

Day 2 SD1 Evaluation

Objectives

- Provide feedback to the consultants on key findings and recommendations from evaluation including filling gaps, drawing on diverse perspectives in the room (policy and operational)
 - Use the opportunity of having the consultants to discuss an independent view of CARE's emergency strategy work and test assumptions
 - Promote ownership of the results and identify key issues to take forward in long term planning as well as immediate course corrections for FY12
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830 Short recap of day 1 (RN?)

840 Welcome and outline of day (Megan)

- Outline Agenda for the day – consultants, clarification, 2 round of group work, prioritization
- Refer evaluation process to Barbara
- Ground rules
 - report first draft - great opportunity for clarification, addressing gaps, consultation, use the consultants for some objective reality checking and independent viewpoint
 - open and constructive environment, constructive criticism welcome, should not feel afraid to speak openly and all should avoid defensiveness
 - independent facilitation – no CEG hat today, independent facilitator hat

850 Introduction to evaluation (Barbara)

- Terms of reference for the evaluation
- Outline evaluation process and next steps
- Key messages from humanitarian Director perspective
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900 Presentation of key findings and recommendations (Hugh and Liz) with Q&A

- Consultants present key findings and recommendations (approx. 30 mins)
- Questions and answers with consultants, opportunity for clarification and surfacing more information. Ask participants to hold off on sharing 'reactions' – take these to group work

1030 Break and 'temperature check' exercise (Meg to explain group work exercise before break)

Key findings and recommendations in key themes are posted around wall with pens, 'thermometer' chart and group sign up lists. During coffee break, participants are asked to circulate, review the findings and recommendations and indicate their general level of agreement on the 'thermometer', as well as signing up for 2 groups (one before lunch, one after).

2 sessions, maximum of 8 participants per group. Participants will have the opportunity to engage in 2 groups and can choose which ones they feel strongly about (hopefully a mix of perspectives).

1100 Group work round 1

Participants break up into small groups (as per sign up lists). One group reporter will stay with the one group for both sessions and will report back to plenary.

Group topic	Reporter
1. Appropriateness of emergency response structures for effective coordination and response	
2. Interdependent approach	
3. Organisational culture and building response capacity	
4. Technical quality and competence	
5. Human resources and surge capacity	
6. Media, donors and fundraising	

Task: Groups should review findings and recommendations and answer the following questions:

- General response to the findings and recommendations?
- How would they see them revised?
- What is missing?
- What will it take to implement these recommendations?

1200 Lunch

1300 Group work round 2

Participants move to a new group and repeat the process. At the beginning of the new group, the group reporter should summarise the conclusions of the previous group.

1400 Report back and plenary discussion (Meg and group reporters)

Before the plenary report back starts, allocate participants one of the following topics (Vision 2020, FY12 ERWG, ESIG) and explain that in the final afternoon session, participants will be asked to identify what priority issues raised now need to feed into vision 2020 work, FY12 priorities and ESIG and ERWG. Note their topic so they can keep this in mind as they hear the report back.

Ask each group reporter to report back on their group’s conclusions. Allow 10 minutes for report back and questions on each small group (6 groups = 60 minutes). Have questions on each group but hold broader discussion to end if possible.

Use the 30 minutes after report back for general discussion. If more general discussion is required, continue for up to 30 minutes more, taking time off the prioritization session, or allow for more discussion after the break.

Give consultants opportunity to respond if appropriate.

1530 Break – or continuing conversation as needed.

1600 Priorities for planning (shorten this session if need – could be 30 minutes)

Break into 3 groups – Vision 2020, FY12 ERWG and FY12 ESIG. Appoint a reporter/scribe for each group. Based on what we have heard today, what are the priority issues to be addressed (in Vision 2020, FY12 ERWG and FY12 ESIG priorities)?

1700 Closing comments from Barbara