

UniHouse Capacity Development Evaluation Framework

CDEF™

A structured framework for monitoring and evaluating capacity building interventions — driving impactful and sustainable learning for global development

What Is CDEF

CDEF™ is UniHouse's structured framework for monitoring and evaluating capacity development interventions — aligned with international M&E best practices, Results-Based Management (RBM) principles and core evaluation standards.

The framework systematically evaluates capacity development initiatives against pre-defined key performance indicators and qualitative evidence — providing credible insight into training relevance, effectiveness, efficiency, facilitator performance, programme design and instructional resources, with a strong focus on mainstreaming Gender Equality and Social Inclusion (GESI). It serves as the overarching framework for all UniHouse capacity-building programmes and aligns with ISO 9001:2015, ISO 21001:2018 and ISO 29993:2017. Evidence is collected immediately post-training, complemented by baseline and longitudinal follow-up where appropriate:

 Baseline Assessment  Post-Training Appraisal  Longitudinal Follow-Up

Three Core Components

Domains	Metrics	Scale
- Core evaluation areas aligned with international M&E best practice - Training outcomes, facilitator performance, programme design, logistics and resources	- Quantitative and qualitative indicators within each domain - Assessing relevance, clarity, engagement, application, efficiency and equity	- Standardised five-point rating system for quantitative metrics - Ensuring consistency and enabling comparative analysis

Eight Guiding Principles

01	02	03	04	05	06	07	08
Results-Based Management	Gender Equality & Social Inclusion	Utilization-Focused Evaluation	Evaluation Rigor & Ethics	Participation	Sustainability	Capacity Development Definition	Risk Identification & Mitigation

Theoretical Grounding & Framework Alignment

Level 1 Reaction	Level 2 Learning	Level 3 Behaviour	Level 4 Results
Operational Efficiency; Facilitator Effectiveness	Instructional Materials; Facilitator Effectiveness; Contribution to Outcomes	Contribution to Outcomes; Longitudinal Assessment	Contribution to Outcomes; Longitudinal Assessment

Adapted Kirkpatrick Model — CDEF domains mapped to the four evaluation levels, informed by Bloom's Taxonomy, RBM and Theory of Change.

Grounded in evaluation science, CDEF emphasises rigor, validity, reliability and the ethical use of credible evidence.

CDEF™ Evaluation Process & Reporting

From evaluation domains and data collection to reporting and learning

Seven Evaluation Domains

The core evaluation areas assessed in every CDEF appraisal — each defined by measurable quantitative and qualitative indicators

01	02	03	04	05	06	07
Demographic & Institutional Data	Contribution to Development Outcomes & Sustainability	Facilitator Effectiveness & Knowledge Transfer	Operational Efficiency & Delivery Mechanism	Instructional Materials & Learning Resources	Stakeholder Recommendations & Continuous Improvement	Longitudinal Assessment & Impact Evaluation

The Training Evaluation Process

Delivery	Data Collection	Analysis & Report	Feedback	Impact Evaluation
Training delivery across UniHouse programmes	Immediate post-training data collection	Data compilation and analysis within the Training Appraisal Report	Feedback for course refinement and facilitator support	Longitudinal follow-up and impact evaluation

Baseline and longitudinal follow-up (typically 3–12 months post-training) apply where feasible — particularly for programmes linked to specific project outcomes.

Standardised Rating Scale

1 Very Good	2 Good	3 Acceptable	4 Weak	5 Very Weak
Strong agreement — exceptional quality	Agreement — good quality, meeting expectations	Neutral or partial agreement — room for improvement	Disagreement — inadequate quality	Strong disagreement — significant deficiencies

Data Workflow

01	02	03	04	05	06
Data Collection	Data Security & Ethics	Quantitative Analysis	Qualitative Analysis	Triangulation	Data Visualization

Roles & Responsibilities	Reporting, Utilization & Learning
– Project / Training Manager — evaluation planning – M&E Officer / Specialist — methodology and analysis – Training Facilitators — appraisal administration – Quality Assurance Team — consistency and ISO alignment – Participants — structured, reflective feedback – Client Representatives — project-linked questions – External Evaluators — independent impact studies	– Findings and insights from every evaluation – Adaptive management and strategic decision-making – Accountability and reporting to clients and partners – Organisational learning and knowledge sharing – Enhanced programme design and future training – Continuous impact / feedback loop into quality management