

# Information sheet and consent form

[Name of initiative] seeks to ....

*[brief description of initiative, if applicable also a reference to existing evidence demonstrating why this initiative is needed]*

We would like to collect information about ... [type of information and targeted groups] to help us evaluate the initiative.

WHY is the initiative being evaluated?

We want to understand/know ...

*[brief explanation of evaluation purpose – for example, building an understanding if and how target groups are benefitting from the initiative or informing decisions about the future of the initiative]*

WHAT will the evaluation entail?

The evaluation activities include:

...

...

*[list of methods used, e.g. survey with participants, interviews with stakeholder, review of existing documents/data sets, etc.]*

HOW can you contribute to the evaluation?

People involved in the evaluation will be asked to ...

*[brief description of the task(s) people will be asked to do]*

Do you have to take part?

Participation in the evaluation is voluntary. ...

*[statement about principle of voluntary participation: people can agree to take part but don't have to; if they agree they still have the option to stop taking part at any time. However, also note their views and experiences are highly valuable to inform the evaluation and participation is encouraged.]*

Privacy statement

The collection, storage and use of personal information will be in accordance with the Privacy Act 2020. Under that Act, you have the right to request access or correction of your personal data at any time.

[also statement on confidentiality (ensuring people won't be identified in, for example, reports), and how information will be used – for evaluation purpose only or shared with other if so with whom and what purpose]

WHO is conducting the evaluation?

The evaluation is being conducted by ..... If you have any questions about the evaluation, please contact .....

[name the people who will conduct the evaluation and provide a contact – e.g. email address – for those participating in the evaluation]

I agree that:

I have read the information above, and all my questions have been answered.

My discussions may be recorded.

[if you are doing interviews and want to record what was discussed]

my shared (anonymised) information can be used as part of the programme evaluation.

Name (print):

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Signature:

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Date:

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[You may also want to include a row for participants' contacts (email and/or phone number) so you can get in touch with them again for follow ups]