



Checklist for establishing an evaluation team

Do you have sufficient gender and environmental expertise in your evaluation team? Does the evaluation's groups, such as Commission's interservice group (ISG) ¹⁴¹ include members with gender equality expertise and environmental expertise?	YES	NO
Is the evaluation team gender-balanced and culturally and geographically diverse?		
Has the team composition paid attention to other grounds, such as physical ability or sexual orientation?		
Does someone in your team have experience conducting gender-responsive evaluations or incorporating gender analysis?		
Within your team, is there knowledge of the relevant gender equality legal and policy frameworks and gender-related challenges in the policy area?		
Does someone in your team have experience conducting environmental evaluations or assessing the environmental impacts of interventions?		
Within your team, is there knowledge of current environmental challenges, conservation practices and sustainable resource management?		
Does your organisation have a gender unit and/or gender (equality) focal points you can contact?		
Does your organisation have an environmental or sustainability unit that you can get in contact with?		
Have you considered engaging external gender experts and researchers who know your policy area?		
Have you allocated appropriate budgetary resources to allow you to acquire this expertise?		
If you are working with external contractors to conduct the evaluation, have you included gender and environmental requirements for the evaluation team in the Terms of Reference (ToR)?		

141. Every Directorate-General (DG) of the Commission has a designated evaluation function, which can take different forms. In addition to the designated evaluation manager, an interservice group (ISG) must be created. The ISG participates in all of the key steps of the evaluation and must steer the evaluation process. It is led by the evaluating DG and includes representatives of the evaluation unit and other relevant DGs. European Commission, Better Regulation toolbox, 2021.