

**CMG Discussion  
10 June 2005  
The Hague (ALNAP Biannual)**

**Present:**

Susanne Frueh (SF) OCHA (Chair)  
Rachel Bedouin (RB) FAO  
Mihir Bhatt (MB) DMI (India)  
Tijana Bojanic (TB) IFRC  
Niels Dabelstein (ND) DANIDA  
Stefan Dahlgren (SD) SIDA  
Andre Griekspoor (AG) WHO (afternoon)

Rachel Houghton (RH) ALNAP (Minutes)  
Christoph Jakob (CJ) SDC  
Simon Lawry-White (SLW) UNICEF  
Nichole McGarry (NM) WHO  
John Mitchell (JM) ALNAP  
Suppiramaniam Nanthikesan (SN) UNDP

**1. FUNDING**

- The TEC Secretariat will be funded via the ALNAP Secretariat. Based on discussions held at the DAC on the TEC, optimism was expressed that a number of donors would consider providing funding to the TEC. Funding requests must be coordinated and one letter should be sent to all donors (see point 2). To date, NORAD, CIDA and MFA-Netherlands have expressed an interest in funding the TEC Secretariat.
- The initial budget of \$320,000 reflects salaries and travel for three staff (2 full-time, one part-time) for a period of 12 months. The CMG requested a reduction to eight months (the end of February 2006) for each of the positions. ALNAP will adjust the budget accordingly. The admin assistant will remain a part-time position at 3 days/week.
- Themes will need to raise funding from among their membership and from other donors. It seems there is enough interest by donors and agencies to cover the funding needed by all six groups. See Annex 1 for a list of donors / other agencies interested in contributing to each theme.

Action Points:

Prepare letter to donors and reduce TEC Secretariat budget by 14 June; circulate to CMG for comments (RH).

Finalise by 15 June (RH).

Send list of donors with contacts to RH for letter by 15 June (ND).

Circulate to donors by 16 June (RH).

**2. COMMUNICATIONS / DISSEMINATION STRATEGY**

- RH to prepare a letter to be sent to all donors informing them of the TEC and requesting their financial support to the TEC Secretariat. Letter also to indicate that donors may also wish to consider to contribute to funding specific themes and that we welcome an active participation of donor evaluation agencies in the TEC itself. Annex to include current CMG members by name and organisation as well as organisations (including representatives) that have so far signed up to the coalition.
- SF to prepare a letter by the ERC to the IASC announcing the TEC and asking for IASC members to support the initiative and ensure that its findings get addressed. Cc: donors and GHDI. Starting point of letter needs to explain added-value of cross-cutting evals, higher level, more credibility, and mention UN reform agenda.
- Need to develop a communications and dissemination strategy to ensure awareness of the TEC. Early visits to the field by the EC essential. Strategy to be developed by EC/ALNAP. TEC members to contribute in its implementation
- The website library needs to be built up quickly so it can be used by all teams for the desk reviews

Action Point:

Prepare letter to IASC (SF)

### 3. TOR for 'EVALUATION LEADER' and 'RESEARCHER'

- TOR to be rewritten to reflect the coordinating and facilitating role of the leader. To be called TEC Evaluation Coordinator (still questionable). Title of 'researcher' (currently 'TEC Coordinator') to be reviewed, given large scope of coordination in current role. Job description to be revised reflecting the discussion (to also include beneficiary consultation). Drafting committee composed of RH, SD and SF to redraft TOR by Tuesday, share with CMG and then post job on various fora on Wednesday.
- TOR to include a table reflecting the various responsibilities of the proposed EC, current TEC Coordinator, and the CMG.

#### Action Points:

Rewrite TOR (SF, RH, SD) by 14 June  
Share rewritten TOR with CMG by COB 14 June (RH)  
CMG to provide comments by COB 15 June

### 4. SELECTION PROCESS

- The CMG agreed on the need for a transparent selection process and on the provision of sufficient time for potential applicants to apply. The vacancy should be advertised widely and not just on ALNAP, the TEC Online Forum and ReliefWeb. Current applicants will be informed by RH that there will be a formal posting of the position and that they need to reapply.
- To be advertised asap on ALNAP, TEC Online Forum, Reliefweb, IDEAS, M&E News, and other sites. Deadline for submitting a short concept note is now 29 June.
- Shortlisting for interviews to be done 30 June; interviews 1 July. Interview panel includes OCHA, DANIDA, SIDA/ALNAP and DMI. Interviews of 3 shortlisted candidates will be done over the telephone. Shortlisting for 3 top candidates to be done based on ranking by CMG members.
- Reference checks from previous previous employers (at least two) will be required.

#### Action Points:

Vacancy to be posted by 15 June (RH [depending on timely response from CMG])  
Inform existing applicants that they will need to reapply (RH)

### 5. TEAM RECRUITMENT

- Need consistency in pro forma budgets. These were established as follows: \$600/day team lead; \$500/day team member; \$200/day national team member. Per diem costs and estimated travel costs to be provided next week by SF.

#### Action Point:

Share pro forma costs for per diem and travel by 15 June (SF)

### 6. TIMELINE

10-20 June:	Posting of EC vacancy (RH)
15 June:	Start-up of on-line library (RH/ALNAP)
15 June:	Start-up of background research (RH) [this will not currently be possible given action points in here; more like w/c 20 <sup>th</sup> June]
30 June:	Shortlisting of 3 for interviews (CMG)
1 July:	Phone interviews (to be organised by ALNAP)
July:	Visits by EC to select tsunami countries to seek national level involvement
August:	Start-up of desk reviews
November:	Draft reports due
October:	Synthesis work starts
December 10:	Synthesis workshop

## 7. **COMPOSITION OF CMG**

- It was agreed to add the IFRC to the CMG; one additional NGO (possibly a network, consortium) should also be invited to join.

### Action Point:

Inform the IFRC (RH).

Follow up with NGO leads (RH with input from others).

## 8. **WHAT ARE WE EVALUATING AGAINST?**

- It was agreed we need to compare and contrast what commitments we have as a community and what as actually done re these commitments. It was therefore agreed that all themes should look at some common principles, e.g. GHDI, code of conduct, SPHERE, FA appeal etc as a point of reference for the evaluations. This should be specified in the thematic TOR. It was suggested to plot at IASC guidelines and agreements (e.g. gender, protection etc).

### Action Point:

Each theme group to review and propose reference frameworks by Friday 17 June (theme leaders).

Email to RH who will circulate to all groups.

## 9. **TOR 'COMMON ELEMENTS'**

- The common elements for all thematic evaluations are: background to the TEC and justification of the initiative; the relationship of the thematic evaluation with the coalition; relationship of 'EC' to the thematic evaluations; role of the CMG; role of the EC and 'researcher'; dissemination strategy and use of the evaluation/s; collaborating process of Synthesis Report; proforma costing.
- To be ensured by EC, within TOR, joint meetings and workshops.

### Action Points:

SF to complete coordination concept note with common elements and send to RH who will use this as a basis to write the above.

## 10. **NATIONAL WORKSHOPS**

- DMI and UNDP proposed to organise informal brainstorming sessions in some countries in June/July to boost the relevance and credibility of the capacities ToR (which they are leading). Also to introduce TEC.

### Action Point:

DMI and UNDP to proceed and keep CMG and RH informed.

## 11. **IMPACT STUDY**

- It was agreed to add the IFRC impact study as a 6<sup>th</sup> theme. IFRC to share concept note to entire TEC (via RH) as well as share the results of the feasibility study once available. Most likely World Bank will also be part of this group. Impact study would run in parallel and provide data to the groups. Interested agencies should be encouraged to contact the IFRC directly.

### Action Point:

TJ to send concept note to RH for circulation.

## 12. **NEXT MEETING**

- Mid to Late August (to be determined)

**Annex 1: Potential and Committed Donors to Each Theme**

<b>Theme</b>	<b>Interested donors / agencies</b>
LRRD	Sida, OCHA, UNICEF
Needs Assessment	CIDA, USAID, DfID, DCI, Japanese, WFP, NORAD
Capacities	NORAD (via UNDP), DfID, USAID, UNICEF, German MFA / GTZ (Will also seek local funding for local studies)
Donor Response	DANIDA, DCI, World Vision – Canada (Will also seek local funding for local studies)
Coordination	MFA-Netherlands, NORAD, USAID, German MFA, SC-UK, OCHA
Impact Assessment	IFRC, OCHA