

The Evaluator Pack - *For all evaluators*

# MEAL Unit - 2020

**Evaluator Pack**

**TS - Evaluation**

**January 2018**

**Introduction**: Once the evaluator has been selected, this Pack must be sent to each evaluator in **digital Word format**. The objective of this pack is to ensure that all the essential information for the conduct of the Evaluation is readily available. This pack contains several documents on various topics:

* Our Protection, Anti-Fraud and Anti-Corruption Policies and Code of Conduct
* Our Planning, Monitoring & Evaluation policy
* Our evaluation process
* The link to the online questionnaire at the end of the evaluation
* Our report frames and quality checklist
* 8 essential ethical measures

**On page 2: a table presenting the documents and how to use them. For any questions regarding the documents, please refer to the person in charge of the evaluation.**

**On page 3: the 8 ethical measures at HI, to be applied for each data collection activity**

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| --- | --- | --- | --- | --- |
| Title of documents | What use for the Evaluator? | | | |
| Protection policies | These policies must be known and available to the Evaluator. When the contract is signed, these different policies must be signed.[*Protection of beneficiaries from sexual exploitation, abuse and harassment*](https://hi.org/sn_uploads/document/PI03_HI_Protection-Beneficiaries_EN.pdf)[*Child Protection Policy*](https://hi.org/sn_uploads/document/PI02_HI-Child-Protection_EN_1.pdf)[*Anti-fraud and anti-corruption policy*](https://hi.org/sn_uploads/document/PI04_IP_antiFraud-bribery-corruption-policy_1.pdf) | | | |
| The Code of Conduct: Prevention of Abuse and Protection of Individuals | The Code of Conduct is an essential requirement for everyone working at HI, including investigators who may conduct interviews during the Evaluation. At the end of each training course, a copy must be handed over and signed by the investigators. | [*Code of Conduct*](https://hi.org/sn_uploads/document/ID_CodeOfConduct.pdf) | | |
| Planning, Monitoring & Evaluation PolicyHI's Quality Standard | The PME Policy frames the cycle and quality of projects at HI. The Quality Reference System, composed of 12 criteria, is integrated into this policy. For each criterion, a reference definition is present and accompanied by 3 keywords. It is on this frame of reference that the evaluations of HI projects must be based. | [*HI's Quality Framework*](https://hi.org/sn_uploads/document/QualityFramework_EN.pdf) | | |
| The evaluation process at HI | This is the standard evaluation process at HI. Each evaluation must follow these steps. It must be a reference for the evaluator although the decisions made by the Manager and the Steering Committee take precedence. |  | | |
| The online questionnaire at the end of the evaluation | This questionnaire must be completed at the end of each evaluation (see evaluation process). | <https://hicollect.surveycto.com/collect/METAEVAL?caseid=> | | |
| Report frames and quality checklists | These frames should guide you in writing your final report. |  | | |
| ***The 8 "ethical" requirements and their transcription in the framework of the evaluation:*** | | | ***Under the responsibility of :*** | |
|  | | | ***HI*** | ***Evaluator*** |
| 1. **Guarantee the safety of participants, partners and teams** by taking into account risks and implementing mitigation measures. | | | ***YES*** | ***YES*** |
| 1. **Ensure a person and/or community-centred approach** through the approach, posture and adaptation of the tools according to the audience. | | | ***YES*** | ***YES*** |
| 1. **Obtaining informed consent from participants** | | | ***-*** | ***YES*** |
| 1. **Propose referral mechanisms** and provide focal points for the evaluator to report any problems. | | | ***YES*** | ***-*** |
| 1. **Ensuring the security of personal and sensitive data throughout the activity** through measures to protect personal and/or sensitive data | | | ***YES*** | ***YES*** |
| 1. **Plan and guarantee the use and sharing of information** through a plan for making it available and sharing it with all the actors involved in the project. | | | ***YES*** | ***YES*** |
| 1. **Ensuring the expertise of the evaluators and the scientific validity of the activity** through a transparent and high quality recruitment process | | | ***YES*** | ***-*** |
| 1. **Obtain approval from relevant authorities** as required | | | ***YES*** | ***-*** |