

## The Six-Step Process

An evaluation aims to improve our work by looking into what works well and less well, as well as to confirm needs and assumptions. From the initial request, all the way to the final report presenting findings, conclusions, and recommendations, the SEU follows a process of six steps.

### 01 SCOPING

Anyone interested in an evaluation, can contact the SEU. The process starts with an Evaluation Manager/Officer (EM/O) initiating the scoping phase to determine what is being evaluated and why (intended use). Based on these discussions and a review of project documentation, the EM/O drafts Terms of Reference (ToR). A Consultation Group (CG), including the Evaluation Commissioner (EC) and Evaluation Focal Point (EFP) is established to support the process. The CG gives input into the ToR to finalize it. The ToR is reviewed by the SEU Head of Unit and technical referent(s) and endorsed by the EC.

OUTPUTS: Consultation Group (CG), Terms of Reference (ToR),

### 02 PREPARATORY

The SEU Coordinator (SEUCo) advertises a call for proposals based on the ToR and runs selection process with EM/O to identify the best Evaluator Team (ET). ET is selected, contracted, and onboarded.

OUTPUTS: Evaluator Team (ET), Contract, Draft Budget, Evaluation Order

### 03 INCEPTION

EM/O briefs the Evaluator Team (ET) and introduces them to EC and CG. ET prepares an inception report (IR) based on preliminary interviews and desk review, which is reviewed by the CG, SEU referents and HoU. The EC endorses the IR. SEUCo initiates preparations for the ET to visit the project (if applicable).

OUTPUTS: Finalised Evaluation Budget, Inception report

### 04 DATA COLLECTION & ANALYSIS

ET collects data, remotely or onsite during a visit to the project location, with the essential support from EFP and the project staff. Methods for data collection can include review of existing data, key informant interviews, focus groups, and surveys. The ET conducts a preliminary debrief with the project team at the end of the visit. Data analysis is done.

OUTPUTS: Quantitative and/or qualitative data

### 05 REPORT WRITING

ET writes a draft report and shares it with EM/O, who then coordinates input from the CG through a feedback loop. In parallel, a working session is held with the CG to discuss preliminary findings. Then a new, final version of the report is prepared. It is shared with the CG. The SEU HoU reviews the report and the EC endorses it.

OUTPUTS: Draft report, Working Session, Final report, Dissemination and Use plan

### DISSEMINATION & USE

The endorsed final report is published and shared. Most evaluations are made public on [www.evaluation.msf.org](http://www.evaluation.msf.org). Activities are held based on the agreed dissemination and use plan (i.e., print material, presentations). The ET presents findings at a webinar, open to all OCB. Efforts to share findings with patients and communities, where relevant, are made. The EC prepares a response with plans for how to follow up on evaluation findings.

OUTPUTS: Publication, Presentation (incl. webinar), Management Response