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**IMMEDIATE  
ATTENTION**

EBD/96/102  
Supplement 1

September 9, 1996

To: Members of the Executive Board

From: The Secretary

Subject: **Evaluation Group - Terms of Reference**

Mr. Clark has indicated that the "evaluation group" of Executive Directors considers that its work will be facilitated if it has terms of reference approved by the Executive Board. Draft terms of reference, reflecting the views of the group and other members of the Executive Board who participated in the group's discussion of this matter, are attached. The Managing Director has endorsed these proposed terms of reference.

It is not proposed to bring the attached memorandum to the agenda of the Executive Board for discussion unless an Executive Director so requests by the close of business on Friday, September 13, 1996. In the absence of such a request, the attached terms of reference will be deemed approved by the Executive Board, and a decision to that effect will be so recorded in the minutes of the next meeting thereafter.

Mr. I. Clark (ext. 37783) is available to answer technical or factual questions relating to this paper.

Att: (1)

Other Distribution:  
Department Heads

### **Terms of Reference of Evaluation Group**

A small group of Executive Directors shall be designated by the Executive Board, to follow closely the evaluation function in the Fund, and advise the Executive Board.

The composition of the group will be proposed by the Chairman of the Executive Board, in consultation with the Dean, and approved by the Executive Board. It should normally be composed of four Executive Directors, representing a balance of interests. Periodic rotation of membership should occur, on a staggered basis, to enable different members of the Board to have an opportunity to be members, while ensuring a sufficient degree of continuity of involvement with each evaluation project. All members of the Board may, however, attend any meeting of the group and participate in its deliberations.

The group will consider proposals for evaluation topics emanating from the Board. Topics may include those that could be undertaken entirely within the institution (by the Executive Board or by the staff) and those that could be undertaken jointly by staff and outside experts, or those that could be undertaken entirely by outside experts. In the case of topics that would involve outside experts, the group would consider the choice of evaluation projects, their possible scope, the appropriate methodology, the choice of outside experts, whether the findings should be published, and other elements of proposed evaluation studies (including, for example, their budget and overall time frame). Based on the group's discussions, and after consultation with the Management, the chair would make recommendations on all these aspects to the Executive Board for its approval. Once an evaluation project is approved by the Board, the group would monitor its progress on a continuing basis. In the case of projects that would be carried out by the staff, the staff would consult with the group on the coverage and design of the project to ensure that it would address the concerns of the Executive Board.

It is envisaged that normally there will be no more than two or three external evaluations per year.

The experience with this method of conducting and monitoring the evaluation function in the Fund will be reviewed in early 1998.