

Quality Assessment System for Decentralized Evaluation Reports

INDEPENDENT EVALUATION OFFICE

UNITED NATIONS DEVELOPMENT PROGRAMME

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OVERVIEW OF THIS DOCUMENT AND QUALITY ASSESSMENT

The Quality Assessment System for Decentralized Evaluation Reports assesses the quality of the evaluation reports of UNDP programme units (policy, practice, regional bureaus and country offices). In addition to providing the UNDP Executive Board and management with an independent assessment of decentralized evaluation reports, the Assessment System's concurrent feedback, detailed analysis and recommendations improve the quality of evaluative evidence enhances support bureaus' oversight functions.

The Quality Assessment System includes:

1. Purpose and scope of quality assessment of decentralized evaluations;
2. Process;
3. Accountability;
4. Assessment parameters and criteria; and
5. Tools for quality assessment.

QUALITY ASSESSMENT SYSTEM FOR DECENTRALIZED EVALUATION REPORTS

1. INTRODUCTION

High-quality evaluations are critical for results-based management, knowledge generation for wider use and for accountability to programme partners. One of the requirements of UNDP evaluation policy is that programme units—policy, practice, regional bureaus and country offices—ensure that evaluations inform programme management and contribute to development results¹. There is increased emphasis therefore to strengthen support for decentralized evaluations (those carried out by programme units) in order to increase the number and coverage of evaluations, improve programme units' compliance with evaluation policy, improve the quality of evaluations and increase policy makers' and stakeholders' use of evaluations.

The Independent Evaluation Office (IEO) regularly assesses the quality of decentralized evaluations reports and then reports results to the UNDP Executive Board. The assessments aim to improve the quality of evaluative evidence, resulting in better results management and support of regional bureaus' oversight functions. This Quality Assessment System for Decentralized Evaluation Reports facilitates uniformity and consistency of the quality assessment process and reporting.

2. PURPOSE AND SCOPE

Using a set of parameters, a rating system and weightings, a quality assessment of an evaluation report provides an assessment of the evaluation's design, the quality of its findings and evaluative evidence and the robustness of its conclusions and recommendations. In Global Environment Facility (GEF) evaluations, the assessment includes the extent to which project outputs and/or programme outcomes were achieved (or are expected to be achieved). The purposes of a quality assessment of an evaluation report include:

- Improving the quality of evaluative evidence to better manage contributions to development results;

¹ UNDP, 'The Evaluation Policy of UNDP', DP/2016/23, July 2016,
http://web.undp.org/evaluation/documents/policy/2016/Evaluation_policy_EN_2016.pdf

- Providing an independent assessment of the quality of decentralized evaluation reports to the UNDP Executive Board and management;
- Supporting bureaus' oversight functions by providing concurrent feedback through detailed analysis of the quality of the evaluation reports with recommendations for their improvement;
- Contributing to corporate lessons learned by drawing from good evaluations in the 'Annual Report on Evaluation'.

The UNDP Independent Evaluation Office, the Global Environment Facility IEO and the UN Evaluation Group (UNEG) have developed guidelines and quality criteria tools for designing, implementing and assessing decentralized evaluations, which also support the overall quality assessment process. These include:

- UNEG's 'Norms for Evaluation in the UN System' (2005 & 2016)²
- UNEG's 'Handbook on Planning Monitoring and Evaluating for Development Results' (2009)³
- UNDP 'Outcome-Level Evaluation: A Companion Guide for Programme Units and Evaluators' (2011)⁴,
- GEF 'Terminal Evaluation Review Criteria and Indicators' (2011)⁵

These guidelines enhance decentralized evaluations' quality standards such as the utility, clarity of objectives to all stakeholders, credibility, accuracy and reliability of the evaluability evidence, transparency of the judgements and depth and clarity of reporting.

Quality Assessments should be undertaken for all evaluations conducted by Country Office programme units including ***project and programme evaluations, outcome and thematic evaluations, management and organizational evaluations***, which in turn should be included in a Country offices' evaluation plan. Feedback from the Independent Evaluation Unit can be used by programme units and Country Offices to make adjustments that will strengthen areas of the evaluative evidence and the report

² UNEG Norms and Standards for Evaluation <http://www.unevaluation.org/document/detail/1914>

³ <http://www.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf>

⁴ http://web.undp.org/evaluation/documents/guidance/UNDP_Guidance_on_Outcome-Level%20Evaluation_2011.pdf

⁵ <http://web.undp.org/evaluation/documents/guidance/gef/undp-gef-te-guide.pdf>

as well as adjust their management and implementation of evaluations to ensure usable findings and recommendations and overall utility of decentralized evaluation reports and assurance of quality.

The scope of analysis of GEF evaluation reports is broader than other UNDP evaluation reports. GEF analysis includes an assessment of project documentation (e.g. project objectives, project or programme planning and implementation) and an analysis of the validity of an evaluation's findings and conclusions.

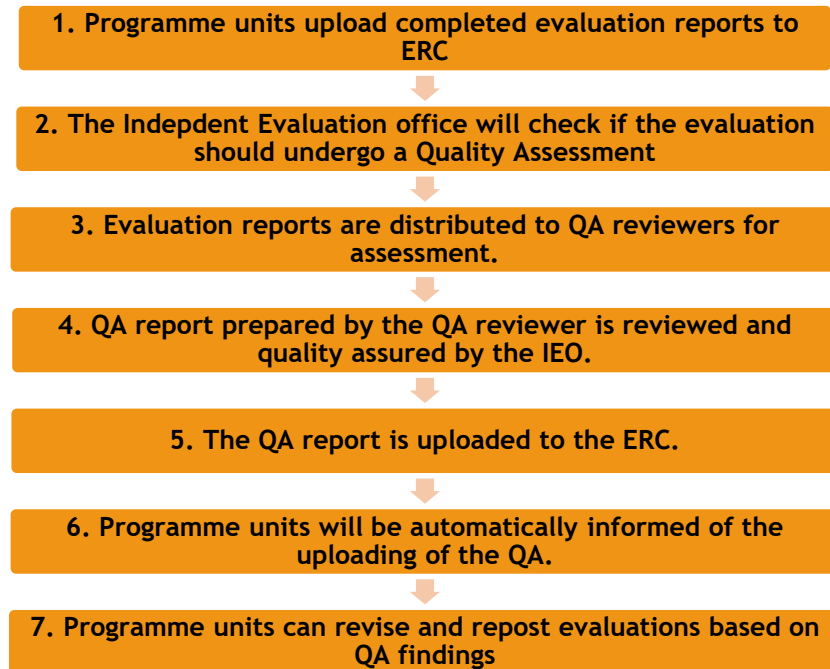
3. PROCESS

The key steps of the quality assessment process are as follows (see Figure 1):

- **Evaluation Posting:** A programme unit posts an electronic and printable copy of the evaluation report on the Evaluation Resource Centre⁶ as soon as the report is completed. Programme units are responsible for the timely posting and updating of evaluation reports.
- **Verification:** The Independent Evaluation Office verifies if a report posted on the Evaluation Resource Centre is part of the programme unit's evaluation plan. Only independent evaluations carried out by programme units are considered for quality assessment.
- **Quality Assessment:** The Independent Evaluation Office sends the evaluation report to a contracted QA reviewer to conduct a quality review.
- **Feedback:** Upon receiving the quality assessment report from the QA reviewer the Independent Evaluation Office reviews the reports and then makes them available to the respective programme units.

Figure 1: Quality Assessment Process

⁶ <http://erc.undp.org>



QUALITY ASSESSMENT TIMEFRAME

Once an evaluation report is posted to the ERC the IEO will endeavor to have it assessed within 3 months. Decentralized Evaluations undergo Quality Assessments by QA reviewers in batches of 10, normally in groups that are thematically or geographically similar. Once an evaluation goes through the quality assessment process by a QA reviewer, the findings will be posted on the Evaluation Resource Centre within two weeks, enabling programme units to review the findings. A detailed assessment for each quality parameter and its rating will be made available to the programme units in a dedicated online share-point; only UNDP staff can access the repository where quality assessment reports are posted.

4. ACCOUNTABILITY

ROLES AND RESPONSIBILITIES

The Independent Evaluation Office has the overall responsibility for evaluation report quality assessment and reporting and providing timely feedback to programme units.

The revision of an evaluation report based on the quality assessment report is entirely the programme units' decision. While the Independent Evaluation Office does not reassess revised evaluation reports, the Independent Evaluation Office will report on the number of evaluation reports that were revised subsequent to the quality assessment. The respective bureaus are responsible for ensuring follow-up by the country office.

QUALITY ASSURANCE REVIEW POOL

In order to assure evaluation report assessments' quality and consistency, the Independent Evaluation Office will hire a pool of QA expert reviewers who are development professionals with a detailed knowledge of UNDP thematic areas and programme evaluation as well as having regional and country level knowledge and experience. To ensure evaluation quality assessment uniformity and consistency, the pool of QA reviewers will be oriented to the application of quality assessment tools and inter-rater reliability. The Independent Evaluation Office will periodically verify the quality assessment process to ensure inter-rater reliability.

QUALITY ASSESSMENT REPORTING

A quality assessment report for an individual evaluation will be made available as soon as the Independent Evaluation Office performs quality assurance on the assessment (normally within 2 weeks of completion and submission of the QA). In addition, the Independent Evaluation Office will develop quarterly and annual reporting of the quality of evaluation reports to HQ and regions for distribution and follow up with Country Offices.

Quarterly reporting is for internal UNDP use; annual reporting will be part of the 'Annual Report on Evaluation' series⁷. Annual reporting will also include lessons and good practices that emerge from the

⁷ For past Annual Reports, see: <http://www.undp.org/evaluation/annual-report.htm>

quality assessment process. Though reporting on GEF evaluations will be part of overall reporting on quality assessment of evaluation reports, there will also be a separate report on GEF evaluations.

Quarterly and annual reporting will include sections on:

- The profile of evaluation reports assessed, by region;
- Quality of the reports, according to rating and region;
- Quality of the reports according to key quality assessment parameters; and
- Key lessons learned and good practices.

5. ASSESSMENT PARAMETERS AND CRITERIA

KEY PARAMETERS

The key parameters of a quality assessment report draw upon the basic quality requirements for acceptable evaluation reports⁸. Key parameters include:

- **Terms of Reference:** Do the terms of reference appropriately and clearly outline the purpose, objectives, criteria and key questions for the evaluation?
- **Evaluation structure, methodology and data sources:** Is the evaluation structured well with a clearly set out set of objectives, criteria and methodology fully described and appropriate.
- **Crosscutting Issues:** does the evaluation adequately review and address cross cutting issues such as gender, human rights, disabilities and vulnerable group issues?
- **Findings:** Were the findings appropriate and based on the evaluation criteria (e.g. relevance, effectiveness, efficiency, sustainability and impact), and did they directly respond to evaluation questions?

⁸ As outlined in the UNDP evaluation guidance. See UNDP, 'Handbook on Planning, Monitoring and Evaluating for Development Results' (2009), available at: <http://www.undp.org/evaluation/handbook/>.

- **Conclusions:** Do the conclusions go beyond findings and identify underlying priority issues? Do the conclusions present logical judgements based on findings that are substantiated by evidence?
- **Recommendations:** are the recommendations relevant to the subject and purposes of the evaluation, are they supported by evaluation evidence?

GEF project quality assessments and validations have an additional section where the evaluation reviewer provides an evaluation of the project and compares their rankings with those of the evaluations findings.

RATING

The following quality assessment rating scale assess whether an evaluation has met evaluation expectations

CODE	Rubric for assigning rating		Value
HS	Highly Satisfactory	All parameters were fully met and there were no shortcomings in the evaluation report.	6
S	Satisfactory	All parameters were fully met with minor shortcomings in the evaluation report	5
MS	Mostly Satisfactory	The parameters were partially met with some shortcomings in the evaluation report.	4
MU	Mostly Unsatisfactory	More than one parameter was unmet with significant shortcomings in the evaluation report.	3
U	Unsatisfactory	Most parameters were not met and there were major shortcomings in the evaluation report.	2
HU	Highly Unsatisfactory	None of the parameters were met and there were severe shortcomings in the evaluation report.	1

WEIGHTINGS

A quality assessment report's overall quality score is based on ratings of the key parameters of quality, weighted based on their importance as detailed below.

Quality Assessment Criteria	Weight	HS	S	MS	MU	U	HU
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Evaluation Terms of Reference and Design	15						
Evaluation Report Structure	30						
Crosscutting Issues	15						
Evaluation findings, conclusions and recommendations	40						
	100						

CRITERIA FOR RATING

A quality assessment of an evaluation report's analysis is based on criteria that are used in all UNDP evaluations.⁹

- **Relevance:** Is there an assessment of the interventions' relevance that is based on analysis of national context, needs and priorities in the programme/thematic area?
- **Effectiveness:** Did the evaluation report analyse the extent to which the intended outputs were attained? Did the evaluation analyse UNDP interventions' contributions to the outcomes? Using evaluative evidence, to what extent did the report explain contributing factors? Were unintended outcomes (positive or negative, direct or indirect) analysed?
- **Efficiency:** Did the report analyse how well UNDP organized itself in delivering its work with regard to managerial and programme efficiency? Did the report assess outputs in relation to inputs, costs, implementation time-frame and timeliness? Did the evaluation sufficiently discuss issues related to comparative cost-effectiveness?
- **Sustainability:** Is there an assessment of the likelihood that outcomes and benefits generated through a set of interventions (programmes, projects and non-project activities) will continue to exist with a lower level of external support? Did the report provide analysis, based on evaluative evidence, of the extent to which the outcomes and outputs will be sustainable and the factors that contribute to this?

⁹ See, 'Handbook on Planning, Monitoring and Evaluating for Development Results', Section 7.4. Available at <http://www.undp.org/evaluation/handbook/documents/english/pme-handbook.pdf>

- **Impact:** Did an impact evaluation analyse actual or intended changes in human development as measured by people's well-being?

6. QUALITY ASSESSMENT TOOL

INTRODUCTION

The Quality Assessment tool will be accessible from the Evaluation Resource Centre website (<http://erc.undp.org>). Using drop down menus QA reviewers will be able to assign content ratings and overall scores, using the weightings above will be assigned automatically.

SUPPORTING DOCUMENTATION

All supporting documentation for all projects/ programmes to be quality assessed will be made available via the evaluation resource center website and will be made available to the reviewing expert along.

For UNDP projects the documentation includes: -

- Terms of reference for the evaluation (key documents for the QA)
- Final evaluation report and annexes (key documents for the QA)
- Project/ Evaluation information (project details, evaluation budget and timescale)
- Evaluation lessons and findings
- Evaluation recommendations
- Country Office Management response

For the purposes of the Quality Assessment the ***TOR and the final evaluation report*** are the key documents, other information is drawn from these documents. ***If any documents are not available on the ERC in their final form please inform the QA focal point at IEO and they will contact the CO.***

The ERC will contain the same information for **GEF project terminal evaluations**. However, in order to further validate the Terminal Evaluation ratings for project implementation additional information will be provided to QA reviewers by GEF via the IEO office. These documents are not available via the ERC at present (this is currently being revised). Additional documentation includes: -

- the project concept note & identification forms (PIF/Pdf A &B),
- project document (ProDoc) including logical framework
- Project implementation reviews (APR/PIR)
- Tracking tools (as available)
- Mid-term evaluation (MTE) if carried out
- The terminal evaluation (TE) report and TOR,
- The terminal evaluation management response.

BASIC PROJECT INFORMATION

Most project/ programme or outcome evaluation information for UNDP and GEF projects should be provided within the ERC automatically when quality assessments are carried out. In some cases, information will have to be taken from evaluation reports, terms of reference of programme/ project documents themselves. Where/ if information is missing QA reviewers should inform the QA contact point in IEO and they follow up with country office.

GEF and UNDP projects require slightly different basic project information due to their differing structures and evaluation requirements.

UNDP PROJECT BASIC INFORMATION

A	Project/ Programme details	DETAILS	
A.1	Title of the project/ programme being evaluated		
A.2	Atlas output ids		
A.7	Programme Corporate Outcome/Output alignment	1. 2.	
A.8	Project Type (GEF,EA, FSP or MSP)		
A.9	Country/ Region		
A.10	UNDP Unit and Programme Manager		
A.11	Executing/ implementing Agency		
A.12	Programme/ Project document signature date (start date)	month.	year.
A.13	Programme/ Project operational closure (date)	month.	year.
A.14	Project Financial Closure (planned if not yet happened)	month.	year.
A.15	List the development objectives of the programme/ project		
C	Programme Financial Details	at approval (endorsement)	at completion
C.1	Total Project/ Programme budget		
C.3	Project/Programme Budget actual disbursement		
D	Evaluation Details	DETAILS	
D.1	Authors of the Evaluation		
D.2	Name of the evaluation manager+		
D.3	Evaluation Type (mid-term evaluation, mid-term review, Terminal evaluation)		
D.4	Name of the Regional Advisor who reviewed and assured the quality of the evaluation		

D.5	Evaluation completion date	month.	year.
D.6	Duration of the Evaluation (weeks)		
D.7	Date evaluation posted to the ERC		
D.8	Evaluation Budget Proposed		
D.9	Actual Evaluation Budget		
D.10	Language of evaluations		
D.11	Number of pages (excluding annexes)		
D.12	Audit trail prepared (yes/ no)		

GEF PROJECT BASIC INFORMATION

A	Project/ Programme details	DETAILS	
A.1	Title of the project/ programme being evaluated		
A.2	Atlas output ids		
A.3	GEF Project ID		
A.4	UNDP-GEF Project ID (PIMS)		
A.5	GEF Phase (GEF)		
A.6	Focal Area (GEF)		
A.7	Programme Corporate Outcome/Output alignment	1. 2.	
A.8	Project Type (EA, FSP or MSP)		
A.9	Country/ Region		
A.10	UNDP Unit and Programme Manager (non-GEF)		
A.11	Implementing Agency		
A.12	Programme/ Project document signature date (start date)	month.	year.
A.13	Programme/ Project operational closure (date)	month.	year.
A.14	Project Financial Closure (planned if not yet happened)	month.	year.
A.15	List the development (and Environmental for GEF) objectives of the programme/ project		
C	Programme Financial Details	at approval (endorsement)	at completion
C.1	Total Project/ Programme costs		
C.2	Total Project Co-Financing Costs		
	GEF financing		
	IA/ EA own:		

	Government		
	Other:		
D	Evaluation Details	DETAILS	
D.1	Authors of the Evaluation		
D.2	Name of the evaluation manager (non GEF)		
D.3	Evaluation Type (mid-term review, Terminal evaluation)		
D.4	Name of the Regional Advisor who reviewed and assured the quality of the evaluation (non GEF)		
D.5	Evaluation completion date	month.	year.
D.6	Duration of the Evaluation (weeks)		
D.7	Date evaluation posted to the ERC		
D.8	Evaluation Budget Proposed		
D.9	Actual Evaluation Budget		
D.10	Language of evaluations		
D.11	Number of pages (excluding annexes)		
D.12	Audit trail prepared (yes/ no)		

TERMS OF REFERENCE ASSESSMENT (GEF and UNDP)

<i>Do the terms of reference appropriately and clearly outline the purpose, objectives, criteria and key questions for the evaluation and give adequate time and resources?</i>		Rating	Score	Comments/ suggestions for improvement
2.1	Do the Terms of Reference clearly outline the focus for the evaluation in a logical and realistic manner? <ul style="list-style-type: none"> - This includes the evaluation's purpose, scope and objectives. - Outputs and/ or outcomes to be evaluated - Evaluation context and detail 			
2.2	Do the Terms of Reference detail timescales and budgets for the evaluation? <ul style="list-style-type: none"> - is there a timescale for the scope and focus of the evaluation. - is there an outline for the evaluation team size which recognises the needs and scope of the evaluation. - a budget which is within the UNEG guidelines and reflects the size and scope of the project/ programme being evaluated. 			
2.3	Does the TOR clearly outline the evaluation's planned approach? <ul style="list-style-type: none"> - a clear role for evaluation partners is outlined - a feedback mechanism is clearly outlined 			
2.4	Are partners and stakeholders in the project/ programme clearly identified in the ToR? <ul style="list-style-type: none"> - Role and level of involvement explained. 			
2.5	Is the proposed outline of the evaluation approach and methodology clearly detailed in the ToR? <ul style="list-style-type: none"> - General methodological approach - Data required, sources and analysis approaches - Funding analysis requirements and sources of funding data 			
2.6	Does the ToR detail a requirement for a gender and vulnerable groups responsive evaluation? (non GEF evaluations) <ul style="list-style-type: none"> - Does the ToR outline proposed tools, methodologies and data analysis to meet this requirement? 			

EVALUATION REPORT STRUCTURE, METHODOLOGY AND DATA SOURCES

<i>Are the evaluation report's objectives, criteria, methodology and data sources fully described and are they appropriate given the subject being evaluated and the reasons for carrying out the evaluation?</i>		Rating	Score	Comments/ suggestions for improvement
STRUCTURE				
3.01	Is the evaluation report well-balanced and structured? - with sufficient but not excessive background information? - is the report a reasonable length? - are required annexes provided?			
3.02	Does the Evaluation report clearly address the objectives of the evaluation as outlined in the ToR?			
METHODOLOGY				
3.03	Is the evaluation's methodological approach clearly outlined? - Any changes from the proposed approach is detailed with reasons			
3.04	Is the nature and extent of stakeholder's role and involvement explained adequately?			
3.05	Does the Evaluation clearly assess the projects/ programmes level of RELEVANCE?			
3.06	Does the Evaluation clearly assess the projects/ programmes level of EFFECTIVENESS?			
3.07	Does the Evaluation clearly assess the projects/ programmes level of EFFICIENCY?			
3.08	Does the Evaluation clearly assess the projects/ programmes level of SUSTAINABILITY?			
DATA COLLECTION				
3.09	Are data collection methods and analysis clearly outlined? - are data sources clearly outlined (including triangulation methods)? - are data analysis approaches detailed? - are data collection methods and tools explained?			
3.1	Is the data collection approach and analysis adequate for scope of the evaluation? - comprehensive set of data sources (especially for triangulation) where appropriate? - comprehensive set of quantitative and qualitative surveys, and analysis approaches where appropriate? - clear presentation of data analysis and citation within the report?			

	- documented meetings and surveys with stakeholders and beneficiary groups, where appropriate?			
3.11	Are any changes to the evaluation approach or limitations in implementation during the evaluation mission clearly outlined and explained? - issues with access to data or verification of data sources - issues in availability of interviewees - outline how these constraints were addressed			
REPORT CONTENT				
3.12	Does the evaluation draw linkages to the UNDP country programme strategy and/ or UNDAF?			
3.12	Does the Evaluation draw linkages to related National government strategies and plans in the sector/ area of support? - does the evaluation discuss how capacity development or the strengthening of national capacities can be addressed?			
3.13	Does the evaluation detail project funding and provide funding data (especially for GEF)? - are variances between planned and actual expenditures assessed and explained? - are observations from financial audits completed for the project considered?			
3.14	Does the evaluation include an assessment of the projects M&E design, implementation and overall quality?			
3.15	Are risks discussed within the evaluation report?			
3.16	Does the evaluation include an assessment of the performance of the project implementing agency?			
3.17	Was an audit trail prepared and were issues and concerns addressed within the evaluation report as appropriate?			
3.18	Are indicators in the logical framework assessed individually, with final achievements noted?			
	TOTAL			

CROSSCUTTING ISSUES

<i>Does the evaluation report address gender and other key cross-cutting issues?</i>		Rating	Score	Comments/ suggestions for improvement
4.01	Are human rights, disabilities, minorities and vulnerable group issues addressed where relevant?			
4.02	Does the report discuss poverty/ environment nexus or sustainable livelihoods issues, as relevant?			
4.03	Does the report discuss disaster risk reduction and climate change mitigation and adaptation issues where relevant?			
4.04	Does the report discuss crisis prevention and recovery issues, as relevant?			
4.05	Are the principles of gender equality and the empowerment of women (GEEW) integrated in the evaluation scope and indicators, as relevant?			
4.06	Does the Evaluation's Criteria and Evaluation Questions specifically address how GEEW has been integrated into the design, planning, implementation of the intervention and the results achieved, as relevant?			
4.07	Are gender-responsive Evaluation methodology, methods and tools, and Data Analysis Techniques selected?			
4.08	Do the evaluation findings, conclusions and recommendations take GEEW aspects into consideration?			
4.09	Does the evaluation draw linkages to the SDGs and relevant targets and indicators for the area being evaluated?			
4.1	Does the TE adequately address social and environmental safeguards, as relevant?			
	TOTAL			

GLOBAL ENVIRONMENT FACILITY IEO VALIDATION OF TERMINAL EVALUATION RESULTS

This section is only used for GEF evaluations to validate the project ratings identified during the initial terminal evaluations. In order to undertake the quality assessment of GEF terminal evaluations as well as in order to validate the rating of project implementation identified by the initial evaluator additional documentation will be provided to QA reviewers. This will include: -

- the project concept note & identification forms (PIF/Pdf A &B), project document (ProDoc) including logical framework
- Project implementation reviews (APR/PIR)
- Tracking tools (as available)
- Mid-term evaluation (MTE) if carried out
- The terminal evaluation (TE) report and TOR,
- The terminal evaluation management response.

		UNDP IEO QA Rating		GEF Terminal Evaluation Rating		Comments and/ or justification for rating/ score adjustment	Suggestions for Improvement
		Rating	Score	Rating	Score		
Assessment of Outcomes							
Project Focus:	Indicate what the TE has rated for project effectiveness, efficiency and relevance, and based on the available documentation, indicate your rating and justify. Provide your rating also in cases where the TE has not included one.						
5.1	Effectiveness						
5.2	Efficiency						
5.3	Relevance						
5.4	Overall Project Outcome						
Sustainability							

Project Focus:	Indicate what the TE has rated for sustainability, and based on the available documentation indicate your rating and justify. Provide your rating also in cases where the TE has not included one						
5.5	Financial Risks						
5.6	Socio-political risks						
5.7	Institutional framework and governance risks						
5.8	Environmental risks						
5.9	Overall Likelihood of sustainability						
Monitoring and Evaluation							
Project Focus:	Indicate what the TE has rated for the M&E Quality and based on the available documentation indicate your rating and justify. Provide your rating also in cases where the TE has not included one.						
5.1	M&E Design at Entry						
5.11	M&E plan and implementation						
5.12	Overall Quality of M&E						
Implementation and Execution							
Project Focus:	Indicate what the TE has rated for the performance of UNDP as the project implementing agency and based on the available documentation indicate your rating and justify. Provide your rating also in cases where the TE has not included one.						
5.13	Quality of UNDP implementation						
5.14	Quality of execution-executing agency						
5.15	Overall quality of implementation and execution						
Overall Project Performance							
	Does the TE include a summary assessment and overall rating of the project results? Indicate the TE rating and then indicate whether, based on the available documentation, you think a different rating of overall project results would be more appropriate.						

5.16	Provide justification for any agreement or adjustment to ratings.						
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EVALUATION RESULTS

This section details all the evaluation results findings, conclusions and recommendations. Both GEF and UNDP projects use the same questions for Quality Assessment.

<i>Does the report clearly and concisely outline and support its findings, conclusions and recommendations?</i>		Rating	Score	Comments/ Suggestions for Improvement
FINDINGS AND CONCLUSIONS				
6.01	Does the evaluation report contain a concise and logically articulated set of findings?			
6.02	Does the evaluation report contain a concise and logically articulated set of conclusions?			
6.03	Does the evaluation report contain a concise and logically articulated set of Lessons learned?			
6.04	Do the findings and conclusions relate? - directly to the objectives of the project/ programme? - the objectives of the evaluation as outlined in the ToR for the evaluation?			
6.05	Are the findings and conclusions supported with data and interview sources? - are constraints in access to data and interview sources detailed?			
6.06	Do the conclusions build on the findings of the evaluation? - Do the conclusions go beyond the findings and present a balanced picture of the strengths and limitations of the evaluation focus?			
RECOMMENDATIONS				
6.07	Does the evaluation report contain a concise and logically articulated set of recommendations?			
6.08	Do the recommendations build on the findings and conclusions of the evaluation?			
6.09	Are the recommendations clear, concise, realistic and actionable? - number of recommendations are reasonable given the size and scope of the project/ programme - recommendations link directly to findings and conclusions			

6.1	Are the TE recommendations linked to Country Office targets and strategies and actionable by the CO? - Is guidance given for implementation of the recommendations - Do recommendations identify implementing roles? (UNDP, government, programme, stakeholder, other).			
6.11	Has a management response been developed for the evaluation? - Does the management response contain specific time-bound actions for each recommendation to be implemented? - are responsible parties identified? - is there a timetable established for implementation?			
	TOTAL			

LESSONS LEARNED

Most evaluations should identify a number of lessons learned from a projects implementation. This section is not scored in the overall Quality assessment but gives the QA reviewer and opportunity to identify the key lessons that could be drawn out of an evaluation and that should be shared, either more widely within a country office, regionally or globally.

1	What key lessons can be drawn from the report for the Country Office?
LL1	
LL2	
LL3	

QUALITY ASSESSMENT SUMMARY RESULTS

The overall quality assessment will automatically be summarized within the ERC and will be available for the QA reviewer to review before submitting the QA to IEO for approval and finalization.

	Rating						
Quality Assessment Criteria	HS	S	MS	MU	U	H U	Weight ed score
Evaluation Terms of Reference and Design							
Do the terms of reference appropriately and clearly outline the purpose, objectives, criteria and key questions for the evaluation and give adequate time and resources?							
Evaluation Report Structure							
Are the evaluation report's objectives, criteria, methodology and data sources fully described and are they appropriate given the subject being evaluated and the reasons for carrying out the evaluation?							
Crosscutting Issues							
Does the evaluation report address gender and other key cross-cutting issues?							
Evaluation findings, conclusions and recommendations							
Does the report clearly and concisely outline and support its findings, conclusions and recommendations?							