**Evaluation Management Response**

An Evaluation Management Response is mandatory for all evaluations to agree on actions based on the Evaluation Recommendations. It shall support project/programme performance, improvement and it shall enable learning.

* The Evaluation Management Response shall be drafted within 2 weeks after receipt of final evaluation report.
* It is joint effort of the stakeholders of the evaluation, i.e. implementing organisation and CBM staff, advisors and project managers.
* Agree on a feasible number of 5-7 priorities and “must-be-acted-upon” recommendations, e.g. during a stakeholder workshop.
* As part of their oversight role, Regional Offices ensure that management responses are prepared for all evaluations, and agreed actions are systematically followed-up. Actions shall be reported in the regular reporting system that is outlined in the QPRG Monitoring & Reporting.
* The Management Response shall be uploaded to the CBM project management software ProMIS together with the TOR and Reports of the Evaluation. The Management Response Action Plan to be manually entered in ProMIS Project page Tasks tab and key actions/tasks pushed to the Project Cycle workflow.
* Documentation of the evaluation preparations process, tendering, selection of evaluators, contractual agreements, learnings etc also to be captured in ProMIS Project page Log tab or filed in Document library.

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| **Management Response** | | | | | | | |
| **Recommendations** (copy from final evaluation report) | **accepted, partially accepted or rejected** | **Please explain partial or non-acceptance** | **Action to be taken** | **Responsible Unit/Persons** | **Time line** | **Further funding required** | **Tracking Status** (started, on-going completed) |
| 1 | Insert decision | Insert explanation | Describe Action(s) | Insert name | Insert time frame or due date | Fill in amount or simply “yes/no” | To be filled by CBM project officer/ manager |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |