



DRC Evaluation and Learning Brief Guideline

Background: With Evaluation and Learning Briefs DRC aim to highlight and share key findings from evaluations and research that are supported or commissioned by DRC/DDG in an easily accessible and reader friendly manner. The Evaluation and Learning Brief is a response to the wish and need, which has been expressed by DRC/DDG staff, to have better channels to disseminate learning internally within our organisation, as well as externally.

Themes: So far the only demands regarding the Evaluation and Learning Brief series are that: 1) you base your findings and reflections on evaluations or research that we in DRC/DDG have commissioned, conducted or contributed to and 2) that the perspective you decide to bring forward is relevant for your colleagues in other programmes. To suggest themes for the Evaluation and Learning Brief use the contact details below.

Audience: The audience is both DRC/DDG staff and colleagues from other humanitarian organisations and donors. The Evaluation and Learning Briefs are publicly available on the DRC website. It is possible to subscribe to receive the Briefs at this link: www.drc.dk/evaluationandlearningbrief

Timing: The aim is to produce three to five Evaluation and Learning Briefs per year. There are no fixed publication dates. The Brief is developed on demand and we encourage the Brief to be developed in conjunction with an event, conference or meeting where the Brief will be read and used to inform discussion making.

Word limit: It should be no more than 2200 word counts (approximately 15.000 characters with spaces). That is about 4 pages.

Style: Accompanying any submission should be the following:

- The title of the Brief
- An abstract of not more than 100 words
- Three or four keywords to describe the paper
- A short description of the author and institutional affiliations
- References must be in endnotes
- The paper should feature clear, consistent headings and subheadings
- Avoid excessive use of abbreviations

Review Process: The Review Board will ensure that the Brief is peer reviewed (read by a relevant DRC/DDG staff for comments). The Review Board consists of three members. Two from the Operational Policy and Support Unit, OPSU, and one field representative. Current members are Peter Klansøe, Regional Director, MENA, Kathrine Starup, Global Protection & Policy Advisor and Mikkel Nedergaard, Evaluation Advisor.

Printing and editing: OPSU is responsible for editing and printing of the Brief and will pay the costs for this. Printing and graphics is done by Morten Bak, at Grafisk Design, mkcb.dk

Printed copies are available at the DRC Headquarters in Copenhagen, Denmark, and can be sent to you on request by using the contact information below.

Contact: For information and questions regarding the Evaluation and Learning Briefs contact Mikkel Nedergaard, +45 3373 5119, Mikkel.nedergaard@drc.dk

Examples: So far the Evaluation and Learning Briefs have been used for different purposes;

- Brief # 1 on Cash Transfer Programming and Brief # 2 on Solutions to Displacement were based on evaluations and used for reflection, documentation and to better understand good programming practices in DRC's priority working areas.
- Brief # 3 on Mixed Migration and # 5 on Diaspora highlighted new analytical concepts and programme modalities, which can help bring a new perspective to common issues confronting DRC programming.
- Brief # 4 on Local Integration was used to capture the institutional memory and lessons learned of a long-running operation.

You can find the recent Learning Brief here <http://drc.dk/about-drc/publications/evaluation-and-learning-briefs/>

Follow up and dissemination: In addition, to encourage comments from the readers on email the Evaluation and Learning Briefs are reprinted and distributed at key events in DRC, such as the Annual Directors Meeting. Also, individual Briefs are used at conferences where their content is relevant, for example Brief # 3 Protecting People on the Move was distributed at the UNHCR High Commissioner's annual Protection Dialogue in December 2014 on the theme Protection at Sea and used to present an area of knowledge of special interest and relevance to DRC and the topic at hand.

Furthermore, in 2015 DRC will pilot the use of Webinars to launch, present and facilitate a discussion on the findings that the Evaluation and Learning Briefs bring forward. This will depend on the level of interest in particular Briefs and the nature of content.

Copenhagen, 14th of January 2015