



Organising an Evaluation Project in the FOPH: the Principles

Roles of Actors		Main Tasks, Responsibilities, Competences	
Evaluation Commissioner	Generally, the FOPH is the only commissione	General responsibility <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
	Evaluation Steering Committee	Including internal and external partners	
Evaluation Advisory Group			Providing advice and support to the project <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
Evaluation Project Manager		Project Manager from the E&F Service	Planning, coordinating, managing the process and accompanying the evaluation according to the FOPH's evaluation management objectives <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
External Evaluation Team	The mandate is put to tender	Conducting the evaluation with respect to the quality standards of the Swiss Evaluation Society SEVAL (SEVAL Quality Standards) <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.