

### **Guidance for the drafting and monitoring of action plans for evaluation recommendations**

After issuing their response to recommendations, the project management team is requested to provide an action plan that lays out *how* accepted and partially accepted recommendations will be implemented.

An action plan identifies *specific* and *time-bound* activities to be enacted by project management and/or other relevant stakeholders in order to implement the recommendations. These actions should be identified in such a way that they can be monitored by both the project management and IES teams through periodic updates.

Because timeliness in the implementation of recommendations is essential to strengthen an evaluation's utilization potential, the drafting of the action plan should be concluded no later than 6 weeks after the issuing of the evaluation report.

In any case, the duration of the action plan should not exceed a period of 2 years from the issuing of the evaluation report.

It is possible that changes affect the relevance of an agreed upon action plan. In light of this, amendments to the originally plan should be informed to and cleared by IES, before it is formally replaced.

Action plans will be uploaded onto the Unite Evaluations platform, where their status will be monitored on, at least, an annual basis.