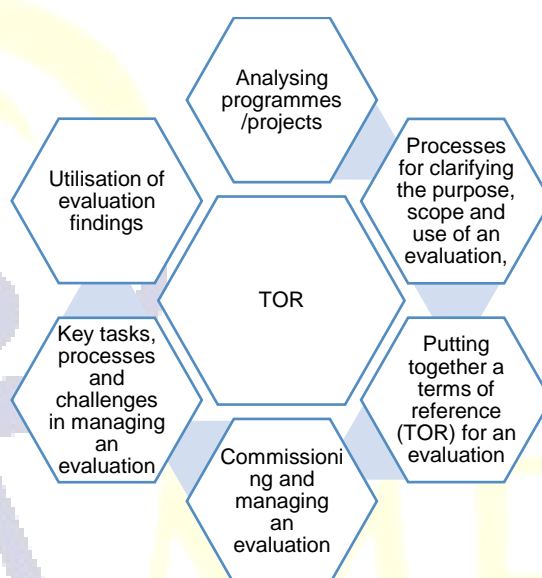


**EMERGING EVALUATOR REPORT OF THE CAPACITY BUILDING WORKSHOP: DEVELOPING AN EVALUATION TERMS OF REFERENCE AND EVALUATION MANAGEMENT PLAN: 06-07 OCTOBER 2016**

## BACKGROUND AND DISCUSSIONS

The report seeks to provide feedback on the Capacity Building Workshop attended by **Koketjo Lekoane (EE)** at Upper Eastside Hotel: Cape Town. The two-day's session on Developing an Evaluation Terms of Reference and Evaluation Management Plan was facilitated by Dr. Kevin Kelly of the Strategic Evaluation, Advisory & Development Consulting firm. The interactive session introduced key aspects to consider when developing evaluation terms of reference (*see diagram below*). The proposed structured allow for key considerations and aspects to be noted when developing Terms of Reference. The process can be utilized when developing TOR's for programmes and projects of different levels.



*Figure 1: TOR process/structure flow*

## RECOMMENDATIONS

The workshop provided an insightful information on Evaluation Terms of Reference along with the assistance of the facilitator. The following requires consideration:

- Introduction of new concepts requires practical undertaking e.g. Counterfactual.
- In the future certificates should award points e.g. Continuous Professional Development Points.
- Notification on the outcome of the scholarship should be made earlier.

## CONCLUSION

The attendance of the two days' workshop provided knowledge on essential aspects to consider when developing Evaluation Terms of Reference. However, consideration and requirement of specific organization, programmes and project needs will determine the uniqueness of the TOR's with respect to each stage of evaluation.

Thanks a lot SAMEA for awarding me this opportunity. Highly appreciated.