



# Overview of the Independent Institutional Review process

This document provides a high level overview of the Independent Institutional Review (IIR) process being led by Humanitarian Advisory Group (HAG) and Collaborate Consulting Pte Ltd. (CoLAB) on behalf of The Pacific Community (SPC). It provides a high level summary of the process, including key ways to engage during each phase. Our approach will be guided by the Pacific Monitoring, Evaluation and Learning Capacity Strengthening Rebbilib, specifically the Kakala Research Framework to structure our methodology.

The review team will be reaching out to stakeholders to participate in data collection over the coming months, in collaboration with SPC's Strategy, Performance and Learning (SPL). We invite those that are interested in taking part to please contact the review team via [jlees@humanitarianadvisorygroup.org](mailto:jlees@humanitarianadvisorygroup.org).




## Phase 1 – Teu (Inception)

**Teu** means to prepare; the preparatory stage before the work begins. It is the time for conceptualizing, planning and designing.

**Purpose:** to determine in detail the priorities, methodology, timeframes and project interdependencies to ensure a successful evaluative activity

*Timeline: May 2024*

 **How can you engage?** Read the final inception report




## Phase 2 – Toli (Primary and secondary data collection)

**Toli** refers to choosing objects, such as picking flowers. It involves the process of choosing data that has been identified during the Teu stage.

**Purpose:** to collect primary and secondary data against the evaluation framework

*Timeline: June - September 2024*

 **How can you engage?** Participate in data collection in line with evaluation plan. Reach out to [jlees@humanitarianadvisorygroup.org](mailto:jlees@humanitarianadvisorygroup.org) for more info



## Phase 3 – Tui and Malie (Sense Making and Validation)

**Tui** in the context of the Kakala Framework means 'to string a garland', referring to the analysis stage of research. It involves the process of looking for similarities, variations and emerging patterns in the data.

**Malie** reflects shared understanding between audience members and performers. In the Kakala research process, Malie happens throughout - ensuring that the research approach is continuously self-reflective and fit for purpose.

**Purpose:** To analyse the themes emerging from across the data, formulate key findings and validate what is emerging with key stakeholders

*Timeline: September - October 2024*

 **How can you engage?** Participate in validation/talanoa sessions (dates TBD). Reach out to [jlees@humanitarianadvisorygroup.org](mailto:jlees@humanitarianadvisorygroup.org) for more info




## Phase 4 – Luva (Write up and finalisation)

**Luva** means 'a gift from the heart'; the Luva process refers to the reporting and dissemination stage, returning the gift of knowledge to the people who have given the knowledge' The reporting process should acknowledge those that have contributed their knowledge and elevate and protect Pacific knowledge systems in a culturally appropriate and meaningful way.

**Purpose:** to draft the final report (including executive summary)

*Timeline: Draft report to CRGA in November 2024. Final report by 28 February 2025*

 **How can you engage?** Read and reflect on the draft final report




## Phase 5 – Mafana (Communication and presentation for endorsement)

**Mafana** refers to warmth, or when someone has been touched emotionally. In the context of the Kakala research framework, this is the final step in the process where there is transformation and a shared understanding of the creation of a new solution to an existing problem, or the use of new learning for improvement and celebration of success. This is our hope when communicating the final outcomes.

**Purpose:** to communicate the main findings of the review with key stakeholders

*Timeline: by 28 February 2025*

 **How can you engage?** Participate in dissemination activities (dates TBD)