

# JOINT EVALUATION MANUAL

## **1. Introduction**

### **A. Definition**

Joint Evaluation is evaluation carried out by multiple development cooperation organizations in partnership. The development cooperation organization includes both the recipient country and the donor.

### **B. Type**

Depending on the co-evaluation partner, joint evaluation is largely classified into evaluation between the recipient country and the donor and between donor agencies. This manual mainly deals with joint evaluation with the recipient country.

### **C. Considerations**

The purpose of the joint evaluation, institutional capacity and commitment of the evaluation partner should be the key determinant in conducting joint evaluation.

## **2. Evaluation principle and criteria**

### **A. Evaluation principle**

The evaluation follows the guideline for international Development Cooperation Evaluation and guiding principles of the OECD DAC, which are Impartiality, Independence, Credibility, Usefulness and Partnership.

- *Impartiality*: evaluation should be conducted to avoid bias and to be credible in the evaluation process.
- *Independence*: evaluation should be carried out independently from policy decision and project implementation process.
- *Credibility*: Evaluation should be conducted through transparent processes by evaluators with expertise and independence.
- *Usefulness*: The evaluation results should be utilized in the development policy decision-making. Therefore the results should sufficiently reflect the interests and needs of various stakeholders.

- *Partnership: Encourage the participation of the partner countries and other donors in evaluation.*

## **B. Evaluation criteria**

When joint evaluation is carried out as an ex-post-evaluation of a project, the five evaluation criteria<sup>1</sup> of OECD DAC as described in the guideline for international development cooperation evaluation shall be applied.

## **3. Procedures**

### **A. Drafting joint evaluation implementation plan**

The consultant shall prepare and submit it to EDCF a joint evaluation implementation plan within one month after signing the contract. The joint evaluation implementation plan is also shared with the partner country. The implementation plan should contain detailed evaluation methodology, schedule, plans for joint evaluation workshop, and other relevant information.

### **B. First mission: data collection and aide-memoire**

The primary objective of the first mission is data collection and reaching agreement with the partner country government on the key elements of the evaluation arrangements including methodology and plan for joint workshop. Aide Memoire signed by all parties will be produced as an outcome of the first mission.

### **C. Second mission: holding joint evaluation workshop**

The primary purpose of the second mission is to discuss and share evaluation results, receive feedback and recommendations from various key stakeholders at the joint evaluation workshop. To serve this purpose, operational managers, decision makers in

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<sup>1</sup> Relevance, efficiency, effectiveness, impact, and sustainability

donor agencies, partner countries government, and NGOs workers are invited to the workshop. The participants are encouraged to discuss evaluation results and reach consensus on appropriate measures for the recommendations.

#### **4. Notes on the workshop**

**Supporting stakeholder participation:** various stakeholders such as government officials from relevant departments and project execution agencies of the partner countries, other donor organizations, NGOs should be invited to attend the workshop and present their opinions.

**Workshop host:** the consultant(s) is responsible for planning, organizing and running the workshop to ensure independence and objectivity in discussing the evaluation results.

Making use of the results) Results of the preliminary evaluation will be discussed at the workshop. Discussions, inputs, and views of the partner countries will be fully reflected in the final evaluation report.

**Translation service:** local language translation is necessary for effective communication among the participants.