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| **Ministry for Foreign Affairs of Finland**Development Evaluation Unit (EVA-11)Evaluation Manual 2018 |  |
| 15.2.2018 |
| **Template: Terms of Reference for an Evaluation*** This template is a tool to support the drafting of the Terms of Reference for an evaluation. It is important to start every evaluation process by clearly defining what the priority issues to be evaluated are. The format provides a comprehensive checklist of elements that may be relevant in an evaluation. This is a menu from which the appropriate issues corresponding to priorities are selected.
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# Management response

For each evaluation, a management response shall be prepared by the responsible department/unit. The following template may be applied in the management response:

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| **Recommendations of the evaluation** | **Management response** |
| **Immediate implementation** | **Longer term development activities** |
| Recommendation no: 1 | * activity to be implemented
* by whom?
* by when?
* reporting in progress report by when?
 | * activity to be implemented
* by whom?
* by when?
* reporting in progress report by when?
 |
| Recommendation no:2 | * activity to be implemented
* by whom?
* by when?
* reporting in progress report by when?
 | **...** |
| Recommendation no:3  | **...** | **...** |
| **…** |  |  |
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