

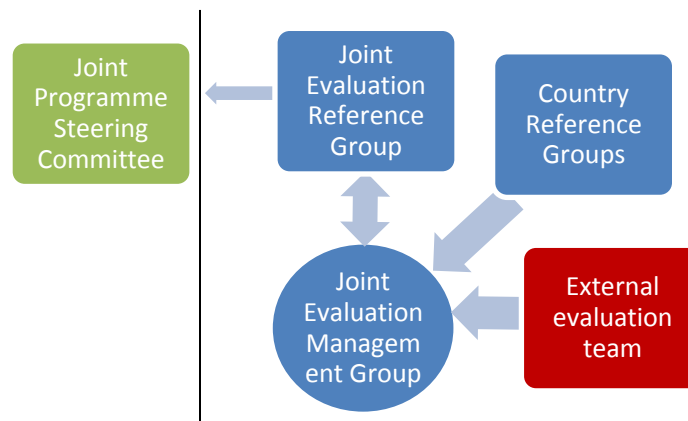


**Joint Evaluation of the UNFPA-UNICEF Joint Programme on the  
Abandonment of Female Genital Mutilation:  
Accelerating Change Phase I and II (2008–2017)  
Governance Note**

May 2017

## Governance and management of the Joint Evaluation

### Evaluation Governance Structure of the Joint Evaluation



The evaluation will be conducted jointly by UNFPA and UNICEF. A **joint evaluation management group (EMG)** composed by the members of the UNICEF and UNFPA evaluation offices will be the main decision-making body for the evaluation and have overall responsibility for management of the evaluation process including hiring and managing the team of external consultants. The joint EMG is responsible for ensuring the quality and independence of the evaluation and to guarantee its alignment with UNEG Norms and Standards and Ethical Guidelines.

Key roles and responsibilities of the joint EMG include:

- To prepare the terms of reference for the joint evaluation in coordination with the joint ERG
- To lead the hiring of the team of external consultants with inputs from the joint ERG, reviewing proposals and approving the selection of the evaluation team
- To supervise and guide the evaluation team in each step of the evaluation process
- To review, provide substantive comments and approve the inception report, including the workplan, analytical framework, methodology, and selection of countries for in-depth case studies
- To review and provide substantive feedback on the country reports and the draft and final evaluation reports, for quality assurance purposes
- To approve the final evaluation report in coordination with the joint ERG
- To contribute to learning, knowledge sharing, the dissemination of the evaluation findings and follow-up on the management response
- To liaise with the joint ERG and convene review meetings with the evaluation team
- To identify and ensure the participation of relevant stakeholders in coordination with the joint ERG throughout the evaluation process

A **joint evaluation reference group (ERG)** will be established to support the evaluation at key moments and ensure broad participation in the conceptualization of the exercise, access to information, high technical quality of the evaluation products as well as learning and knowledge generation. The joint ERG will be consulted by the EMG on key aspects of the evaluation process. The joint ERG will consist of staff from headquarters, the regional offices and key external stakeholders and will have a balance of expertise in evaluation and FGM and other related areas as deemed relevant. Technical staff from relevant divisions in the two agencies will be represented in the joint ERG and will provide substantive technical inputs during the evaluation process as well as feedback on the evaluation results. Two or three members from the Steering Committee will be invited to participate in the Reference Group.

Key roles and responsibilities of joint ERG members include:

- To contribute to the conceptualization, preparation, and design of the evaluation including providing feedback on the terms of reference, participating in the selection of the evaluation team as required, participating in the selection of countries for case studies, and providing feedback and comments on the inception report and on the technical quality of the work of the consultants

- To provide comments and substantive feedback to ensure the quality – from a technical point of view - of the draft and final evaluation reports
- To act as a source of knowledge for the evaluation and coordinate feedback from other UNFPA and UNICEF services from headquarters, the regions and from the field, in particular to facilitate access to information and documentation
- To assist in identifying external stakeholders to be consulted during the process
- To participate in review meetings of the joint EMG and with the evaluation team as required
- To play a key role in learning and knowledge sharing from the evaluation results, contributing to disseminating the findings of the evaluation and follow-up on the implementation of the management response

The joint programme **Steering Committee** will be informed of progress at key stages of the evaluation.

**National reference groups** shall be established in countries where field visits will take place; the options for arranging these groups should be discussed and agreed with UNFPA and UNICEF staff in the country offices who will in turn consult with national partners (it is important that broad participation is sought, including civil society).