

Chapter 3 - Inception, Desk and Field phases

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3. Inception, Desk and Field phases



Watch the [e-Learning video](#) for this step

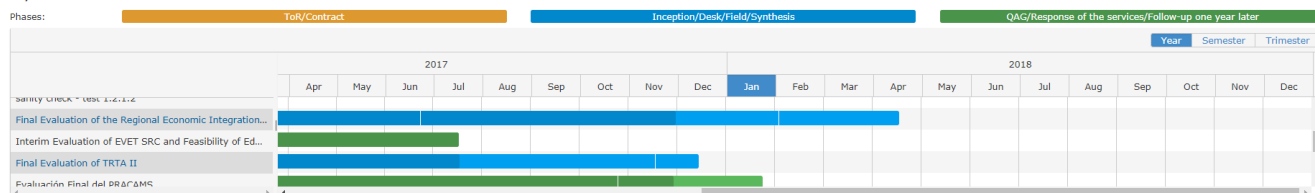
- First, log into the [EVAL](#) module using Mozilla Firefox (if you do not have access to Mozilla Firefox (recommended browser), you may use Google Chrome instead. You will be automatically directed to the "MY EVAL" page, which displays all ongoing evaluations for which you are a Contractor or Expert. If you are not immediately redirected to the EVAL homepage, you can copy and paste the EVAL link in the address bar of your browser.

The diagram illustrates the login process flow. On the left, the registration page is shown with a text input field for 'Use your e-mail address', a 'Next' button, a 'Create an account' link, an 'Or' separator, and an option to 'Or use the eID of your country' with a 'Select your country' link. A blue arrow points from the 'Next' button to the right, where the login page is shown. The login page includes a 'Password' input field, a 'Lost your password?' link, a 'Choose your verification method' dropdown menu (currently set to 'Password'), a computer icon with a password field, and a 'Sign in' button.





- In the "MY EVAL" page, click on the evaluation reference – blue hyperlink. The page of the respective evaluation will open and the general tab will be displayed by default.

My Evaluations timeline

Phases:



My Evaluations

Evaluation Reference	Evaluation title	Action	Phase	Start date ▲	End date	ROM report	Geo scope	DAC Sector	Domain	Level	Type	Managed By	Evaluation Manager
			Inception										
2017-E-101	test	 	Inception	06/01/2014	23/10/2017	24/11/2015	Thailand	43010 - Multisector aid	Pilot Project and Preparatory Action	Project/Programme	Ex Post	European Commission	fr+s35b242 In+s55b242
2017-M-118	Evaluation of the impact o...	 	Inception	30/01/2017	14/04/2018	15/03/2016	The former Yugoslav Republic of Macedonia	31140 - Agricultural water resources, 31110 - Agricultural policy and administrative management, 31194 - Agricultural co-operatives, 31130 - Agricultural land resources	Pre-accession instrument (NIEAR)	Project/Programme	Mid Term	European Commission	Donka PRODANOVA

- In the upper part of the general tab you can find an overview of the evaluation information (budget, title, DAC code etc.) and of the evaluation schedule.



Note that deadlines are not blocking; you may still provide deliverables after the date of the phase has passed.

2017-E-101 - test

Level of evaluation	Type of Evaluation	Managed By	EUD/Unit in charge	Evaluation Phase
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Project/Programme	05/04/2017
Ex Post	ToR
European Commission	
M14_DEVCO E - Development Coordination West and Central Africa	
Inception	

05/04/2017






05/12/2018

General Evaluation stakeholders Management Library

- Evaluation data

Evaluation Title*	test		
Evaluation Budget*	136,610.00	Language*	English ▼
Start date of activities*	06/01/2014	End date of activities*	30/09/2014
Geographical Scope	Thailand		
DAC Sector Code covered (retrieved from CRIS)	43010 - Multisector aid		
Complementary Keywords			
Comments			

- Evaluation schedule*

Start preparatory phase	05/04/2017		
Terms of reference	05/04/2017		
Planned start date of evaluation activities	05/04/2017		
Inception report	27/06/2017		
Desk report	23/02/2011		<input checked="" type="checkbox"/>
Field report	23/03/2011		<input checked="" type="checkbox"/>
Synthesis report	23/10/2017		
Quality Assessment	17/01/2018		
Response of the services	05/12/2018		
Follow-up one year later	23/06/2012		<input checked="" type="checkbox"/>

- Scroll down to review the CRIS data of the project(s) to be evaluated as well as a list of additional project(s) that can be relevant to the evaluation (if applicable). These projects are listed in the box "Additional CRIS references for documentation" and the related documents are retrieved from the CRIS library and shared via the module.
- In the bottom part of the general tab you may find previous evaluations reports concerning the project(s) to be evaluated, Results-Oriented Monitoring (ROM) reports and results datasets. Click on the links to consult the evaluations or ROM reports.



Only the final versions of the ROM reports are shared via EVAL.

PROJECT Basic Data

Project title*

CS 12245 CC DI/06775

CRIS reference(s) of the project(s) or programme(s) to be evaluated

CRIS ref	Title	Zone benefiting from action	DAC Sector	Type of Aid
C-335149	CS 12245 CC DI/06775	ACP Countries	91010 - Administrative co...	Administrative costs not i...
C-335159	CS 12244 CC DI/06775	Belgium	91010 - Administrative co...	Administrative costs not i...
C-335524	CS 12521 CC DI/06775	Belgium	91010 - Administrative co...	Administrative costs not i...

Operational Implementation dates 26/12/2013 - 31/10/2014

Total cost 102,904.46 €

Total EU contribution 102,904.46 €

Additional CRIS references for documentation

CRIS ref	Title	Zone benefiting from action	DAC Sector	Type of Aid
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Related ROMS and EVAL reports

MODULE	Phase of EVAL	Title of report and/or reference
EVAL	no EVAL associated to this project.	
ROM	no ROM associated to this project.	

Fields marked with asterisk () are mandatory*

- For an overview of the parties involved in the evaluation, consult the "Evaluation stakeholders" tab.

General
Evaluation stakeholders
Management
Library

European Commission and Reference Group

	Last & first name	Email	ECAS login
Evaluation Manager* {Project/Programme Manager}	fn-x55b242 ln-x55b242	arommail@yahoo.fr	x55b242
Evaluation Manager Back up*			
Head of Unit/Head of Cooperation	fn-x55b255 ln-x55b255	arommail@yahoo.fr	x55b255
Head of Section	fn-x55b247 ln-x55b247	arommail@yahoo.fr	x55b247
Reference Group Members*	Delphine SZKUDLARSKI (INT)	Delphine.SZKUDLARSKI@ext.ec.europa.eu	szkudde
	fn-x55b240 ln-x55b240 (INT)	arommail@yahoo.fr	x55b240
	Lot Africa EXPERT ONE (EXT)	lot2.expert1@yahoo.be	nexplota
Evaluation correspondent	Gudrun MAHLBERG	Gudrun.Mahlberg@ec.europa.eu	mahlbgu
Thematic correspondent	Valerie SZKUDLARSKI	Valerie.SZKUDLARSKI@ext.ec.europa.eu	szkudva
	Guido BILANCERI	Guido.BILANCERI@ext.ec.europa.eu	bilangu
International Aid / Cooperation Officer	Fabienne DE PAUW	Fabienne.DE-PAUW@ext.ec.europa.eu	pauwffa
Functional mailbox of EUD/Unit in charge* Please fill in, to ensure the notifications will be received for FOLLOW UP YEAR+1		aa@yy.fr	

GROUPEMENT SNCMBA/SEMENCE ASSOCIATI

	Last & first name	Email	ECAS login
Evaluation contractor*	Lot Asia ROM CONTRACTOR	lot3.romcontractor@yahoo.fr	nromlota
Evaluation team leader*	Lot Africa EXPERT TWO	lot2.expert2@yahoo.be	nexlotaf
Evaluation experts*	Lot Asia EXPERT ONE	lot3.expert1@yahoo.be	nexlotas

Fields marked with asterisk (*) are mandatory

3.1 Consult the CRIS Library and the Evaluation Library

- To download project and programme documents relevant to your evaluation, open the library tab, then select "CRIS library". On the left side of your screen, select a CRIS reference. The content linked to the selected CRIS reference is shown under the "Available Documents" section.
- Tick the checkbox on the right to select the files that you wish to download. The selected documents will be listed in the "Selected files" section. Click "Download"; a confirmation pops up. If you confirm, a ZIP file is generated and you will be able to download it through your browser.

General Evaluation stakeholders Management **Library**

Evaluation library **CRIS Library**

Please select decisions and contracts linked to this evaluation in order to get library documents

1. Contract 335149 CS 12245 CC DI/06775

Evaluation

Decision

Contract 335159 CS 12244 CC DI/06775

Contract 335524 CS 12521 CC DI/06775

Available Documents

Title	Classification	Type	Size (kB)	Date Last...	Se...
Contrat Specifique signe par deux parties	CTR - Contract's Specific Conditions	PDF	0K	31/12/20...	<input checked="" type="checkbox"/> 2.

Select All Unselect All

Selected Files

Entity	Title	Classification	Type	Size (kB)	Date Last...
C-335149 Contract	Contrat Specifique signe ...	CTR - Contract's Specific Conditions	PDF	0K	31/12/20...

Total Size: 0k Remove Selection

3. Download

- You can browse the "Evaluation library" for an overview of contractual information and the final version of the Terms of Reference. As reports are uploaded and approved, their final versions will be available in this tab. This tab will be accessible to EC staff for consultation.

General Evaluation stakeholders Management **Library**

Evaluation library **CRIS Library**

Contractual documents of the evaluation

Contract number: C-334949 [Contract Summary](#) For all contract details please open CRIS

Select	FR	Title	Category	Updated date	Author
No documents yet					

List of documents of the evaluation

Phase	Select	FR	Title	Version	Category	Date - accepted version	Updated date	Author
ToR								
	<input type="checkbox"/>		Relevant docu...		Annex		02/03/2017	Lot Asia ROM CONTRACTOR
	<input type="checkbox"/>		dsd	1	ToR	23/08/2016	23/08/2016	Delphine SZKUDLARSKI

Download selected Upload documents

3.2 Upload and submit the Inception, Desk and Field Reports

- If your notifications are enabled, you will receive an e-mail reminding you to submit the reports. Please copy the link in the notification e-mail and paste it into Mozilla Firefox. Alternatively, open your evaluation in the EVAL module through 'My Eval' and go to the 'Management' tab.
- Click on the "Upload document" button on the bottom right side of your screen. A pop-up will be displayed. Fill in the document title and category selecting "Report" from the drop-down list – and click on "Save".

MY EVAL SEARCH MY NOTIFICATIONS

Evaluation title	Evaluation of several programmes test	Managed by	European Commission
Level of evaluation	Project/Programme	Evaluation phase	Inception
Type of evaluation	Mid Term	Evaluation start - end dates	22/12/2015 - 05/09/2016

07/04/2016

Inception

General The evaluation stakeholders Ma

Evaluation Management

Phase Inception

Documents

The mandatory document of the phase I

Select Title Version Category

No documents yet

Download selected documents

Upload document

Document details

TITLE* Inception report for ongoing evaluation

PHASE* Inception

Category*

The mandatory document is marked with asterisk (*)

Fields marked with asterisk (*) are mandatory

Report*
Annex
Rider
Minutes
Comments document
Response documents

- Upload the report by clicking on the blue "Upload document" icon, then click on "Save" to validate. You can upload the same document in other languages by clicking on the "+ Add" button.

Upload document

Document details

TITLE* Inception report for ongoing evaluation

PHASE* Inception

Category* Report*

The mandatory document is marked with asterisk (*)

File (upload one document for each of the languages)

EN

+ Add

Fields marked with asterisk (*) are mandatory

Save

- As soon as the document is saved, the pop-up will be automatically closed. At this stage, the document is in "Draft" status and can be still substituted with a new one. The Evaluation Manager cannot see documents in "Draft" status.
- In the "Management" tab, click on the "Submit for approval" button to send the report to the Evaluation Manager.

General The evaluation stakeholders Management Library

Evaluation Management

Phase Inception

Deadline 05/06/2016

Documents

The mandatory document of the phase Inception is the Inception Report. Please make sure you submit it for approval within the deadline.

Select	EN	Title	Version	Category	Author	Updated on	Status
<input type="checkbox"/>	<input type="checkbox"/>	Inception re...	1	Inception Report	Evaluation CONTRACTOR	08/04/2016	Draft

Submit for approval

- You can upload other documents choosing the appropriate category. Note that the button "Submit for approval" is only displayed for approval of mandatory reports. Complementary documents (such as Annexes) can be uploaded at any time during the phase.
- The report is submitted to the Evaluation Manager for approval. He/she will receive a notification. The report will be sent in consultation for comments to the reference group members.
- The report will be approved or sent back for modifications via the EVAL module. The Evaluation Manager may also upload a file with his/her comments as well as comments by the reference group members. If you are requested to submit an amended version of the report, please return to step 15. Note that the EVAL module has a versioning system: for mandatory deliverables (identified with the category "Report") only the latest version will be saved in the repository, and only the latest, approved version will be made available in the evaluation library.

Chapter 2 - Contract Phase

Chapter 4 - Synthesis Phase