## Timeframe for evaluation of project “ICRC”

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Activity** | **Date/deadline** | **Responsible Party** |
| ***Preparatory phase*** |
| 1 | Notification to beneficiary of evaluation exercise | 09/09 2013 | Managing Authority (MA) |
| 2 | Provision of the self-assessment report (SAR) template to the beneficiary | 09/09 | MA |
| 3 | Selection and contracting of evaluation team | From 09/09 to 11/11 | MA |
| 4 | Submission of self assessment report to MA | 21/10 | Beneficiary |
| 5 | Quality control of SAR (revisions and final QC till 11/11 at the latest!) | 04/11 | MA, Beneficiary (where revisions are necessary) |
| 6 | Submission of evaluation report template, SAR and other supporting documents to the evaluators | 11/11  | MA |
| 7 | Submission of indicative evaluation questions and list of interviewees to the MA | 25/11  | Evaluators |
| 8 | Review and finalisation of indicative evaluation questions and list of interviewees  | 02/12  | MA, Beneficiary  |
| 9 | Submission of finalised evaluation questions and interview list to the evaluators | 06/12  | MA, Beneficiary |
| ***Field phase*** |
| 10 | Pre-briefing on-site between evaluation team and beneficiary | Week of 9th December 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 | 30/12  | Evaluators |
| 15 | Internal QC of draft report by MA | 06/01 2014 | MA |
| 16 | Quality control and commenting of draft report by the MA;Commenting by the beneficiary & submission of comments to MA | 13/01 | MA, beneficiaries |
| 17 | Submission of consolidated comments on the draft report from the MA to the evaluators | 20/01 | MA |
| 18 | Integration of comments into final report | 27/01 | Evaluators |
| 19 | Approval of the final report | 03/02 | MA |
| 20 | De-briefing exercise | Till 17/02 2014 | Evaluators, MA |