



# SESSION 3

## Key Stakeholders of an Evaluation

# Stakeholders in an evaluation

*Evaluation manager*

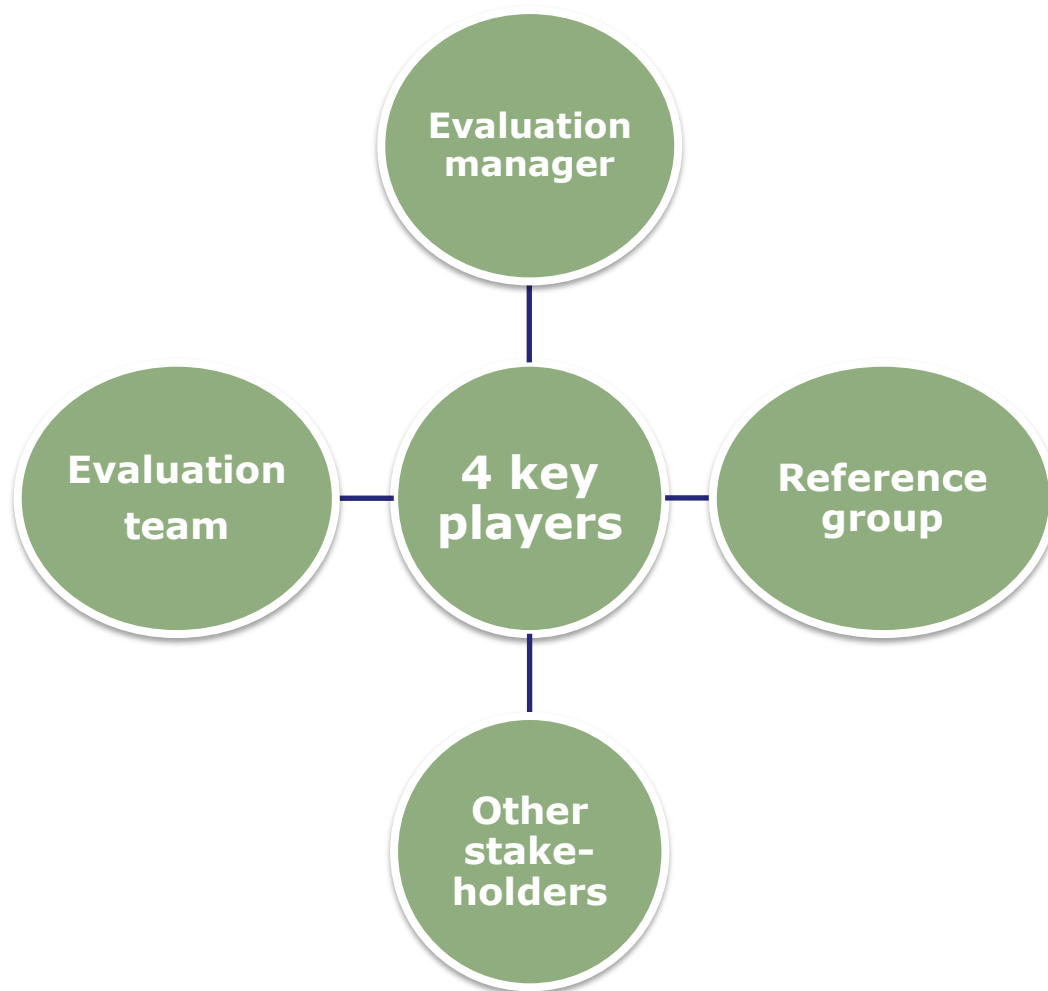
*Reference group*

*Evaluation team*

*Other stakeholders – Key informants*



# Key Stakeholders



# Evaluation manager

## Sets the scene

- Plan **timing of evaluation**
- Set up **reference group**
- Draw up **ToR**
- Recruit **evaluation team**

## Manages the process

- Approve **methodology**
- Ensure **access to information**
- Organise **discussions** on evaluation results
- **Approve reports**
- Control **quality of evaluation**

## Drives the change

- Ensure **dissemination of findings**
- Ensure **follow-up** of recommendations



# Reference Group

## Supports the evaluation manager

- **Comment on ToR**
- Summarise **stakeholders' views**
- Agree on **EQs**
- Comment on **deliverables**
- Play active role in **follow-up** of evaluation

## Facilitates evaluator's work

- Act as **interface between evaluation team** and relevant **stakeholders**
- Ensure evaluation team has access to **all information sources**

## Composition

- **EC experts**
- **Partner government**
- **Local government(s)**
- **CSOs**
- **Other donors or relevant stakeholders**

Be flexible...  
For a small project 2 or 3 people might be enough for reference group



# External evaluation team

## Proposes evaluation methodology

- Propose/refine the **EQs**
- Propose the **judgement criteria**
- Propose **indicators, data collection & analysis methods**

## Collects, compiles and analyses data & information

- Carry out **data collection, analysis and synthesis**

## Cross checks, discusses and submits conclusions

- Produce a **judgement based on evidence and sound analysis**
- Participate in **meetings and seminars**
- Formulate and articulate **conclusions & recommendations**

**EVALUATION  
TEAM**



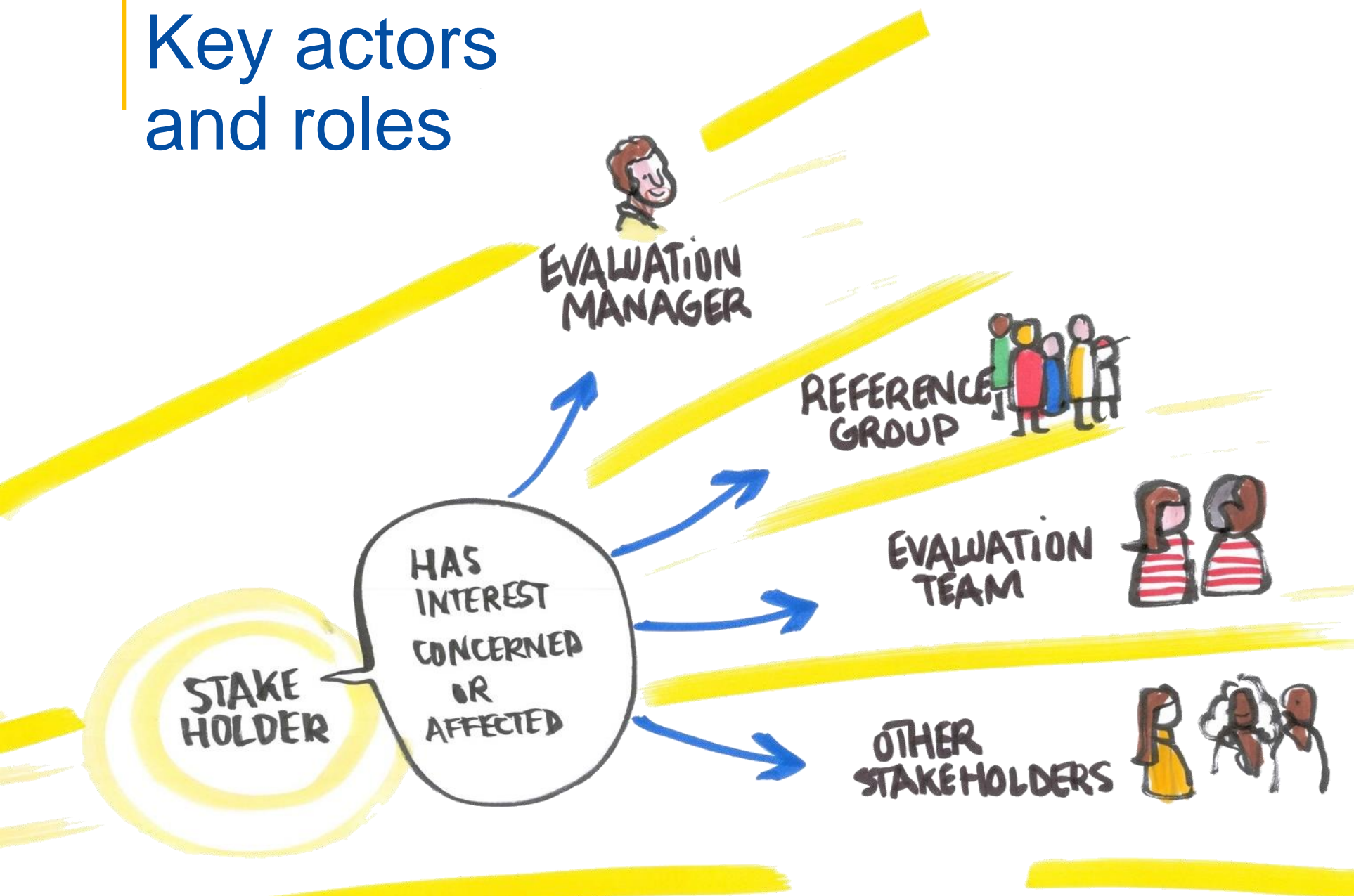
# Other project stakeholders

- Actors who have a responsibility/interest in the evaluation (whether or not they are directly affected e.g. other donors)
- Main source of information, sometimes end users of the evaluation
  - ✓ Evaluators consult stakeholders through **workshops, focus groups, individual interviews, surveys** etc. during field phase
  - ✓ Evaluators (in consultation with the evaluation manager) can debrief stakeholders at the end of the field phase
  - ✓ Are targeted by evaluation dissemination





# Key actors and roles







# Offline exercise

**A quick case study to  
illustrate the basic notions**

# Offline Homework | Case study1

Individually, get familiar with the context of the evaluation: pages 1, 66-69 and the LFM.

Answer the following questions :

- *What type of evaluation is it?*
- *What is the timing of this evaluation?*
- *What kind of purpose(s) is it supposed to serve?*
- *Who are the key stakeholders?*
- *Who will be the main users of this evaluation?*
- *What is the scope of this evaluation?*



**See instructions in handout/mentimeter**



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