ROLES & RESPONSIBILITIES IN EVALUATIONS

This document presents the roles and responsibilities of the key stakeholders involved in a standard SEU evaluation process.

The Commissioner oversees the evaluation process and therefore endorses its key milestones and deliverables. As part of her/his responsibility, the commissioner is expected to facilitate agreement between the key stakeholders and arbitrate if/when necessary.

The Commissioner will:
- Endorse the reason, purpose, scope and objectives of the evaluation.
- Endorse (with the support and guidance by SEU) the composition of the Consultation Group and the Evaluation Focal Point.
- Facilitate agreement between consultation group members during the revision processes (ToR, Inception Report, Final Report and Recommendations) and arbitrate within the Consultation Group if necessary.
- Endorse the final version of ToR (budget included) and issue the Evaluation Order to the Stockholm Evaluation Unit.
- Respond to the recommendations and accept or reject them and take responsibility to follow-up their implementations.
- Endorse the proposed action plan for dissemination and use of the final Evaluation Report.

The Consultation Group is a group made up of primary stakeholders familiar with the project to be evaluated and responsible to advise on issues associated with the evaluation.

Members of this group will:
- Develop, in consultation with Commissioner and the SEU Evaluation Manager, the evaluation ToR.
- Contribute to the documents and data collection and suggest and share relevant documents via the Evaluation Focal Point.
- Brief the evaluators and be consulted prior to the inception/kick-off of the evaluations process.
- Advise on practical issues associated with the evaluation and key informants to consider for interviews.
- Advise on the relevance and feasibility of the evaluation resulting recommendations.

The Evaluation Focal Point, selected by the Commissioner among the members of the Consultation Group, ensures the smooth implementation of the evaluation.

The Evaluation Focal Point will:
- Facilitate the links between the Evaluation Manager, Consultation Group, evaluator(s), MSF field staff and other key stakeholders & informants.
- Coordinate & facilitate the documentation collection.
- Assist and support in the organisation of the preliminary interviews and kick-off meeting as part of the inception phase.
- Assist the preparation and implementation of the field visit, and data collection phase.
- Assist and support in the organization of the final evaluation workshop and/or presentation.
The SEU Evaluation Manager/Officer guides and manages the evaluation process in accordance with the SEU and industry standards, and systematically undertake quality assurance.

The Evaluation Manager will:
- Guide the person requesting the evaluation through evaluation scoping exercise.
- Advise on the composition of the Consultation Group.
- Support the development of the ToR and associated budget.
- Ensure open and transparent tendering and contracting process of evaluators.
- Brief the evaluator and ensure performance management.
- Ensure appropriate methodology against defined objectives and deliverables.
- Guide, support and inform Commissioner and Consultation Group throughout the evaluation process
- Review and comment on key milestones (ToR, Inception Report, Evaluation Report), providing feedbacks to the evaluator before submission to the Commissioner and Consultation Group.
- Disseminate and publish evaluation outcomes as agreed with the Commissioner.
- Ensure the overall administrative management of the evaluation and reinvoice costs at its completion.

The Evaluator/s conduct/s the evaluation, evidencing data collection and analysis.

The Evaluator/s will:
- Write the draft Inception Report, identifying among other things required methodologies, documents to be reviewed, key informants to be interviewed and limitations.
- Respond to feedbacks received by Evaluation Manager, before submission of draft Inception Report to the Commissioner and Consultation Group.
- Respond to received feedbacks by the Commissioner and Consultation Group and finalize the Inception Report.
- Provide regular updates to the Evaluation Manager.
- Conduct the data collection and analysis.
- Provide field debriefing and share preliminary findings with field teams where applicable.
- Write the draft Evaluation Report.
- Respond to feedbacks received by Evaluation Manager, before submission of draft Evaluation Report to the Commissioner and Consultation Group.
- Introduce the draft Evaluation Report and findings to the Commissioner and Consultation Group in a final evaluation workshop.
- Respond to received feedbacks (during the workshop and in writing) and finalise the Evaluation Report and recommendations.
- Present the evaluation’s final results in an information session as per requirement.
<table>
<thead>
<tr>
<th>PHASE</th>
<th>EVALUATION COMMISSIONER (EC)</th>
<th>CONSULTATION GROUP (CG)</th>
<th>FOCAL POINT (FP)</th>
<th>EVALUATION MANAGER/OFFICER (EM/O)</th>
<th>EVALUATOR/EVALUATION TEAM (ET)</th>
<th>SEU COORDINATOR</th>
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<tbody>
<tr>
<td>Scoping</td>
<td>Endorse reason, purpose, scope &amp; objectives</td>
<td>Develop ToR</td>
<td>Facilitate links between stakeholders</td>
<td>Guide through scoping exercise and work with requester to complete scoping document</td>
<td>Support development of ToR</td>
<td>Ensure draft budget is done in collaboration with EM/O</td>
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<tr>
<td>Preparatory</td>
<td>Sign Evaluation Order after Contracting</td>
<td>Contribute to documents and data collection</td>
<td>Coordinate documentation collection</td>
<td>Ensure tendering and contracting process of evaluator</td>
<td>Support documents collection</td>
<td>Coordinate tendering (applications, interviews) and contracting (and onboarding) of evaluator.</td>
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<td>Inception</td>
<td>Brief evaluator (interview)</td>
<td>Brief evaluator (interview)</td>
<td>Facilitate links between stakeholders</td>
<td>Brief the evaluator and ensure performance management</td>
<td>Write draft Inception Report</td>
<td>Possible amendments to contracts after validation of inception report by EM/O.</td>
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<td>Dissemination</td>
<td>Respond to recommendations Follow-up on recommendations Endorse action plan for dissemination and use</td>
<td>Assist organization of presentation session</td>
<td>Disseminate Evaluation Rep</td>
<td>Present evaluation results</td>
<td>Present evaluation results</td>
<td>Lead formatting and editing of report Organise presentation session (invitation emails) + fup</td>
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