



Organising an Evaluation Project in the FOPH: the Principles

Roles of Actors	Main Tasks, Responsibilities, Competences		
<pre> graph TD EC[Evaluation Commissioner] --- ESC[Evaluation Steering Committee] ESC --- EAG[Evaluation Advisory Group] ESC --- EPM[Evaluation Project Manager] EPM --- EET[External Evaluation Team] </pre> <p>Generally, the FOPH is the only commissioner</p> <p>Including internal and external partners</p> <p>Project Manager from the E&F Service</p> <p>The mandate is put to tender</p>	<p>General responsibility</p> <ul style="list-style-type: none"> Formally commissioning the evaluation to be conducted in line with FOPH evaluation planning Assuring resources (if not already available) Acknowledging evaluation results 	Steering	
	<p>General project supervision and steering</p> <ul style="list-style-type: none"> Approving the terms of reference (evaluation mandate), and where relevant, together with the advisory group Selecting the evaluation team Approving evaluation products (wherever such competence has not been delegated to the evaluation project manager) Discussing evaluation results together with the advisory group, and validating the findings Deciding on a strategy for dissemination and utilisation of evaluation results Authoring a management response to the results (where relevant together with the advisory group) 		
		<p>Providing advice and support to the project</p> <ul style="list-style-type: none"> Providing expertise / specialist input Providing advice and support (especially with regard to data sources and availability) Discussing and using evaluation results 	Management
		<p>Planning, coordinating, managing the process and accompanying the evaluation according to the FOPH's evaluation management objectives</p> <ul style="list-style-type: none"> Managing stakeholders and communication Developing the evaluation's terms of reference (evaluation mandate) Applying the adjudication procedure, including the preselection of proposals submitted in response to the "invitation to tender" Being responsible for meeting the objectives of the evaluation request, and for the project's results (time, costs, quality of methods and evaluation products) Supporting efforts for enhancing the dissemination and utilisation of evaluation results 	
	<p>Conducting the evaluation with respect to the quality standards of the Swiss Evaluation Society SEVAL (SEVAL Quality Standards)</p> <ul style="list-style-type: none"> Conducting the evaluation in line with the terms and conditions of the mandate (→ evaluation terms of reference) 	Execution	

The table is an example of a typical case.