



In-Tray Exercise

Reference: EoT- 13

Correspondence from: 'A'

Addressed to: EoT StipTrainer (you)

Subject: EoT team

We have decided to carry out an evaluation of our bio-gas training programme. This programme is intended to train village communities how to commission, use and maintain bio-gas plants. These are installed by a team consisting of engineers, construction workers, members of the village community and social workers from the state's department of rural development. We manage the project, which is funded by UNICEF.

The reason for evaluation is that we are aware of inconsistent results - disparities between villages in the same district - some achieving high levels of successful commissioning and others only about 40%. We don't know the reasons for this, although we are currently carrying out a TNA consultancy to hopefully find out.

As the bio-gas training programme involves inputs from several specialist units, we feel that all of them should be represented in the proposed EoT team. As we have no knowledge or experience of evaluation, we would like your advice on the following points:

1. Who should be involved in the EoT team?
2. How can we define their roles and responsibilities?
3. What should be the terms of reference for the team?
4. What results should we expect from the team?
5. How can we 'sell' EoT to prospective team members and their organisations?
6. How to implement their recommendations, bearing in mind the politics involved?
7. What help can you provide, and at what cost?