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| Evaluation Timeline for CBM Projects | | |
| Action needed | **Time before evaluation event** | **Comment** |
| Identify whether evaluation is needed or required and when | At project planning, again months before | All evaluation related decisions, activities and final documents shall be documented in ProMIS. |
| Decide timing for evaluation (quarter) | 1 year before | consider timing regarding weather conditions, local "busy" times, scheduled major events (elections etc) regional office |
| Discussion with RO/CCO on: methodology, consultants, scope, CBM level of participation, TOR development | 8 months before | quantitative evaluations require more planning and time up front |
| Develop draft TOR for evaluation | 5 months before | Ideally partner to initiate; consult with partner via RO/CCO and with MA, possibly also with IO evaluation manager |
| Finalise TOR | 4 months before | Get RD or other approval as needed |
| Identify/ advertise/ recruit consultant | 4 months before | RO in consultation with partner and MA involvement as needed; consult procurement guidelines; ensure appropriate documentation |
| Develop and sign consultancy contract | 6 - 9 weeks before | RO to manage; ensure appropriate documentation and filing |
| Ensure child protection standards are communicated to evaluation team | At contract signature | Ensure appropriate documentation and filing |
| Plan broadly the evaluation methodology and logistics (with RO/CCO) | 3 months before | RO/CCO in close cooperation with partner - and MA as needed. |
| Identify documents for use in evaluation desk review | 4-8 weeks before | If needed ask stakeholders for docs, e.g. trip reports that CCO/RO may not have |
| Finalise and sign off on detailed evaluation plan (with CCO/RO) | 4 weeks before | CCO/RO/MA/consultant |
| Ensure sampling strategy for selection of participants is developed, and communicated to partner to organize respective meetings | 3 weeks before | Consultant in consultation with RO/CCO and partner; consultant to take lead and final decision. |
| Field testing and finalization of questionnaires | 2-3 weeks before | Consultant: can effectively only be done once contract signed; best done before actual evaluation exercise |
| \*\*\* EVALUATION FIELD WORK \*\*\* | | |
| Training of enumerators/ field interviews | First few days of evaluation | consultant |
| Conduct evaluation; hold final feedback session, wrap-up workshop or similar on last day at field |  | Evaluation team according to agreed plan, methodology and time frame |
| Seek RO/CCO and partner feedback about evaluation process | after field phase | Evaluation team |
| Draft evaluation report | no more than 4 weeks after field phase | timeframe is set in the TOR/contract |
| RO/CCO; MA PO/Qual Advisor to provide comments on draft report | within 10 working days | use evaluation report review checklist |
| Seek partner comments on draft report | before report finalisation |  |
| Evaluation report finalised | no more than 8 weeks after field work | Use report template |
| Approve final payment to consultant once report is approved | no more than 8 weeks after field work | RO: final payment dependent on overall quality and approval (see conditions in contract). |
| Evaluation report findings disseminated to partner, primary stakeholders | no more than 10 weeks after field work | RO/CCO responsibility |
| Partner to complete Management Response | 4 weeks after receipt of final report | RO/CCO to support: use Management Response template |
| PO ensures that management response section at end of evaluation report is completed, and actions understood |  |  |
| Filing of all evaluation related documents on Sharepoint | after finalisation | RO/CCO: use agreed filing format |
| Possibly write up a lessons learned/good practice report or a case study | no more than 3 months after finalisation of report | Use templates provided on SP |