

# **TEC UPDATES**

(March 2005 – March 2006)

TEC Updates are produced intermittently following significant developments in the TEC's work. They are sent to all TEC members as well as those in the wider humanitarian community who have expressed an interest in following the work of the TEC.

The following Updates provide a useful overview of the TEC's work since its inception. Some of the information contained in the Updates may now be out-of-date or reflect aspects of the TEC's work that actually happened differently as the Coalition developed dynamically over time. This is to be expected given that the TEC represents a new initiative. In fact one of its strengths has been the ability of its members to act flexibly and not only to lead but also to be responsive to new and different needs as they have arisen.

## **TEC - UPDATE 1 (23 March 2005)**

This email is to update you on the progress of work to date, as well as to request three actions from you.

### **i) Update**

#### *Project 1: End-of-year Synthesis*

Work on this project is now getting underway in earnest.

As a point of clarification, this report will draw on two main areas of evaluative activity: joint/multi-agency evaluations most likely to be based on the five key thematic areas identified at the meeting in Geneva as well as current and already planned evaluative activity, much of which has an individual agency effectiveness and/or sectoral focus (eg, health or food aid) with some agencies focusing at the cross-cutting level. Studies for the End-of-Year Synthesis will all take place by December 2005. The longer term study (Project 2) is a different project altogether (see the Meeting Minutes from 23 February).

Joint/multi-agency evaluations (ie, evaluative studies focusing on the common themes identified at Geneva): This is where Secretariat work will principally focus over the coming year.

In the next three to four weeks the Secretariat, along with Coalition Members, will flesh out key issues and questions – at policy / system level – for these key areas (currently: funding/fundraising [likely to include questions relating to the role of the media]; coordination; needs assessment; civil-military axis; local and regional capacities). This is with a view to providing a menu of issues and questions in the form of a 'common framework' to guide evaluative activity in this area. The intention is twofold:

That the common framework issues and questions are used as the basis for joint evaluative studies in these five areas (note that we are not limited to these issues).

That the common framework issues and questions will also guide individual agency work in these areas, where relevant and possible and in order to harmonise evaluations and to increase comparability and the richness of the evaluation synthesis set.

The point of multi-agency evaluative activity is to move beyond an analysis of, for example, needs assessment at the level of programming to thinking about implications for the humanitarian sector as a whole. For example, in terms of needs assessment: Was allocation of resources made on the basis of humanitarian need? What political factors, both foreign and domestic policy, influenced the relationship between need and allocation?

Current / already planned activity, mostly individual agency and operational: The Secretariat will continue to map this work and to make it available to Members. New information added will be highlighted for ease of identification. Once the Online Forum (see below) has been set up, the map will be posted there and a reminder sent out to Members that an update is available. Email contact lists will be included in order that people may contact each other if desired. Due to resource constraints, it will be up to individual agencies to harmonise and collaborate in this strand of activity therefore please note which other agencies are focusing in your area. Evaluative reports from these studies that are written by November this year will most likely be included in the end-of-year synthesis report (to be published in July 2006).

ToR received from agencies will be posted on the Members Only part of the Online Forum and circulated among Coalition members for comment. We would appreciate if agencies who circulate ToR in this manner could feedback to the Secretariat on the level and usefulness of responses in order that we can monitor this process.

#### *Online Forum*

John Lakeman, the Secretariat's Communications and Information Manager, will set up the Tsunami Online Forum at the beginning of April. At this point all those who have indicated in the affirmative – in writing, by email – that they wish to be members of the Coalition will be given a password to access the site. Details on Forum contents can be found in the attached file on Thematic Groups. There will be two parts to the Forum. An Open Access part visible to all and a Closed Access section for Coalition Members only where ToR will be stored and where Discussion Forums will be available for use by the different thematic groups – and evaluation teams for these groups.

#### *Lead Agencies*

To date, it has been agreed that lead agencies will:

- Coordinate, jointly with the ALNAP Secretariat, substantive work around identifying key issues and subsequent questions for the purposes of developing the common frameworks;
- Assess ToRs as they develop and provide feedback;
- Act as a contact point for subsequent issues around evaluative activity (process to be confirmed).

### *Additional Members*

Please note the inclusion of a number of new names on the email distribution list as a number of additional agencies have expressed their desire to be involved in the Coalition (Sphere, HAP-I, People in Aid, Oxfam, Groupe URD, DfID) – though we still require written confirmation of your involvement (see below).

### **ii) What You Need To Do Now**

In order to progress the Coalition's work we now need you to:

1. Confirm, as per John Mitchell's email of 14 March, your participation – or not – in the Tsunami Evaluation Coalition.
2. Fill in the attached forms which will indicate which themes you're able to work jointly on, and whether you could act as a theme (co-) lead.
3. Begin to think about key policy and systemic issues as they relate to these themes.

### *Confirmation of Participation*

We request that you respond by Friday 1st April or as soon as you can thereafter. Please direct all incoming emails to me, Rachel Houghton . Having one central communication point for all Coalition activity will simplify things considerably for us.

When you confirm your participation please also indicate the level of your involvement: in Project 1 (End-of-Year Synthesis) and / or Project 2: longer term study. The longer term study will be discussed at the ALNAP Biannual in June. At the moment the focus of activity is around Project 1: the End-of Year Synthesis.

Please remember that this is an iterative process and one owned by all members of the Coalition. We welcome your input, comments and suggestions at all times.

### **TEC - UPDATE 2 (26 April 2005)**

There have been a number of developments since the Tsunami Evaluation Coalition Update 1 (back in March) which we thought important to bring to your attention.

First and foremost the Core Management Group met by teleconference on 14 April . The minutes of this meeting are attached. (An attributed transcription of this meeting is available on request.) These will serve to bring you up-to-date with the work of the Coalition – for which the ALNAP Secretariat is the coordinating mechanism – particularly with regard to the multi-agency thematic evaluations which have become the focus of our work.

To this end also find attached a document titled ' Multi-agency Evaluation Framework ' . This provides both a conceptual and descriptive outline of the structure and management of these thematic evaluations; it also includes issues that have yet to be agreed. Any insights / comments you have would be most welcome.

In addition, the Secretariat will launch the Tsunami Evaluation Coalition Online Forum in the next 24 hours. This will act as a one-stop-shop for all information

relating to the Coalition and will include, for example: the evaluation map; minutes of all meetings; tools for enhancing the quality and comparability of evaluations, including the common frameworks (currently being developed); etc. It will be open access to all.

Please continue to send any information you have about evaluation activity you're undertaking – plus any other activity you might know about and any initiatives you're aware of by local organisations in the region. This will help us to continue to build the evaluation map. As before, it doesn't matter if these plans are not yet concrete; even a one page outline or concept note will do as long as it details the sector and country focus of what you're planning, as well as the timeline and also any cross-cutting issues you're considering. (Also, please check the attached 'map' for accuracy and let me know of any changes we need to make on this. It was last updated at the end of March since when we've not amended it further.)

Also, please send any preliminary reports you may have produced. As mentioned above we're currently in the process of developing the common frameworks for the thematic evaluations (with a focus on coordination [including civil-military relations]; needs assessment [incl targeting]; funding / fundraising [incl role of the media]; impact on local and regional capacities; and LRRD) and would therefore welcome any lessons already identified for possible incorporation into the frameworks.

### **TEC – UPDATE 3 (1 June 2005)**

On Thursday 19th May, the Core Management Group of the Tsunami Evaluation Coalition (TEC) plus a number of others involved in one or more of the five joint thematic evaluations being undertaken as part of the work of the TEC met in Geneva. The purpose of this meeting was to discuss the content as well as the management and funding structures of the joint evaluations.

Attached please find the minutes from this meeting which provide detail on these discussions. All Annexes to these minutes appear on the TEC Online Forum and can be accessed directly. Of particular interest are Annexes 4-8 which represent first steps in fleshing out the key issues for study in the five thematic evaluations. These discussions were based on a series of draft concept notes - or Common Frameworks - presented for discussion prior to the meeting.

Annex 1: Agenda for Thursday 19 May

Annex 2: List of Participants

Annex 3: Thematic Group Agencies

Annex 4: Key Issues: Needs assessment

Annex 5: Key Issues: LRRD

Annex 6: Key Issues: Impact on Local / National Capacities & Capacity Strengthening

Annex 7: Key Issues: Coordination

Annex 8: Key Issues: Donor Response / Fundraising

The five themes will be discussed in greater detail at the next ALNAP Biannual in The Hague on 9th June (next Thursday). Following these discussions, and based on input from meeting participants, the Common Frameworks will be finalised and

posted on the Online Forum. They will form the substantive content of the ToR for the joint evaluations. Furthermore, agencies not involved in the joint studies but focusing on any of the five themes in their own individual evaluative work are encouraged to refer to the Common Frameworks when developing their ToR – particularly if members of the broader TEC (see below). This will facilitate the synthesis process at the end of the year.

Agencies interested in joining the TEC – either as a member of one of the joint thematic groups or in the broader sense in terms of sharing their ToR, emerging lessons and evaluative reports for inclusion in the end-of-year synthesis study – are encouraged to attend the Biannual.

Finally, please do continue to submit your TOR and evaluative reports so that they may feed into the developing Common Frameworks. We have created a section of the Online Forum to host this information, so it would be helpful if you could indicate whether we may post these documents online or whether we should keep them confidential.

## **TEC – UPDATE 4 (24 June 2005)**

Since our last update there have been some exciting developments for the TEC. But first, please note that the login address for the TEC Online Forum has changed and is now: [www.alnap.org/tec](http://www.alnap.org/tec)

### **i) High-level Endorsement**

Earlier this week, Jan Egeland, the UN's Under-Secretary General for Humanitarian Affairs and Emergency Relief Coordinator, wrote a letter to all IASC members urging them to support the work of the TEC. In that letter he highlighted that ' We now have a chance to try a new type of joint sector-wide learning and accountability mechanism that has been developed in connection with the Indian Ocean tsunami disaster ... the Tsunami Evaluation Coalition'. Importantly he added: 'I believe that participating agencies will benefit from this exercise by reducing their evaluative burden ... Working jointly also increases the credibility of evaluations and will allow us to focus on macro and policy related issues' rather than just operational ones.

Another key issue Egeland highlighted was that the TEC will allow participating agencies to develop and validate procedures for an evaluation coordination mechanism that will serve the larger humanitarian community in the future. This presents the sector with a real possibility to decrease evaluative burden over the longer term.

### **ii) The TEC Core Team**

In order to progress the work of the TEC, two additional positions are being recruited. The first is the TEC Evaluation Advisor and Coordinator (EAC); the second is a part-time administrator. The primary function of EAC is three-fold:

1. To provide methodological and substantive advice to the CMG and the thematic evaluation teams.
2. To promote coherence and synergies between the various evaluation efforts.

3. To act as a primary contributing author of the Synthesis Report which will distil the findings and learning emanating from evaluations undertaken by all TEC members.

The EAC will play a particularly important role in maintaining the joint aspects of the five thematic evaluations, encouraging agencies and relevant key stakeholders to participate in these initiatives, ensuring that all relevant key stakeholders are kept informed, and providing substantive and methodological guidance to all five thematic evaluations as well as to the development of the impact assessment study. The EAC will also seek to make linkages between the evaluation teams during planning and implementation of field work and will lead any joint workshops between the teams.

The EAC position has been advertised widely. The closing date is Wednesday 29th June; interviews are by telephone on 1st July. For more information go to [www.alnap.org/tec](http://www.alnap.org/tec).

### **iii) Funding the TEC Core Team**

A number of donors and agencies have come forward to support financially the work of the TEC Core Team (hosted by the ALNAP Secretariat). So far pledges have been made by DANIDA, Sida, MFA-Netherlands, NORAD, OCHA, UNICEF and WFP. A letter to all DAC donors went out from Niels Dabelstein earlier this week requesting their support for the Core Team and also for the thematic evaluations.

### **iv) 17th ALNAP Biannual**

Many of you will have attended the 17th ALNAP Biannual in The Hague on 9th & 10th June. The first day of this meeting was set aside to discuss primarily, but not exclusively, tsunami-related issues, including the work of the TEC. For more information see: <http://www.alnap.org/meetings/jun05/index.htm> There were also a series of breakout groups which convened to discuss the developing content of each of the five thematic joint evaluations undertaken as part of the work of the TEC this year. These breakout groups were facilitated by the lead agencies for each of the five themes and ToR are currently being revised based on feedback from these groups. Some agencies have agreed to constitute 'working groups' for each theme. If you were not at the Biannual but would like to be involved in these working groups, please contact the following:

- Coordination: Susanne Frueh
- Impact on local and national capacities: Suppiramaniam Nanthikesan (Nanthi)
- Donor response: Niels Dabelstein
- Linking relief, recovery and development (LRRD): Stefan Dahlgren
- Needs assessment: Christoph Jakob or Andre Griekspoor
- Impact assessment: Tijana Bojanic

The Core Management Group also met during the Biannual. Minutes from this meeting can be found on the Online Forum.

### **v) Calls for Expression of Interest**

Over the next week or so, all of the five thematic evaluations will put out 'calls for expressions of interest' (EoI) for evaluators to undertake the evaluations. The first EoI

– for the coordination theme – has already been circulated and can be found on the TEC Online Forum. Closing date for interested parties is 7th July.

**vi) The TEC Online Library**

The TEC Online Library will be developed over the coming weeks. This will focus primarily on the six core themes as listed above. Although its primary objective is to support the work of these six evaluations it will of course be a resource the whole sector can use. Please, therefore, could you submit any key sources you know of – both conceptual and methodological – as they relate to these issues. We will then post these to make them available to all.

**vii) Sharing Lessons via the TEC Online Forum**

Finally, the Online Forum continues to collect, and post, agency's emerging lessons, workshop reports, reviews, RTEs, etc as a resource for the whole sector to use. Please also continue to submit these to us for posting on the website. We would also appreciate it if you could continue to share your ToRs for evaluating tsunami assistance with us. This will enable us to keep the evaluation map up-to-date and therefore useful for the sector as a whole.

Sector-wide harmonisation, learning and accountability are goals that we all share. As the TEC develops, the achievement of these goals is becoming more tangible. We hope you will continue to support us in our efforts.

**TEC – Update 5 (20 July 2005)**

Since my last communication there have been a number of key developments in the TEC:

**i) News from the ALNAP Secretariat**

*New TEC Staff*

As most of you already know, John Cosgrave has been hired as the TEC 'EAC' – the TEC Evaluation Advisor and Coordinator. John started work with us last week and is already having a positive impact on the TEC's progress.

Laura Kitchin has also started as TEC Administrator. Laura will initially work three days a week for the TEC while she completes her masters in development studies at SOAS, after which time she will come on board at four days.

*TEC Online Forum*

The TEC Online Forum is currently being overhauled. As part of this process we will, in the next few days, send you a short questionnaire asking you about your use of the Forum and how you think it could best be developed.

An important new addition to the Forum will be the TEC Online Library of key documents as they relate to our six thematic evaluations, as well as key Affected Country Information. We will also compile important statistical information. Providing this information will not only greatly assist the joint evaluations but will also act as an important resource for the wider humanitarian community. Please forward any documents you think might be of interest. If anyone has access to /

knowledge of gender (and other) disaggregated data, please make this available. We have not, as yet, been able to identify any.

*Evaluation Map (on the Online Forum)*

This will be updated within the next week. Please continue to send in any ToR or concept notes you have for any type of evaluative study you plan to carry out.

*Synthesis Consultant*

One final TEC position – that of the synthesis writer, who will work with the EAC and the Researcher / Deputy Coordinator to produce the TEC's Synthesis Report – will be advertised within the next two to three weeks.

The Synthesis Report will be the most important output of the TEC's work. It will focus on the emergency and initial recovery phase of the response, synthesising evaluation findings and learning included in both individual agency as well as the thematic joint evaluations. Agencies must be a part of the Coalition to have their study included in this report.

Key messages emerging from the synthesis will be communicated by the 1st anniversary of the disaster. The final synthesis, however, will be published in July 2006.

The synthesis writer will come on board in time for a 2-day pre-fieldwork workshop for all six of the TEC joint evaluation teams in the second week of September. The bulk of the work, however, will take place during December 2005 – February 2006.

**ii) Core Management Group (CMG )**

Following a strong application for the post of EAC, Francois Grunewald of Groupe URD was invited by the interviewing panel for the EAC to join the CMG. This invitation was based on Francois' deep knowledge of participatory methodologies and quality management techniques. We anticipate he'll make a significant contribution to the CMG and consequently to the work of the TEC. The CMG now consists of representatives from 11 organisations: OCHA, UNDP, WHO, UNICEF, Danida, SDC, Sida, the IFRC, DMI, the ALNAP Secretariat, and Groupe URD.

**iii) TEC Joint Evaluations**

Calls for expressions of interest / proposals have now closed for the TEC joint evaluations on Coordination (contact person is Chandi Kadirgamar) and Impact on Local and National Capacities (contact person is Janey Lawry-White) . A further two of the five studies – Needs Assessment and the International Community's Funding of the Tsunami Emergency – have recently been advertised. The ToR and call for expressions of interest / proposals can be found on the TEC Online Forum at [www.alnap.org/tec](http://www.alnap.org/tec) The LRRD study will be advertised shortly (contact person is Stefan Dahlgren).

The closing date for tenders is 8 August for both of the above evaluations. Those interested in the Needs Assessment study should contact Rachel Bedouin at FAO while those interested in the Funding study should contact Niels Dabelstein.

Another study on Impact Assessment has been added, bringing the total to six joint studies. It is anticipated that this will yield important information on which the five evaluations mentioned above can draw. This study will be managed differently than the other TEC studies, as the project has been accepted by the Global Consortium. The agencies leading the project are IFRC, UNDP, UNICEF, and UNOCHA. For more information on this study and on the Global Consortium please contact Tijana Bojanic.

#### **iv) TEC Joint Evaluation 'Steering Committees' and 'Working Groups'**

##### *Role of the Thematic Evaluation Steering Committees*

Each thematic evaluation will be guided by an Evaluation Steering Committee (ESC) which will actively provide overall management guidance for the thematic evaluation. Each ESC will be chaired by the commissioning agency(s) for each study and comprise a further core group of participating agencies. The role of the Steering Committees is as follows:

- Ensure an inclusive process to finalise the TOR.
- Provide funding for the evaluation and assist in the mobilisation of resources (financial and in-kind).
- Participate in the selection of the evaluation team members (identifying the team, and ensuring quality throughout the process).
- Participate in teleconferences on key issues regarding the evaluations.
- Advise their own agencies on this evaluation and coordinate their agency's substantive feedback back to the group.
- Ensure field representatives are aware of the TEC and fully involved and available to contribute to the evaluation.
- Participate in any workshop that may be planned once the draft report has been received.

##### *Role of the Thematic Working Groups*

In addition, some of the evaluations will also have an Evaluation Working Group (EWG). This will comprise additional agencies and donors that have 'signed up' to participate in the different evaluations but are not in a position to provide active management guidance. While not part of the Steering Committees, these theme members are nevertheless expected to provide support to the thematic evaluations in any number of the following ways:

- Provide funding for the evaluation.
- Provide technical advice or staff on secondment.
- Provide comments on the inception report and on the draft report(s).
- Ensure field representatives are aware of the TEC and fully involved and available to contribute to the evaluations and related workshops.
- Provide in-kind support at country level (eg, facilitate meetings, transport, contacts).
- Advise their own agencies and staff on the TEC evaluations as well as coordinate agency internal substantive feedback back to the group.
- If possible, participate in any workshops planned as part of the evaluations.

**If anyone would like to join either the Steering Committee or the Working Group for one of the joint thematic evaluations please get in touch with one of the named contacts listed above.**

**v) Participating Agencies**

The following list of agencies are participating in one or more Steering Committee / Working Group of the TEC's joint evaluations (this list is not exhaustive; apologies if for any reason your agency has been left off. Please let me know if this is the case.):  
(List as of July 2005)

<b>Donors:</b>	<b>UN Agencies:</b>	<b>NGOs &amp; Red Cross / Red Crescent Movement:</b>	<b>Other:</b>
BMZ (Germany)	FAO	Africa Humanitarian Action	ALNAP
CIDA	OCHA	CAFOD	DARA International
Irish Aid	UNDP	Cordaid (Dutch Caritas)	Groupe URD
Danida	UNFPA	DEC	International Centre for Migration and Health
DfID	UNICEF	All India Disaster Mitigation Institute	
Netherlands MFA	WFP	IFRC	
NORAD	WHO	Oxfam GB	
SDC		Oxfam NL	
Sida		RedR	
USAID		SC-UK	
		Tearfund NL	
		Transparency International	
		World Vision (International & Canada)	

**TEC – Update 6 (5 September 2005)**

Dear Colleagues

The last six weeks has witnessed a flurry of activity by the TEC Core Team, supported by ALNAP staff and the CMG. This Update details some of the highlights. It also requests your input in asking you to suggest appropriate key informants / stakeholders for our field workshops for the TEC's joint evaluation teams in the field. Please see Item 1.5 for more information.

**i) News from the ALNAP Secretariat / TEC Core Team**

### *TEC Synthesis Consultant*

ALNAP received 55 applicants for this position. Three experienced and highly qualified candidates were short-listed for interview and we are pleased to announce that John Telford was the successful candidate. (Yes, another John!) John comes with international humanitarian and evaluation of humanitarian action experience, including authoring a number of significant evaluation reports and syntheses.

### *Exploratory Field Mission*

The TEC's Evaluation Advisor and Coordinator (EAC; John Cosgrave ) visited the region in August ( Indonesia , Sri Lanka and the Maldives ). The objective of this mission was to introduce the TEC, to identify practical issues to assist the TEC's joint evaluation teams as they plan their fieldwork missions, and also to identify key stakeholders. This proved to be an invaluable exercise as it also helped to clear up some misconceptions that existed about the TEC.

### Mission Reports:

- Sri Lanka (9-14 August 2005)
- Indonesia (14-22 August 2005)

### *What have we Learnt at Six Months?*

Rachel Houghton , the TEC's Researcher / Deputy Coordinator, is currently writing a briefing document for the TEC's joint evaluation teams in order to ensure they are equipped with any significant findings, lessons and key issues that have emerged in the first six months of the response. This will be available shortly and will be posted on the Online Forum.

### *Pre-fieldwork Workshops*

There will be a two-day pre-fieldwork workshop with all joint evaluation managers, team leaders and some team members in Geneva on 7 th and 8 th September. This is being organised to maximise the coordination of the TEC's joint thematic evaluation missions, which will begin in mid-September.

### *Fieldwork Workshops*

A series of fieldwork workshops for evaluations teams and key stakeholders in the field is planned for September - November in Indonesia and Sri Lanka - and possibly India , the Maldives and Thailand , too. For more information go to: <http://www.alnap.org/tec/meetings.htm#futuremeetings>. The first workshop will be in Jakarta on 16th September. You could usefully input into these by responding to the following Requested Action.

### **REQUESTED ACTION:**

One of the ways that you could make a useful contribution to the TEC process is to identify key stakeholders in the field who could attend the fieldwork workshops. The first of the workshops will take place in Indonesia , where they'll be called "Consultative Briefings". The meetings are on:

Jakarta (16th)

Banda Aceh (19th)

Medan (21st - half day)

There will only be one workshop at each location for all the TEC teams. This is to avoid overloading everyone and to give people a chance to have their say. During the briefing we will ask for:

- Views on the main issues of concern, or of good practice, and what should be included in the evaluation studies.
- An exchange of ideas on the response with other actors in the open forum.
- An opportunity to meet the different evaluation teams working under the TEC initiative.

If you have any suggestions for who might attend please contact John Cosgrave, the TEC's Evaluation Advisor and Coordinator.

A draft agenda for these workshops can be found at the end of this message.

#### *The TEC Online Forum*

The Online Forum has been re-designed, with the objective of making it more accessible and useful to users. It has a number of new sections, including details of all forthcoming TEC meetings ( <http://www.alnap.org/tec/meetings.htm#futuremeetings> ) and clearer guidance on which agencies are involved in the TEC's joint thematic evaluations ( [http://www.alnap.org/tec/joint\\_evaluations.htm#agencies](http://www.alnap.org/tec/joint_evaluations.htm#agencies) ). Please do check us out. We would welcome your feedback, too: [www.alnap.org/tec](http://www.alnap.org/tec) The evaluation map continues to be updated and the latest version was completed in mid-August.

#### **ii) The Core Management Group**

We are extremely pleased to announce the addition of a number of new members to the CMG. These constitute representatives from World Vision and CARE (on behalf of the UK 's DEC as well as their international partnerships) and the IRC (on behalf of the US 's InterAction, as well as on behalf of its international partnership). These NGOs were identified on the basis of their interest and ability to make a sustained contribution on behalf of a wider group of agencies. Their involvement is crucial to ensuring that NGO concerns are properly represented in the TEC.

There have been three CMG telecons since the last Update on 20 July. The minutes for each of these can be found on the website.

#### *Fieldwork Workshops Draft Programme:*

09:30 Introduction to the TEC

10:00 Introduction by the different evaluation teams present. Each team will present their work plans

11:00 Coffee

11:20 Selection of the themes of interest. These themes will reflect the focus of the work of the different evaluation teams.

11:30 Discussion of each of the themes in working groups

12:30 Lunch

13:30 Plenary to discuss feedback from the morning's discussions

14:30 Working group discussion of themes identified in the Plenary session, as well as the issues that seem to be coming out of the lesson learning exercises already held.  
15:30 Coffee  
15:50 Final Plenary and closing session  
16:45 Close

## **TEC UPDATE 7 (12 October 2005)**

September was an extremely busy month for the TEC Secretariat. It organised a number of activities and continued to produce material to support the work of the TEC's five thematic evaluation teams as well as the wider TEC membership. In addition, the five TEC joint thematic evaluation teams began their work.

More importantly, however, it was a key month for the whole TEC process - full not only of important milestones, but also lessons both for the TEC process itself and for any future such collaborative initiative.

Key activities included:

- The Geneva pre-fieldwork workshop for the five TEC evaluation teams and the first field workshops in Indonesia.
- The start of fieldwork for four of the studies.
- The CMG meeting in Geneva which included a two-hour 'after action review' of the first six months of the TEC process.
- The first meeting of the Synthesis Report team.
- Significant progress with TEC Secretariat products, including the Online Forum.

Looking forward into October, November and December, TEC colleagues might want to note the following dates:

### **19 October**

Dissemination and utilisation workshop for TEC products in Copenhagen.

### **21 & 22 November**

P post-fieldwork workshop for TEC evaluation teams in London.

### **10 December**

A meeting for the CMG, TEC evaluation teams and any wider TEC members to discuss the Key Messages Report. This short report will focus on the five thematic studies but will also respond to issues of accountability and impact found in other documentation. It is primarily for public and media consumption and will be available in final form on 16 December ready for the media interest anticipated at the first year anniversary on the 26 December.

## **1. TEC Workshops**

### *Two-day Pre-fieldwork Workshop in Geneva*

During the first week of September the TEC Secretariat organised a two-day pre-fieldwork workshop in Geneva for the five thematic evaluation teams. The purpose of

this workshop was to introduce team members to the TEC process and to begin collaborative planning for fieldwork.

#### *Indonesia 'Briefing' Workshops*

Following the Geneva workshop, three of the five thematic evaluation teams - coordination, needs assessment and capacities - travelled to Indonesia to begin their fieldwork. As part of this process the Secretariat organised a number of Briefings for key stakeholders, the purpose of which was to introduce the TEC evaluation teams, identify key informants and, most importantly, obtain national input on the focus of the evaluations.

A number of workshops will also take place in Sri Lanka in October. The capacities evaluation team is holding a series of local level workshops, while the main national workshop will take place over 13th and 14th October.

### **2. Update on Progress of the TEC Thematic Evaluations**

Three of the five evaluation teams - as above: coordination, needs assessment and capacities - have now completed their main field work in Indonesia and are currently working in Sri Lanka. Survey fieldwork by the capacities team is continuing in Indonesia. The donor resources local funding team is currently in the field in India, Thailand, Indonesia and Sri Lanka. The LRRD teams have just started work in Indonesia and Sri Lanka.

### **3. CMG Meeting & After Action Review**

On Friday 9 September the CMG held an extremely important meeting which discussed, among other things, the composition of the synthesis report, quality control mechanisms for the five TEC thematic evaluations and the synthesis report as well as mechanisms to ensure the independence of these studies.

In addition to normal proceedings Maurice Herson, ALNAP's new Senior Projects Officer, facilitated a two-hour mini after action review of the first six months of the TEC process. This was an extremely useful exercise. CMG members were candid in their responses, and some important insights shared and conclusions for future action drawn. The report from this process will be available shortly.

### **4. Progress on the Synthesis Report Process**

The Synthesis team - John Telford (primary author), John Cosgrave and Rachel Houghton - had their first meeting on the 29th September. Also present was John Mitchell as Head of ALNAP which is providing a platform for all TEC work. This meeting made significant progress in terms of planning and scheduling key aspects of the Synthesis timeline, and John Telford will be present at all the TEC meetings listed in the introduction to this update. The meeting on 19 October in Copenhagen will address key issues as they relate to the dissemination and utilisation of synthesis findings and recommendations.

### **5. TEC Products**

The TEC Secretariat continues to work hard to support the work of the five TEC joint thematic evaluation teams, as well as other participating TEC agencies.

*TEC Reference CD-Rom*

This is updated at regular intervals. The present version (v3.5) contains over 8,800 documents, about 95% of which are tsunami specific and 5% of which are general reference documents. There has been a surprisingly high demand for the disk and we have already distributed over 100 copies. We are particularly keen that TEC member agencies that are conducting evaluations get the disk so as to improve their teams' access to key documents and, indirectly, the quality of their final reports. We are also preparing disks to serve as reference sources for when the TEC thematic evaluation teams are at their writing up stage.

*Key Issues and Lessons from the Tsunami Response: the first 6 months*

In preparation for the pre-fieldwork workshops the Secretariat prepared a summary of emerging issues, findings and lessons from approximately 27 documents dealing with the first six months of the response.

*TEC Online Forum*

The Secretariat continues to update and increase the utility of the Online Forum. For example:

The Affected Country Information page can now be accessed and provides a set of useful documents and links to key organisations in the majority of tsunami-affected countries.

The evaluation map has been updated and can be found under Resources for Evaluators.

The TEC evaluation team timetables are up to date and can be found under joint evaluations at the bottom of the page where team members and leaders details have been added.

In addition, a significant number of useful documents have been added to the TEC Online Forum. These are:

**Evaluations and Reviews:**

WHO - The drinking water response to the Indian Ocean Tsunami

FAO - Real time evaluation in Tsunami Affected Countries - Lessons Learned

Medair International Humanitarian Aid Organisation - Real time evaluation of Medair's 'Tsunami Emergency Response' Programme in Sri Lanka

Red-R- IHE Internal Evaluation of Phase 1 - Learning Support and Capacity Building in Sri Lanka evaluations

IWG - CARE and World Vision - Multi Agency evaluation of Tsunami Response: Thailand and Indonesia

IWG - CARE, Oxfam GB and World Vision - Multi Agency evaluation of Tsunami Response: India and Sri Lanka

**Country-specific Reports:**

Psychosocial programme principles for Aceh, Indonesia

Psychosocial/Mental Health activity mapping in Aceh

Listening to those who lost - Survey and Analysis of Rebuilding and Relocation of Tsunami Affected Household in Sri Lanka

**Lessons Learned Documents:**

Do's and Don't in Psychosocial Intervention

International Centre for Migration and Health - Interim report of a meeting of the public health impact of the Tsunami held in Male, Republic of Maldives, 22-24 April 2005

Fritz Institute - Lessons from the Tsunami, top line findings

InterAction - Member Tsunami Response Accountability Report (December 2004 - March 2006)

Global Alliance - Disaster Communication: Lessons from the Asian Tsunami Tragedy

Kenyon - Worldwide Disaster Management - Lessons Learned

ISDR - 10 Lessons Learnt from the South Asia Tsunami (January 2005)

UNGA - Post Tsunami Coordination (June 2005)

UNHCR - Transitional Shelter Quality Standards and Upgrading Guidelines

UNDP - The Post Tsunami Recovery in the Indian Ocean - Lessons Learned, Successes, Challenges and Future Action

International Federation of Red Cross and Red Crescent Societies - World Disasters Report 2005

**Impact Studies:**

Helpage International - The Impact of the Indian Ocean Tsunami on older people - Issues and Recommendations

Centre for Research on the Epidemiology of Disasters (CRED)

International Center for Migration and Health - Interim Report of a Meeting on the Public Health Impact of the Tsunami held in Male, Republic of Maldives, 22-24 May 2005)

World Health Organisation (WHO) - Draft Report of the Health Aspects of the Tsunami Disaster in Asia  
(WHO Conference in Phuket, Thailand, 4-6 May 2005)

**Surveys:**

Fritz Institute - Logistics and the Effective Delivery of Humanitarian Relief (June 2005):

UNDP - Civil Society in Aceh (July 2005)

IOM, USAID, Pengayoman, Pengembangan - Settlement and Livelihood Needs and Aspirations Assessment

IOM, ECHO - Settlement and Livelihood Needs and Aspirations Assessment of Disaster-Affected and Host Communities in Nias and Simeulue

ADEPT - Impact and Needs Assessment of Tsunami Affected Coastal Villages in Cuddalore District

Indonesian Centre for Agro Social Research and Development (ICASERD) - Food and Labour Market Analysis and Monitoring System in Nanggroe Aceh Darussalam (NAD) Province

Samaritans Purse - A Public Health Assessment of Aceh Jaya District

UNDP - Where's My House? - Improving Communication with beneficiaries: an analysis of information flow to Tsunami affected populations in Aceh Province (August 2005)

## **TEC UPDATE 8 (2 December 2005)**

This update brings you news about five important aspects of the TEC's recent and forthcoming work:

1. Update on the TEC thematic evaluations
2. TEC Communications Strategy
3. December 10th Meeting in Brussels
4. Plan for 2006 / 07

### **1. Update on the Thematic Evaluations**

All of the thematic evaluation teams have completed their fieldwork and have now written initial drafts or are currently writing them. Two of the studies have constituent reports (34 reports for Donor Response, and three reports for Linking Relief to Rehabilitation and Development) that will be synthesised into Thematic Synthesis Reports for their particular study. Both the Local Capacities study and the Linking Relief with Rehabilitation and Development study conducted extensive surveys of affected communities that are currently being analysed.

### **2. The TEC Communications Strategy**

Effective use of the information and learning generated by the expert findings and recommendations contained in TEC products, including the thematic reports, will be key to the TEC's impact. To this end on 19 October the TEC Secretariat and CMG facilitated a one-day workshop in Copenhagen with the wider Coalition to discuss the dissemination and utilisation of TEC findings. Planning forward in terms of dissemination and communication of TEC findings at this early stage represents good practice, and following the Copenhagen workshop the TEC Secretariat developed a Communications Strategy based on input from participants.

The defining characteristic of the Communications Strategy is that communications activities will be decentralised with the Secretariat providing centralised support; the 'oil in the machinery' for the Coalition's communications activities. This has a number of implications:

- The active participation of a number of key players to lead the dissemination and communication of TEC findings and recommendations.
- Further development of the TEC website, an important component of any decentralised communications strategy.
- Coherence of messages across a range of products and between participating agencies.

But the TEC Secretariat will also itself be involved in communicating and disseminating information directly. Thus it will perform a dual function as both facilitator and key actor.

The Communications Strategy will be operationalised through the development of the TEC Communications Action Plan. This will set out working practices that are simple, systematic and easy to maintain. It is currently being written.

### **3. TEC Meeting on 10th December in Brussels**

Prior to dissemination of the Initial Findings Report, TEC member agencies and other key partners will have the opportunity to hear about the initial findings on Saturday 10th December in Brussels. This meeting is timed to coincide with the ALNAP Biannual in Brussels on the 8th and 9th December. Members and partners will have an opportunity to discuss the findings with TEC thematic evaluation teams. The CMG and TEC Secretariat staff will also be present. There will also be an update on the TEC's Communications Strategy and developing Action Plan, and an opportunity for participants to input into the plan whatever activities they will undertake to disseminate and communicate TEC findings.

### **4. The TEC in 2006 / 07**

The TEC Communications Strategy is at the heart of the proposal to extend the life of the TEC for one more year (May 2006 to April 2007). The proposal – which needs to be formally agreed by ALNAP's Steering Committee – recommends that TEC Secretariat staff should continue to be hosted by the ALNAP Secretariat at the Overseas Development Institute in London. Working with a number of expert consultants, they will be responsible for:

- Implementing the TEC's Communications Strategy
- Monitoring follow-up of TEC findings and recommendations
- Maintaining core Secretariat functions

Those attending the Brussels workshop on December 10th will be able to hear more developed versions of these presentations.

## **TEC UPDATE 9 (23 March 2006)**

This TEC Update covers an almost 4-month period from early December to the present date. We apologise for the hiatus in our communication. However, it's been an especially busy time for the TEC with work ranging from preparing the Initial Findings Report (December) and writing the five thematic evaluations (December - present), to finalising the communications strategy and plan (February) and hiring a part-time media consultant to steer us through publication of the synthesis and five thematic evaluation reports in July (February).

Consequently this Update brings news about a variety of recent TEC achievements as well as a number of additional issues:

1. Publication of the Initial Findings Report
2. The TEC thematic evaluations
3. The Synthesis Report
4. Learning from the TEC joint evaluation process
5. TEC communications
6. Staff changes
7. Looking forward: the TEC in 2006/07

### **1. The Initial Findings Report**

Published on the TEC website on December 23rd, this short report details six 'initial' findings as they had begun to emerge from the TEC thematic evaluations late last year. These were identified at a meeting in Brussels on 10th December where evaluation team leaders and members presented their own initial findings and conclusions to a meeting of the TEC CMG as well as the wider TEC. Given it took place on a Saturday, this meeting was extremely well attended and generated considerable interest.

Following this meeting, John Cosgrave, the TEC's Evaluation Advisor and Coordinator, wrote the TEC's Initial Findings report. This had to go through many iterations while it was established what could / could not be included based on available, verifiable evidence in the thematic studies. Hard copies of the report were printed in February. The Initial Findings have been widely disseminated and have already made some effect (see Section 5 below).

### **2. TEC Thematic Evaluations**

Almost all of the TEC thematic studies have fallen behind their planned timetable due, for example, to an over-optimistic initial timetable and illness / accidents of key evaluation team leaders and members. However, at time of writing this update the status of the individual studies is as follows:

- Coordination: Being revised to produce final report
- Needs assessment: Complete: final report currently being copy-edited and formatted by the TEC (ready by end April)
- Capacities: Final report due on Friday 24th March

- LRRD: Complete: final report will be copy-edited and formatted by the TEC (ready by mid-May)
- Donor response: Being revised to produce final report

On Tuesday 14 February a number of evaluation team leaders met in London to discuss their first drafts. The purpose of this meeting was twofold: to identify key issues / findings / conclusions across the five evaluations that resonated strongly with each other; to highlight, and discuss, instances where these issues / findings / conclusions clashed with or had significant implications for the other respective studies. All those present were expressed satisfaction with the convergence that seemed to be emerging between the five different reports.

### *Dissemination of the Thematic Evaluations and Synthesis Report*

Each of the commissioning agencies / steering committees of the thematic evaluations will be responsible for leading work on their dissemination. However, all of these reports, along with the completed Synthesis report, will be published in a box set in July. If you would like to receive a copy of this box set, please submit your details to the TEC Administrator.

### **3. The Synthesis Report**

The TEC Synthesis Report will be the definitive study on the first six months of the tsunami response, drawing not only on the five TEC studies but also on studies by individual TEC members and other literature as relevant. In this way it will attempt to draw together all learning from across the sector.

Work on the synthesis report has been proceeding in earnest since January. However, due to the slipping deadlines of the constituent TEC studies (as described above) the final synthesis report will not now be available in published form until July. It will be launched in Geneva, just prior to the ECOSOC meeting.

The synthesis report has a peer review panel of six, three of whom are from the tsunami affected region.

### **4. Learning from the TEC Joint Evaluation Process**

Following the TEC's mid-term review with CMG members last September, the Coalition has continued to prioritise learning from this unique joint evaluation process. Accordingly we invited Sean Lowrie, an independent consultant, to facilitate a short review with the evaluation team leaders on February 14th after discussion of their thematic reports. The report includes feedback from a large number of TEC evaluation team members who could not be present at the meeting.

In addition, TEC staff are actively discussing with ALNAP, the IWG and the DEC a stocktaking exercise on joint evaluations. A planning meeting is expected to take place in the next two months, and we will keep you informed about progress in this project area.

### **5. TEC Communications**

During January and February the TEC core team finalised the TEC's communications strategy and related action plan. The strategy can be found on the Online Forum, while the plan is available on request. As the strategy and plan are premised on the successful operation of a decentralised approach, all TEC member agencies are encouraged to make use of the plan in their communications work. The plan is built around four activity areas:

- How the TEC communications function will operate.
- TEC Audiences: This provides a matrix of the key audiences.
- TEC Products: This lists both the final products produced by the TEC together with an analysis of which audiences will receive which products.
- TEC Diary of Events: Only a limited number of TEC special events are foreseen as the strategy is to piggy-back on to other communications opportunities as much as possible.

The diary of events is central and is the focus around which the TEC's communications and media work will be built. These events are both internal to the TEC – for example, due dates of specific reports – as well as external, for example, donor meetings where we will communicate our core messages.

#### *Exposure and Dissemination So Far*

TEC members, particularly CMG members, have already been involved in a wide array of meetings and events at which they have been able to promote the findings as they are emerging from the TEC studies. For example:

- Niels Dabelstein presented findings relevant to donors and the GHD process at the donors meeting in Montreux in February.
- In light of comments about INGO / Red Cross transparency and accountability outlined in the Initial Findings report, John Mitchell was invited to talk about the role of evaluation and accountability to the Red Cross Board of Governors in Geneva. Subsequently the decision was taken to publish two real-time evaluations of the Red Cross' tsunami response which had previously not been publicly available.
- John Mitchell also presented the Initial Findings to a group of DfID representatives.
- UK government development spokespersons have talked about the Initial Findings in both the House of Commons and the House of Lords.
- Simon Maxwell, Director of ODI, distributed the Initial Findings at the February Davos meeting.

**Please email us with information on any events where you know the TEC has been mentioned or that you're taking part in that would be relevant to our work.** The person to contact is our new Media Consultant, Sherylin Thompson.

#### **6. Staff Changes**

Laura Kitchin, our current Administrator, is leaving the TEC today, Thursday 23rd March. Laura is lucky enough to be emigrating to Australia. Somewhat ironically she

will be replaced by an Australian, Charlotte Woodhill. Charlotte starts work with us on Monday 3rd April.

The TEC has also hired a Media Consultant, as mentioned above. Sherylin Thompson joined the TEC mid-February and is working part-time with us (3 days a week) until the end of July. She will be responsible for all media work during this time, and will play a lead role in the various TEC launch events in July. She will also support other aspects of the TEC's communications plan, including managing the TEC Diary of Events.

## **7. The TEC in 2006/07**

Last November the TEC's Core Management Group requested that TEC staff and consultants continue to be hosted by the ALNAP Secretariat at the Overseas Development Institute in London. This request was approved by ALNAP's Steering Committee. Moreover, a budget line has been included in the ALNAP's workplan for 2006/07 for facilitating future joint evaluation coalitions. Although such a project will, like the TEC, be separately funded by the participating agencies, this budget line will act as a 'reserve fund' to allow the ALNAP Secretariat to cover initial expenses incurred in the time between inception of the coalition and its receipt of funds from members. The money will be ring-fenced for this purpose and carried forward until needed.

During 2006 / 07 TEC staff and consultants will be responsible for a number of functions, all of which are directly related to achieving the Coalition's three aims in phase two (as described in the TEC's communications strategy). To this end they will:

- Implement the TEC's utilisation-focused communications strategy and associated action plan.
- Support ongoing research into the tsunami response, for example, the second stage in the linking relief, rehabilitation and development (LRRD) evaluation as well as additional research that might be suggested by the five joint thematic evaluations and / or the Synthesis Report.
- Maintain core TEC functions.
- As appropriate, monitor take-up of TEC recommendations – though responsibility for this will largely rest with the ALNAP Secretariat.

The work of TEC staff and consultants will, in the coming months, be largely taken up with producing the synthesis report as well as finalising the media strategy and working towards the launches in July. Other outputs will include a revamped TEC Online Forum. This will be launched in May. The main aim is to improve the functionality and accessibility of the current site.

## TEC UPDATE 10 (17 August 2006)

### 1. TEC Launch and Follow-up

The TEC launched its Synthesis Report on Friday 14 July simultaneously in London and Geneva. The two events involved a range of panellists from the affected region, and were well attended by TEC stakeholders as well as the media. They generated considerable news interest with seven major news agencies, TV and radio from five countries, and journalists from national and regional press in attendance. Click [here](#) for more information on the launch of the Synthesis Report.

Work to take the learning and recommendations from the TEC forward is now beginning. The importance of this is recognised by Former President Bill Clinton, the UN Special Envoy for Tsunami Recovery, in his Foreword to the Synthesis Report:

*[W]e must translate good intentions into meaningful reform. The report identifies critical systemic challenges for the humanitarian community, many of which were analyzed at length in the aftermath of the Rwanda crisis and have already been included in a range of standards and codes of conduct. But the fact that we continue to struggle to turn these principles into practice, as this report highlights, demands that we set about our shared agenda for reform with the courage and commitment necessary to see the process through to full implementation. ... This is a multi-year effort, which makes it even more important that we pay close heed to the analysis and recommendations in this report.*

Significantly Jan Egeland, who gave the keynote address in Geneva, has committed to following up on the recommendations of the report, and the OECD / DAC has already set out its response. Additionally many member agencies are organising workshops to reflect on the implications of the TEC's findings and recommendations, and to assess which, and how, to implement. A number of different initiatives will also take place in the affected region from the end of August onwards.

TEC staff, TEC Core Management Group (CMG) and other member agencies are in the process of planning these follow-up activities and would welcome your input and suggestions with regard to how to best take this work forward. **Please let us know if your agency would be able to host an event. Please also let us know of other events where we might give presentations and disseminate our findings.** The TEC is facilitating a decentralised communications and dissemination strategy, and it is very much the responsibility of member agencies and other interested parties to take the TEC findings and recommendations forward.

The TEC team can support your efforts by providing, for example, standard presentations, different matrices of recommendations gathered together from across the six reports - the synthesis report plus the five thematic evaluations - and advice on how to structure your workshops. A diary list of events will be available on the TEC website shortly, as will an event feedback form (note that you will have to provide us

with the information to put on the website). Please contact [Rachel Houghton](#) for more details or if you would like to host your own event.

## **2. Learning from the TEC Process**

The TEC continues to learn from its process, and there will be another AAR during the next CMG meeting in Copenhagen on 21 September. TEC staff and CMG members will share this learning by giving presentations at various national / regional evaluation society conferences during the Autumn. A standard presentation that others can use will be available on the TEC website towards the end of September.

## **3. Publications Schedule**

### **The Synthesis Report and Thematic Evaluation Reports**

- These are all available on the TEC website.
- Distribution of the report box sets - the synthesis report, the five thematic evaluations, and the CD Rom - will proceed from Monday 11 September.

### **TEC CD Roms**

The TEC CD Rom will contain the synthesis report, the five thematic evaluations, and all the evaluation sub-studies. These will be made available with the report box set as well as the shorter condensed version of the synthesis report (see below). It will also be possible to order the CD Rom separately.

### **Condensed Version of the Synthesis Report**

This should be available from the end of September / early October. It will be approximately 10,000 words and focus on the lessons, findings and recommendations emerging from the synthesis report. It is being produced in a more accessible format for a general readership.

### **Translations**

- All six executive summaries - from the synthesis report and the five thematic evaluations - have been translated into French. They will be available on the TEC website from the week commencing 23 August. Please contact [Maurice Herson](#) for information.
- All thematic evaluation executive summaries have been translated into Bahasa Indonesia, Thai, Hindi and Tamil and are available on the TEC website. We also intend to produce them in Sinhala, and will also translate the executive summary of the synthesis report into these languages, as well as the findings and recommendations from each of the reports.

Please let Maurice Herson know if you can identify someone for the Sinhalese translation as we have not yet been able to find someone to do this as yet.

## **4. The TEC Team and the ALNAP Secretariat**

Following the launch, the TEC team greatly reduced and the Administrator and Media Consultant have now left.

Rachel Houghton will remain as the TEC Coordinator until December 2006. During this period the ALNAP Secretariat will pick up some of the outstanding TEC work with Maurice Herson, ALNAP Senior Projects Manager, sharing responsibility for the TEC work programme.