matt Galen**

Former Co-Chairs:  
**Patricia Rogers**  
**Christian Bordeleau**

Members:  
 Ann Royer; Jim Rugh; David Roberts; Dennis Bours; Murray Saunders; Raymond Gervais; Scott Chaplowe; Esteban Tapella

Toolkit developed by [www.benitawilliams.co.za](http://www.benitawilliams.co.za)



Description



Example



Software



Toolbox



Tools



Advice

English and French Versions available at

**<http://vopetoolkit.ioce.net>**

## Get involved!

1. Explore the many resources on the website
2. Become a Toolkit Champion
3. Advocate and share with your VOPE and others
4. Train others on the toolkit
5. Translate materials into new languages
6. Contribute additional resources (English and French)
7. Suggest/contribute new topics to be included in the website
8. Submit comments on the website or to [info@benitawilliams.co.za](mailto:info@benitawilliams.co.za)

Spanish  
version to be  
launched in  
2017/18