

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.
- Endorse the Inception Report and Evaluation Report.
- 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.
- Review and comment (advisory role) on the Inception Report and Evaluation Report.
- 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 project 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 project visit, and data collection/gathering evidence 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 debriefing and share preliminary findings with project 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.

PHASE	EVALUATION COMMISSIONER (EC)	CONSULTATION GROUP (CG)	FOCAL POINT (FP)	EVALUATION MANAGER/OFFICER (EM/O)	EVALUATOR/EVALUATION TEAM (ET)	SEU PROCESS AND COMMUNICATION OFFICER (PCO)
1 Scoping - Focusing the evaluation	Endorse reason, purpose, scope & objectives Endorse composition of CG and FP Facilitate agreement between CG Endorse ToR	Develop ToR	Facilitate links between stakeholders	Guide through scoping exercise and work with requester to complete scoping document Advise on CG composition Support development of ToR Review ToR prior submission Support development evaluation budget		Ensure draft budget is done in collaboration with EM/EO
2 Preparation - Mobilising people and resources	Sign Evaluation Order after Contracting	Contribute to documents and data collection	Coordinate documentation collection	Ensure tendering and contracting process of evaluator Support documents collection		Coordinate tendering (applications, interviews) and contracting (and onboarding) of evaluator.
3 Inception Phase - Creating the roadmap	Brief evaluator (interview) Attend kick-off meeting* Facilitate agreement between CG on the Inception Report Endorse Inception Report	Brief evaluator (interview) Attend kick-off meeting* Advice on practical issues Review & comment Draft Inception Report	Facilitate links between stakeholders Assist organization preliminary interviews and kick-off meeting	Brief the evaluator and ensure performance management Ensure appropriate methodology Review Inception Report prior submission Organize & facilitate kick-off	Write draft Inception Report Respond to EM feedbacks Respond to EC & CG feedbacks Write final Inception Report	Possible amendments to contracts after validation of inception report by EM/EO.
4 Data Collection & Analysis - Gathering evidence	Brief evaluator (interview)	Inform consultant (interview)	Assist preparation of project visit Facilitate links between stakeholders Assist implementation of project visit	Coordinate with cell & mission Prepare project visit plan Ensure administrative management Ensure performance management	Prepare project visit plan Conduct data collection & analysis Provide project debriefing	Lead project visit preparations and coordinate with EM/O, Evaluator, OCB HQ and project.
5 Report Writing - Generating insights	Attend final evaluation workshop Facilitate agreement between CG on the Evaluation Report Endorse Evaluation Report	Attend final evaluation workshop Review and comment draft Evaluation Report Advise on the recommendations	Assist organization final evaluation workshop	Review Evaluation Report prior submission Organize and facilitate final evaluation workshop Edit Evaluation Report as per requirement	Write draft of Evaluation Report Respond to EM feedbacks Introduce Evaluation Report final draft in evaluation workshop Respond to EC & CG feedbacks (written and in the workshop) Prepare reviewed Evaluation Report	
6 Dissemination and use - Sharing and acting on learning	Respond to recommendations Follow-up on recommendations Endorse action plan for dissemination and use		Assist organization of presentation session	Disseminate Evaluation Rep	Present evaluation results	Lead formatting and editing of report Organise presentation session (invitation emails) + fup