**

CHECKLIST: BRIEFING SESSION

*(Manual “Evaluation Management”, Step 5: Conduct Briefing Session)*

Project number and title:

Evaluation commissioner:

Participants:

Author/Date:

1. **Clarification of ToR**

| **What?** | **Discussed?** | **Comment / to do?** |
| --- | --- | --- |
| * **Basic information** on Welthungerhilfe / the partner organisation (especially if it is the evaluator(s) first assignment with Welthungerhilfe)
 |[ ]   |
| * **Evaluation purpose:** Why is the evaluation conducted?

 Who are the intended users? Which level of participation / engagement of project staff / project participants is envisioned or conducive to the evaluation purpose? |[ ]   |
| * **Evaluation scope:** What should be covered by the evaluation?
 |[ ]   |
| * **Evaluation questions:** Are the questions clear to the evaluator(s)?

 Do they consider they can be answered? Should any of the questions be removed or amended? |[ ]   |
| * **Design and methodology:** Provide feedback on the proposed design, discuss methods? Any questions from the evaluator(s)? Possibly: discuss first ideas on evaluation design and methodology.
 |[ ]   |
| * **Deliverables and reporting deadlines:** Are the evaluator(s) clear about the products that need to be delivered? Are deadlines realistic? Are all parties aware of their responsibilities for keeping the deadlines (e.g. feedback loops on reports)?
 |[ ]   |
| * **Timeframe:** Any changes regarding the timeframe?
 |[ ]   |
| * **Confidentiality:** Reminder on confidentiality, property of evaluation results, on “informed-consent” prior to data collection.
 |[ ]   |
| * **Participation:** Which implications will the selection of participants / the level of their involvement have for the further evaluation process, i.e. evaluator(s) accompaniment during evaluation, format of (de-) briefing session, commenting on the report, use of evaluation recommendations, etc.
 |[ ]   |
| * **Other comprehension questions:** Are the evaluator(s) clear about all aspects of the ToR? Is Welthungerhilfe clear about all aspects of the offer (technical offer / financial offer)?
 |[ ]   |
| * **Is there a need to adapt the ToR?** If yes, with regard to what? Who will do it?
 |[ ]   |

1. **Logistics / contractual issues:**

|  |  |  |
| --- | --- | --- |
| **What?** | **Discussed?** | **Comment / to do?** |
| * **Logistical support:** What type of support will the evaluator(s) require regarding logistics, travel arrangements, visa, transport, accommodation, translation, arrangements for meeting venues, organisation of the stakeholder meetings, appointments, etc.? Which logistical questions still require clarification? What has to be organised? What are the deadlines for the logistical issues?
 |[ ]   |
| * **Responsibilities:** Who will provide the support needed? (E.g. who will introduce the evaluator(s) to the stakeholders? Who will hire a translator / enumerator?) Are roles and responsibilities within the evaluation team (lead evaluator / co-evaluator) clarified?
 |[ ]   |
| * **Communication:** Who will communicate with whom and on what?
 |[ ]   |
| * **Contractual issues:** Any questions on the contract? Explain pro- cedures for cost reimbursements, advance payments, invoices, etc. Explain who to turn to for contractual issues
 |[ ]   |
| * **Security brief / code of conduct:** Any questions with regard to the security brief / the code of conduct? Explain the importance of annexes in the contract and highlight where signatures are required.
 |[ ]   |

1. **Information provided:**

|  |  |  |
| --- | --- | --- |
| **What?** | **Discussed?** | **Comment / to do?** |
| * **Documents:** Which documents have to be provided? Which documents are still needed? Who will provide the documents?
 |[ ]   |

Note: At latest at this stage of the evaluation process, evaluator(s) should receive the relevant project documents from the current and
(if applicable) previous phases: funding proposal, logical framework, progress reports, baseline reports, quantitative beneficiary data, evaluation reports from previous phases and available monitoring data. In addition, relevant Welthungerhilfe sector concepts, relevant sections of the evaluation manual (i.e. Step 6–11) and further relevant documents, e.g. WHH HO and / or country office accountability framework, donor sector strategies, national sector reports, etc. have to be provided. Ideally, those documents are provided prior to the briefing session.

However, it is recommended to attach certain key documents to the ToR (see, Step 3 Develop terms of reference).

|  |  |  |
| --- | --- | --- |
| **What?** | **Discussed?** | **Comment / to do?** |
| * **Existing MEAL data:** Is there baseline and monitoring data available? If not, what are the implications for the planned data collection methods? Any other data stemming from feedback / complaints-mechanism available? Can the evaluator(s) refer back to previous evaluations?
 |[ ]   |
| * **Additional information:** Is there any sensitive information that needs to be provided? Is there something to be considered / avoided during the evaluation?
 |[ ]   |
| * **Contact details:** Are the any other contact details required for the direct communication of the evaluator(s), i.e. with the MEAL officer of the partner organisation, former consultants, etc.?
 |[ ]   |