| Resource type | Example | Date created | 2020 | Last reviewed | 2022 |

Resource series Designing donor MEL systems and practices

Project Monitoring, Evaluation and Learning Toolkit for Grantmakers and Grantees

▌ MANAGE an evaluation or evaluation system

Terms of reference for the EAP and FGP evaluation management and steering committee EAP and FG

	Purpose	Roles and responsibilities
Evaluation Steering Committee	Support the evaluation effort and process by: • Providing insight on EAP systems and processes • Providing advice to refine evaluation overall purpose, process or content • Play a critical role in interpreting findings	**Total time commitment estimated:** 5–7 days from Jul 2020 to Feb 2021 **Project management:** 1.0–1.5 days between Jul and Feb • Participate in update calls • Participate in the final interview for the recruitment process (if interested) **Step 2 (define it)** 2–3 hours over two weeks in July/August • Review evaluation themes and questions for the ToR **Step 3 (frame it)** 2–4 hours over two weeks in September • Review evaluation inception report (design, data collection methods, suggested timeline and approaches) **Step 4 (describe it)** 1.0–1.5 days Sep/Dec • Potentially interviewed during data collection (as key informant) • Facilitate evaluation team contact with key stakeholders (make introductions by email, chase some people if needed) • Facilitate access to key documents, if needed **Steps 5 and 6 (analyze & answer it)** 1–2 days between Nov and Dec • Reviews deliverables (preliminary findings)

Purpose	Roles and responsibilities
	• Participate in the sensemaking meeting

Step 7 (use it) 1–2 days between Jan and Feb

- Reviews deliverables (final report drafts, comms pieces)
- Participate in the learning session
- Validate Management Response
- Supports efforts to disseminate results (elaborate evidence into use plan, support implementation)

Purpose	Roles and responsibilities
Evaluation Management Team	**Lead the evaluation effort & process by:** • Coordinating the evaluation commissioning • Convening evaluation stakeholders to define commissioning purposes and processes • Providing technical assistance for the evaluation process	**Project management** • Manage consultancy recruitment, contract & work plan • Compiles consolidated feedback on the different deliverables • Manages communication with consultants and main stakeholders • Convene stakeholders whenever necessary (design agendas, with steering committee input, chair sessions and take notes) • Reviews and signs off on deliverables and learning products • Coordinate implementation of evidence into use plan **Technical aspects** • Oversees technical aspects of work and quality control • Provides input and signs off on evaluation design and planning • Reviews data collection instruments and supports identification of key informants • Stays informed about progress during data collection • Reviews and provides in-depth feedback on initial findings and synthesis, help guide steering committee feedback • Coordinates efforts to review and analyze findings with steering committee members (i.e., the sensemaking meeting) • Coordinates efforts to disseminate results