the interviewing process with one another first with the english version and then with the translated version. In both cases, participants of the evaluation training should provide constructive feedback to the interviewing process, making clarification where needed.

Part three: When *to evaluate*
Ideally, the evaluation should be conducted as per the recommendations in the SOPs. This is likely to differ from one region to another.

Part Four: *Data analysis, reporting and learning*

At the beginning of the evaluation the person responsible for the evaluation process should agree on who will conduct the evaluation. In addition, the data analysis method and data analyst should be identified. Sometimes the analyst will be selected from the National Society's M&E team but if necessary an external consultant should be hired. Either way, it would be good to orient the team about FbF mechanism in general. The evaluation results should be used to inform the SOP revision process. More so, the evaluation team should deliberate on ways of sharing the evaluation results. These may include; organizing a lessons learnt workshop, designing infographics, evaluation report etc. While national level stakeholders are often the main target of the evaluation results, community meetings and information boards should be used to communicate the evaluation results to local communities.

Evaluation Work Plan

Once all the theoretical part of the evaluation is in place, it is crucial to lay out the different activities in work plan. More than the basic content of the work plan, it would be good to mention who is Responsible, who is Accountable, Cons