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|  | **KEY STEPS** | **KEY POLICIES AND GUIDANCE** |
| **DESIGN** | 1. Joint planning for design
2. Draft TORs for design consultant (if applicable)
3. Development of design
4. Design appraisal
5. Budget signoff
6. Design signoff and submission
7. Design review and implementation planning
 | * [Template – Joint Design planning](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Template_Joint_Design_Planning.docx)
* [Template – TOR Design Consultant](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Template_ToR_Design_Consultant.docx)
* [Template – Project Design](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Template_Project_Design.docx)
* [CA Standards for monitoring, evaluation and learning](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Guidance_Monitoring_Evaluation_Learning_Standards.docx)
* [Guidance – Design peer review](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Guidance_Design_Peer_Review.docx)
* [Template – Independent Peer Appraisal](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Template_Independent_Peer_Appraisal.docx)
* [Template – Design Peer Review Minutes](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Template_Design_Appraisal_Peer_Review_minutes.docx)
* [Template – Cover Note for Design Approval](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Template_Cover%20Note_Design_Approval.doc)
* [Template – Design Review](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Design/Template_Design_Review.docx)
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| **IMPLEMENTATION** | 1. Recruitment and induction of project staff
2. Project inception processes
3. Collection of project baseline data
4. Project annual planning and reflection
5. Submit Annual Plan to donor
6. Ongoing project implementation and monitoring
7. Project reporting – six monthly/annual
 | * Template – Project staff induction
* Guidance – Inception Workshop
* Guidance – Baselines
* Guidance – Developing M&E Frameworks
* Guidance – Project annual planning and reflection
* Template – Annual Plan
* Guidance – Project Monitoring Support Visit
* Template – Project Monitoring Support Visit
* Template – Project Reporting
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| **REVIEW** | 1. Annual forward plan for evaluations
2. Develop joint plan for evaluation process
3. Develop TORs and recruit consultants (where applicable)
4. Develop evaluation plan, field research, consultation and analysis
5. Draft and review evaluation report, sign off of final report
6. Prepare management response and identify follow up, disseminate final report to CA and EEL
 | * [Policy – CARE Australia Evaluation Policy (2014)](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Review/Policy_CARE_Australia_Evaluation_Policy_2014.doc)
* [Template - Joint Evaluation planning](http://intranet.careaustralia.org.au/InternationalPrograms/Shared%20Documents/Program%20Quality%20Framework/Review/Template_Joint_Evaluation_Planning.docx)
* Guidance – How to manage an evaluation
* Template – Evaluation TOR
* Template – TOR for recruiting and briefing consultants
* Template – Evaluation Report
* Guidance – Assessing evaluation reports
* Guidance – Using evaluation findings to improve program quality
* Template – Evaluation Summary and Management Response
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