

# CHECKLIST FOR EVALUATION MANAGERS

(Manual "Evaluation Management", Step 1: Plan and Budget)



For a world without hunger

**Project title:**

**Project number:**

**Evaluation manager:**

**Evaluation Commissioner:**



**Note:** That this checklist may need to be adapted to the specific evaluation you are managing, meaning that activities may be omitted, specified, changed with regard to their order

Activity	(Until) When?	Done?	Supported by?	Delegated to?	Comment
<b>Preparation</b>					
If not clear, seek clarification who commissions the evaluation		<input type="checkbox"/>			
Ask the evaluation commissioner to inform relevant stakeholders about the evaluation and have him/her introduce you as evaluation manager		<input type="checkbox"/>			
Check on budget availability for evaluation; gather project information for a further understanding of the intervention		<input type="checkbox"/>			
<b>Kick-off session:</b> Discuss and agree on purpose, scope, users, timing of evaluation, required profile of evaluator, etc. document results of the session		<input type="checkbox"/>			
<b>Develop draft terms of reference (ToR)</b> for obtaining offers (including feedback loop on ToR)		<input type="checkbox"/>			

<b>Obtain offers</b> <sup>1</sup> according to Rules for the Awarding of Contracts (RAC)		<input type="checkbox"/>			
<b>Assess offers</b> and come up with a <b>shortlist</b> , to be distributed to evaluation commissioner and key primary user		<input type="checkbox"/>			
<b>Select evaluator(s)</b> (if selected from several offers, document decision)		<input type="checkbox"/>			
<b>Contract evaluator(s)</b> or have the “Logistics and Internal Services” unit contract the evaluator(s)		<input type="checkbox"/>			
<b>Agree on, pack and provide</b> evaluator(s) with <b>information package</b> (i.e. project documents, accountability framework, relevant sections of the evaluation manual)		<input type="checkbox"/>			
<b>Implementation</b>					
<b>Organise and prepare briefing session</b> (agree on date, invite stakeholders, agree on agenda)		<input type="checkbox"/>			
<b>Facilitate briefing session</b> , draw up minutes of the meeting results, share minutes		<input type="checkbox"/>			
<b>Follow-up on briefing session</b> (e.g. adapt ToR, provide additional documents, clarify open questions)		<input type="checkbox"/>			
<b>Delegate taking care of pre-travel arrangements</b> (as per ToR, e.g. by booking flights, provide documentation for visa, make accommodation arrangements)		<input type="checkbox"/>			
<b>Receive and share inception report</b> with the evaluation commissioner (and selected primary users)		<input type="checkbox"/>			

<sup>1</sup> Contact the „Logistics and Internal Services” Unit for any queries around tendering, selecting and contracting evaluators: [helpdesk.procurement@welthungerhilfe.de](mailto:helpdesk.procurement@welthungerhilfe.de)

<b>Comment on inception report and forward stakeholder comments to evaluator(s)</b>	<input type="checkbox"/>			
<b>Receive and approve revised inception report</b>	<input type="checkbox"/>			
Ask evaluator(s) for <b>invoice on advance payment</b>	<input type="checkbox"/>			
<b>Be on stand-by during or take part in the field mission;</b> check whether the mission was carried out according to plan and/ or if any “ <b>trouble shooting</b> ” was required; support in obtaining the informed consent for data collection	<input type="checkbox"/>			
<b>Organise and prepare the debriefing session(s)</b> at the end of the field mission (invite stakeholders, organise venue, catering, equipment, etc.)	<input type="checkbox"/>			
<b>Participate in the debriefing session(s),</b> make sure debriefing notes are signed	<input type="checkbox"/>			
<b>Receive draft evaluation report,</b> forward it to evaluation commissioner and primary users, remind them of deadline for submitting comments	<input type="checkbox"/>			
<b>Check reporting quality,</b> provide own comments, <b>collect comments from other stakeholders and provide all to evaluator(s)</b>	<input type="checkbox"/>			
Receive and check on final report; <b>Approve final report</b>	<input type="checkbox"/>			
<b>Check invoice and delegate the disbursement of the final payment</b>	<input type="checkbox"/>			

Utilisation					
<b>Organise and facilitate stakeholder meeting(s)</b> to discuss and fill in the management response		<input type="checkbox"/>			
<b>Agree with evaluation commissioner on a dissemination and communication plan</b> , including responsibilities for the development of further evaluation products and the communication of the same		<input type="checkbox"/>			
<b>Upload final standard checklist for evaluation reporting quality, standard management response matrix and OECD/DAC criteria assessment in ProMIS and inform your country support</b>		<input type="checkbox"/>			
<b>Follow-up on the implementation</b> of the agreed actions to be taken and fill in the tracking columns (action taken status) in the management response matrix		<input type="checkbox"/>			
<b>Upload the final updated management response matrix to ProMIS and inform your country support</b>		<input type="checkbox"/>			
<b>Include the evaluation in the list of conducted project evaluations for the annual report and plan</b> ; provide respective management response matrix to be attached to the annual report and plan		<input type="checkbox"/>			