

**Terms of Reference**

**Rapporteur Services for the Evaluation Conclave, 2017**

The Community of Evaluators South Asia (CoE SA) will be conducting the Evaluation Conclave 2017 at Le Meridien, Thimphu from 6-9 June, 2017. The purpose of the consultancy services agreement is to procure rapporteuring services to cover the Panel presentations, as per the attached schedule, during the Conclave.

The tentative schedule for Panels is as follows:

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Panel** |
| 8 June 2017 | 09 00 – 10 30 | Key note Panel # 1 (plenary) |
| 8 June 2017 | 11 00 – 12 30 | Pre-formed Panels (4) in parallel (in four rooms) |
| 8 June 2017 | 13 30 – 15 00 | Key note Panel # 2 (plenary) |
| 8 June 2017 | 15 30 – 17 00 | Pre-formed Panels (4) in parallel (in four rooms) |
| 8 June 2017 | 17 30 – 19 00 | Pre-formed Panels (4) in parallel (in four rooms) |
| 9 June 2017 | 09 00 – 10 30 | Key note Panel # 3 (plenary) |
| 9 June 2017 | 11 00 – 12 30 | Pre-formed Panels (4) in parallel (in four rooms) |
| 9 June 2017 | 13 30 – 15 00 | Pre-formed Panels (4) in parallel (in four rooms) |

CoE SA will provide electronic copy of all the Abstracts of presentations.

During these two days, at least four rapporteurs are required each day.

**Specific duties**:

1. Familiarise with the Abstracts of the Panel presentations before-hand.
2. Cover the panel presentations to capture the salient points during the Question and Answer sessions after the presentations;
3. Prepare a succinct summaries of each panel discussion, not more than 500 words, in English;
4. All summaries to be collated, suitably edited for syntax and grammar, and provided as an electronic report in a word file before 15 June 2017.

2 March 2017