

# H3 - Te Tarai Vaka Cook Islands Activity Governance Committee – Evaluation Steering Group Terms of Reference (TOR) for Evaluation of: Cook Islands Social Impact Fund

**TOR Approved: 22 Dec 2015**

**Approved by: Bredina Drollet, Secretary of Internal Affairs  
& Evaluation Steering Group Chair**

## Purpose of the Evaluation

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The purpose of the evaluation is to identify learnings focused on which parts of SIF have worked, which parts have not and why. The evaluation will inform decision making about the future of SIF: should SIF continue, if so should it be adapted and how. The results of the evaluation will be reported to the GFA signatories, disseminated to CSOs as key stakeholders and made publicly available through the CIG and MFAT websites.

## Purpose of the Steering Group

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The purpose of the evaluation steering group as a sub group of an activity governance committee, is to provide oversight and make key decisions. Issues related to the evaluation that cannot be resolved by the activity manager will be escalated to the steering group for a decision. The steering group runs until the final report has been approved.

## Membership of Steering Group

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Drawn from members of the activity governance committee, which may also recruit other specialists, the members of the steering group are:

- Bredina Drollet, Secretary of Internal Affairs (Chair)
- MFAT representative
- DCD, MFEM representative
- CSO representative

## Responsibilities of the Steering Group

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The responsibilities of the steering group are to:

- Ensure the quality of the Evaluation (refer to Appendix C of the Activity Evaluation Operational Policy)
- Provide or request expert technical advice if appropriate
- Provide comments on the proposed purpose of the Evaluation
- Approve the Evaluation TOR (through the steering group chair)

- Act as the selection panel for an Evaluation team/evaluator
- Approve the Evaluation Plan (through the steering group chair)
- Review the draft report
- Approve the final report (through the steering group chair)
- Make decisions and resolve issues as necessary
- The steering group has **no role** in managing contractors.

## Steering Group Meetings

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Steering group meetings will be held as necessary.

They will be held via email and face-to-face when necessary.

Day-to-day communication between steering group members will be primarily by e-mail.

## Approval

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	<p>22/12/2015</p>
<p>Bredina Drollet Secretary of Internal Affairs &amp; Chair of Evaluation Steering Group</p>	<p><i>Date</i></p>

