EVALUATION FOLLOW-UP PLAN AND MANAGEMENT RESPONSE GUIDELINES

EVALUATION FOLLOW-UP PLAN AND MANAGEMENT RESPONSE

As a final step of an evaluation process, the Programme/Project Manager (PM) develops an Evaluation Follow-up Plan (EFP) with a Management Response (MR).

Completing the EFP and the MR is mandatory and a pre-requisite for finalization of the evaluation process and clearance of the Final Evaluation Report by the Independent Evaluation Section.

Please note: The PM completes the MR in a separate EFP and MR Template Document.

The EFP/MR Template Documents (for an In-depth Evaluation and for an Independent Project Evaluation) are available on IES website Evaluation Follow-up Plan & Use.

Completion of the evaluation process entails the following steps:

1) IES sends the Final Evaluation Report and the Draft Evaluation Brief through Unite Evaluations to the PM.

2) The PM is asked to review the Draft Evaluation Brief for any factual errors, as well as complete all details in the EFP/MR Template Document. (See instructions on pages 2-3).

3) For an In-depth Evaluation (IDE), the PM also completes an additional mandatory MR narrative text in the EFP and MR Template Document. For an Independent Project Evaluation (IPE), the narrative MR is not required.
EVALUATION FOLLOW-UP PLAN AND MANAGEMENT RESPONSE TEMPLATE DOCUMENT

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Management Response</th>
<th>Follow-up action(s)</th>
<th>Responsible senior manager (up to two)</th>
<th>Responsible person (up to two)</th>
<th>End date for implementation of recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: x-------------------------------------------------------------</td>
<td>text</td>
<td>text</td>
<td>name (position)</td>
<td>name (position)</td>
<td>May/74</td>
</tr>
<tr>
<td>2: x-------------------------------------------------------------</td>
<td>text</td>
<td>text</td>
<td>name (position)</td>
<td>name (position)</td>
<td>May/74</td>
</tr>
</tbody>
</table>

4) The PM copies all recommendations from the Final Evaluation Report and pastes such into the EFP/MR Template Document.

For each recommendation, the PM is asked to add the following:

The MR:

- whether the recommendations are accepted, partially accepted or rejected;
- a brief justification for any recommendation that is only partially accepted or rejected.

The EFP:

- a short description of the follow-up-action(s);
- responsible senior manager(s) (up to two);
- responsible person(s) (up to two);
- end date for implementation of the recommendation. Because timeliness is essential to strengthen an evaluation’s utilization potential, the duration of the implementation should not be later than two years after the evaluation was completed.

Please note: Should there be more than one follow-up action for a recommendation, please add these follow-up actions in a bulleted list within the same related column. Please also indicate should there be a different responsible senior manager, responsible person or end date for any of them in the respective columns.

5) For an IDE, the PM also completes an additional part with a narrative MR text.

6) The PM submits the completed EFP/MR Template Document through Unite Evaluations for IES review and clearance. The Draft Evaluation Brief is only reverted if there are any comments as regards factual errors.
7) **After clearance by IES, IES copies the MR (i.e. whether the recommendations are accepted/partially accepted/rejected, as well as a justification for any recommendation that is partially accepted or rejected) and pastes such, on behalf of the PM, into the Final Evaluation Report.**

8) **IES further copies all information relating to the MR and the EFP (i.e. all recommendations; whether the recommendations are accepted/partially accepted/rejected; justification if any recommendation is partially accepted or rejected; follow-up actions for each recommendation; responsible senior manager(s); responsible person(s); as well as end date for implementation of each recommendation) and pastes such into Unite Evaluations on behalf of the PM.**

9) **For an IDE, IES also copies the additional part with the narrative MR text and pastes such into the Final Evaluation Report.**

10) **The Final Evaluation Report, including the MR (and for an IDE, also the narrative MR text), is thereafter published on IES website Evaluation Reports (by the respective year, region and topic), along with the Evaluation Brief.**

11) **The EFP part is not published but only remains in Unite Evaluations.**
UPDATE OF IMPLEMENTATION OF THE EFP

The **EFP should be continuously monitored by the PM.** The EFP can be amended in Unite Evaluations as part of the regular monitoring process by the responsible Manager. **Amendments** to the original EFP must however **be indicated to and cleared by IES before any formal change is made.**

**On an annual basis,** the PM is further requested to **update the implementation of the EFP in Unite Evaluations** and provide a justification in case the follow-up actions have not been fully implemented.

See the [Unite Evaluations User Manual for Programme Managers](#).
ADDITIONAL MR NARRATIVE (FOR AN IN-DEPTH EVALUATION)

For an In-Depth Evaluation (IDE), it is mandatory for the PM to also complete a MR narrative text (1–2 pages).

The narrative may refer to e.g. the organization’s reactions to the evaluation results, including the feasibility of the recommendations made, as well as general feedback on the overall evaluation process and its quality.

*For an Independent Project Evaluation (IPE), the additional MR narrative is not required.*

1) The narrative text is completed by the PM in the EFP/MR Template Document.

MANAGEMENT RESPONSE NARRATIVE

2) Once completed, the PM submits, through Unite Evaluations, the completed EFP/MR Template Document. (see instructions on pages 2-3)

3) IES copies the narrative MR text and pastes such into the Final Evaluation Report on behalf of the PM.

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4) After clearance by IES, the Final Evaluation Report, including the MR (and for an IDE also the narrative MR text), is thereafter published on IES website Evaluation Reports (by the respective year, region and topic), along with the Evaluation Brief.