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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 long-term strategic responses.
* Completing this plan will ensure that the recommendations are acted upon and therefore ensure that all stakeholders receive maximum benefit, both in terms of accountability and learning, from the resources allocated to conduct the evaluation.
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| Information Sources | **Information the project team should have before starting the Evaluation Management Response Plan:*** Final Evaluation Report
* Meetings with the evaluator
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| Who | Evaluation Manager in coordination and consultation with:* The LWR Country Office and the Partner
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| When | The plan should be finalized within two weeks after the Final Evaluation Report has been submitted by the consultant.  |
| Requirements | **REQUIREMENTS:*** The Evaluation Management Response Plan is required for all evaluations.

**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.
* In case of *agreement*, describe the action that will be taken and by whom. It should answer such questions as:
	+ For immediate-term recommendations: What will be done with the recommendations? How will recommendations be operationalized? How much will it cost?
	+ For long-term recommendations: 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?
* In case of *disagreement*, the evaluation manager and partner project manager states his/her opinion and what, if anything, should be done.
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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.
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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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| **Long Term Strategic Recommendations** |
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