

Timeframe for evaluation of project “Environmental technologies institute”

Step	Activity	Date/deadline	Responsible Party
Preparatory phase			
1	Notification to beneficiary of evaluation exercise (Seminar)	06/03 2013	Managing Authority (MA)
2	Provision of the self-assessment report (SAR) template to the beneficiary	03/06	MA
3	Selection and contracting of evaluation team	From 03/06 to 12/08	MA
4	Submission of self assessment report to MA	15/07	Beneficiary
5	Quality control of SAR	29/07	MA, Beneficiary (where revisions are necessary)
6	Submission of evaluation report template, SAR and other supporting documents to the evaluators	12/08	MA
7	Submission of indicative evaluation questions and list of interviewees to the MA	26/08	Evaluators
8	Review and finalisation of indicative evaluation questions and list of interviewees	02/09	MA
9	Submission of finalised evaluation questions and interview list to the evaluators	06/09	MA
Field phase			
10	Pre-briefing on-site between evaluation team and beneficiary	Week of 9 th September 2013	Evaluators, beneficiary
11	Full site visit		
12	Interviews with key parties		Evaluators
13	Pre-briefing with representatives of the beneficiary/MA		Evaluators
Reporting Phase			
14	Drafting and submission of draft evaluation report to the MA	30/09	Evaluators
15	Internal QC of draft report by MA	07/10	MA
16	Quality control and commenting of draft report by the MA; Commenting by the beneficiary & submission of comments to MA	14/10	MA, beneficiaries
17	Submission of consolidated comments on the draft report from the MA to the evaluators	21/10	MA
18	Integration of comments into final report	29/10	Evaluators
19	Approval of the final report	04/11	MA
20	De-briefing exercise	Till 09/12	Evaluators, MA