Schweizerische Eidgenossenschaft
Confédération suisse
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Federal Department of Home Affairs FDHA

Federal Office of Public Health FOPH
Evaluation and Research Service

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** • 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		**General project supervision and steering** • 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)	
		Evaluation Advisory Group	**Providing advice and support to the project** • Providing expertise / specialist input • Providing advice and support (especially with regard to data sources and availability) • Discussing and using evaluation results	Management
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** • 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)** • 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.