

**2018 UNEG Evaluation week**

**Evaluation Practice Exchange (EPE)**  
**7-8 May 2018**  
**FAO HQ, Rome, Italy**

---

**CALL FOR EXPRESSION OF INTEREST**

---

The UNEG EPE Committee is seeking expressions of interest by evaluation professionals who will attend the event, for the roles of **Lead Convener** and **Collaborators** for the sessions included under each of the three main themes (see pages 3 and 4).

- **Lead convener:** the lead convener (only one per session) is the leader of the session. It is the person who will prepare, organize, provide inputs and manage the session. He/she will decide the content and format of the session in consultation with the session coordinating agency, and will coordinate the preparation of the session with the collaborators. The role of lead convener is open to both junior and more senior colleagues.
  
- **Collaborators:** the collaborators are those who will bring some specific experience during one session, and will have prepared their participation (content and format) together with the lead-convener, under the overall guidance of the coordinating agency. They will manage the session under the leadership of the lead convener.

*How to submit a proposal?*

Interested colleagues are kindly asked to send an email to [EPE-Committee@fao.org](mailto:EPE-Committee@fao.org) indicating at least the following information:

1. Title(s) of the session(s) you are interested in
2. Your role (lead convener, or collaborator) for each session
3. Content and modality proposed: what you would like to discuss and how you propose to organize the session (as a lead convener); or what experience you would like to share and how (as a collaborator) – no power points

*The deadline to submit proposals is **Monday 26 February 2018**.*

Colleagues are encouraged to express interest in more than one session. The EPE committee will be responsible for ensuring all sessions are covered. The EPE committee will contact all colleagues who submitted a proposal and will share a final list of lead conveners and collaborators by end of March 2018.

---

## Background

The 2018 Evaluation week will take place in Rome between 7<sup>th</sup> and 11<sup>th</sup> May and is organized with the support of the Rome-based UNEG member organizations: FAO, IFAD and WFP. It comprises the following events:

Mon 7 May	Tue 8 May	Wed 9 May	Thu 10 May	Fri 11 May
Professional Development Seminar (PDS) (New!)	Evaluation Practice Exchange (EPE)	Evaluation Practice Exchange (EPE)	Annual General Meeting (AGM)	Annual General Meeting (AGM)

The Evaluation Practice Exchange (EPE) provides a unique forum for UNEG members to get together face-to-face, to share and exchange experience, best practices and lessons and knowledge in evaluation, and to develop their expertise on specific subjects related to evaluation approaches and methodologies.

Its purpose is to:

- a) Facilitate learning and exchange of experiences amongst UNEG members
- b) Improve the credibility and utility of UN evaluations
- c) Contribute to the advancement of the evaluation function in the UN system.

This year, in accordance with the results of the survey carried out by the UNEG secretariat following the 2017 Evaluation Week in Vienna, the focus of the EPE will be on specific topics and issues encountered by evaluation professionals on a day-to-day basis. Indeed, it was felt by EPE participants that the sessions should focus on aspects with direct relevance to our work – in other words, the EPE should be about the bread and butter of evaluation officers. **It should help us addressing some of the challenges we face as professional evaluators.**

The EPE will have **three main themes**, covering relevant aspects of the work of evaluation professionals. Under each of these themes, **several topics** will be discussed in separate sessions. These themes are:

1. Managing evaluations
2. Evaluation principles
3. Evaluation methods

## **Modalities of the EPE sessions**

All EPE sessions will use interactive approaches to encourage greater participation and sharing of experiences among participants: **formal Power Points and panel discussions will be avoided**. Indeed, the modality of the EPE sessions has been flagged by many previous and prospective participants as requiring further efforts to promote interaction and exchange.

The modality of each session will be decided on a case-by-case basis, depending on the topic and on the preferences of the lead convener, in consultation with the coordinating agency.

The following modalities are suggested by the EPE committee – however other modalities can be proposed by the convener(s):

- World café: small groups discussing different topics under one session theme
- Debate, moderated by a professional facilitator
- Snowball: after short presentations, participants work in small groups to come up with key messages to take away
- Stories in 5': presenters have 5 minutes to share their ideas, with no other support than their voice
- Role plays / simulation exercises

Each session will be coordinated by one **coordinating agency** from the EPE committee (FAO, IFAD, WFP) which will work with the lead conveners to prepare their sessions, and provide guidance and quality check on the content and format. Harmonization will be ensured through exchanges among the coordinating agencies within the EPE committee. The role of the coordinating agency is mainly in the preparation: its participation during the EPE session may or may not be needed.

## Themes and topics of the EPE

The tables below present the topics that have been selected by the EPE committee under each theme, based on the results of the online survey. *Should you wish to propose a new topic, please contact the EPE Committee.*

<b>Theme 1 – Managing Evaluations</b>	<b>Coordinating agency</b>
• Session 1.1 - Quality Assurance beyond the checklist: how can we ensure the reports are evidence-based?	WFP
• Session 1.2 - Following up on recommendations: what are the successful practices?	FAO
• Session 1.3 - As managers, we also make mistakes: let's share them and learn from them.	FAO
• Session 1.4 – How can we ensure a gender focused evaluation?	WFP
• Session 1.5 - The role of donors in evaluations: how should we involve them and how to manage expectations?	FAO
• Session 1.6 – How can we ensure a good understanding of the evaluation context?	IFAD
<b>Theme 2 – Evaluation Principles</b>	<b>Coordinating agency</b>
• Session 2.1 - We ask others to demonstrate impact: how can we demonstrate the impact of our evaluations?	WFP
• Session 2.2 - Feedback loops: why and how to provide feedback to beneficiaries?	FAO
• Session 2.3 - Cost of evaluations: how can we make efforts to rationalize the use of resources in evaluations? And what are the best practices for low-cost evaluations?	FAO
• Session 2.4 – Evaluation and hindsight: assessing past interventions against yesterday’s standards or today’s wisdom (e.g. in light of new knowledge on climate change, gender, etc.)	IFAD
• Session 2.5 - Evaluations and evidence-based decision making in the Era post-truth	FAO
<b>Theme 3 – Evaluation Methods</b>	<b>Coordinating agency</b>
• Session 3.1 - No baseline: how to measure impact?	WFP
• Session 3.2 - Making the best use of Theories of Change in Evaluations	IFAD
• Session 3.3 - Country Programme Evaluations - methodological challenges	WFP
• Session 3.4 – ICT for data analysis in evaluations	FAO
• Session 3.5 – Evaluating Policy support	FAO

## Tentative agenda

	Tuesday 8 May				Wednesday 9 May			
	EPE - Day 1				EPE - Day 2			
Room	Iraq A235	Ethiopia C285	Philippines C277	Nigeria C215	Iraq A235	Ethiopia C285	Philippines C277	Nigeria C215
<b>8:30-9:00</b>	Morning coffee Iraq room				Morning coffee Iraq room			
<b>9:00-10:30</b>	Opening session and Group Photo				Session 1.4	Session 2.4	Session 3.4	tbd
<b>10:30-11:00</b>	<i>Coffee Break</i>				<i>Coffee Break</i>			
<b>11:00-12:30</b>	Session 1.1	Session 2.1	Session 3.1	tbd	Session 1.5	Session 2.5	Session 3.5	tbd
<b>12:30-14:00</b>	<i>Lunch</i>				<i>Lunch</i>			
<b>14:00-15:30</b>	Session 1.2	Session 2.2	Session 3.2	tbd	Session 1.6	tbd	tbd	tbd
<b>15:30-16:00</b>	<i>Coffee Break</i>				<i>Coffee Break</i>			
<b>16:00-17:30</b>	Session 1.3	Session 2.3	Session 3.3	tbd	Theme 1 wrap up	Theme 2 wrap up	Theme 3 wrap up	tbd
<b>18:00 - 20:00</b>	<i>Self-Paid Social Dinner</i>				<i>Reception (FAO outdoor terrace)</i>			