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| **TOOL SUMMARY: EVALUATION MANAGEMENT RESONSE PLAN** |
| Purpose | The recommendations made by the evaluator in the Evaluation Report are one of the most important outputs of an evaluation. The Evaluation Management Response Plan is used to ensure that all the recommendations are properly addressed and/or utilized. * This tool documents the project’s response to evaluation recommendations concerning the project, both immediate responses and more long term strategic responses.
* Completing this plan will ensure that the recommendations are acted upon therefore ensuring that all stakeholders receive maximum benefit, both in terms of accountability and learning, from the resources allocated to conducting the evaluation.
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| Information Sources | 1. Final Evaluation Report
2. Meetings with the evaluation consultant
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| Who | Evaluation Manager in coordination and consultation with:* The LWR Country Office and the Partner
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| When | Within two weeks after the Final Evaluation Report has been submitted by the consultant.  |
| Recommendations | * If the evaluation team identifies any major issues impacting the quality of the project, the evaluation manager should raise the issue to the LWR Country Director, to determine how to address them.
* For every project level recommendation the evaluation manager and partner project manager will state his/her agreement or disagreement with the evaluator’s statement. The nature of the recommendations, either immediate or longer term, should be clarified with the evaluator before the end of his/her contract.

**Immediate Recommendations:** In case of *agreement*, describe the action that will be taken and by whom. It should answer such questions as: * What will be done with the recommendations? How will recommendations be operationalized? How much will it cost?

In case of *disagreement*, the evaluation manager and partner project manager states his/her opinion and what, if anything should be done. **Longer-term Recommendations:** Follow the same process for determining agreement or disagreement as with the immediate recommendations, but consider the following questions if in agreement. * How can these recommendations/lessons learned be used for another phase of this project or for similar projects within the country? Can the recommendations or lessons learned for this project be used for other similar LWR projects within the region or in other regions?
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| Tips | * Many project evaluation recommendations relate to strategic issues for the next phase of the project or for future projects. Nevertheless, evaluators may make recommendations for the project itself that require more immediate action.
* Some recommendations may either not require a response or no response is possible. In this case, simply put N/A and an explanation why there is no response or a response is not possible.
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| **Country:** | **Partner:**  | **Name of Project:** | **Final report submitted to evaluation manager on: \_\_\_\_\_\_\_\_\_\_\_\_** |
| **Evaluation Recommendations and Lessons Learned** | **Evaluation Manager and Partner position**: Agree or disagree  | **Management Response** | **Responsible person**  | **Due date** | **Action Status** | **Reviewed By:** |
| **Immediate Recommendations** |
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| **Longer Term Strategic Recommendations** |
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