



IEO | INDEPENDENT
Evaluation Office
United Nations Development Programme

Introduction and Overview:

UNDP Evaluation Guidelines

Independent Evaluation Office

January 2019



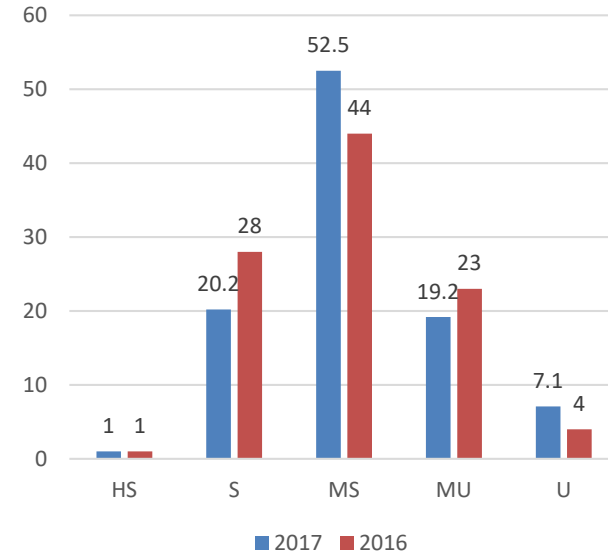
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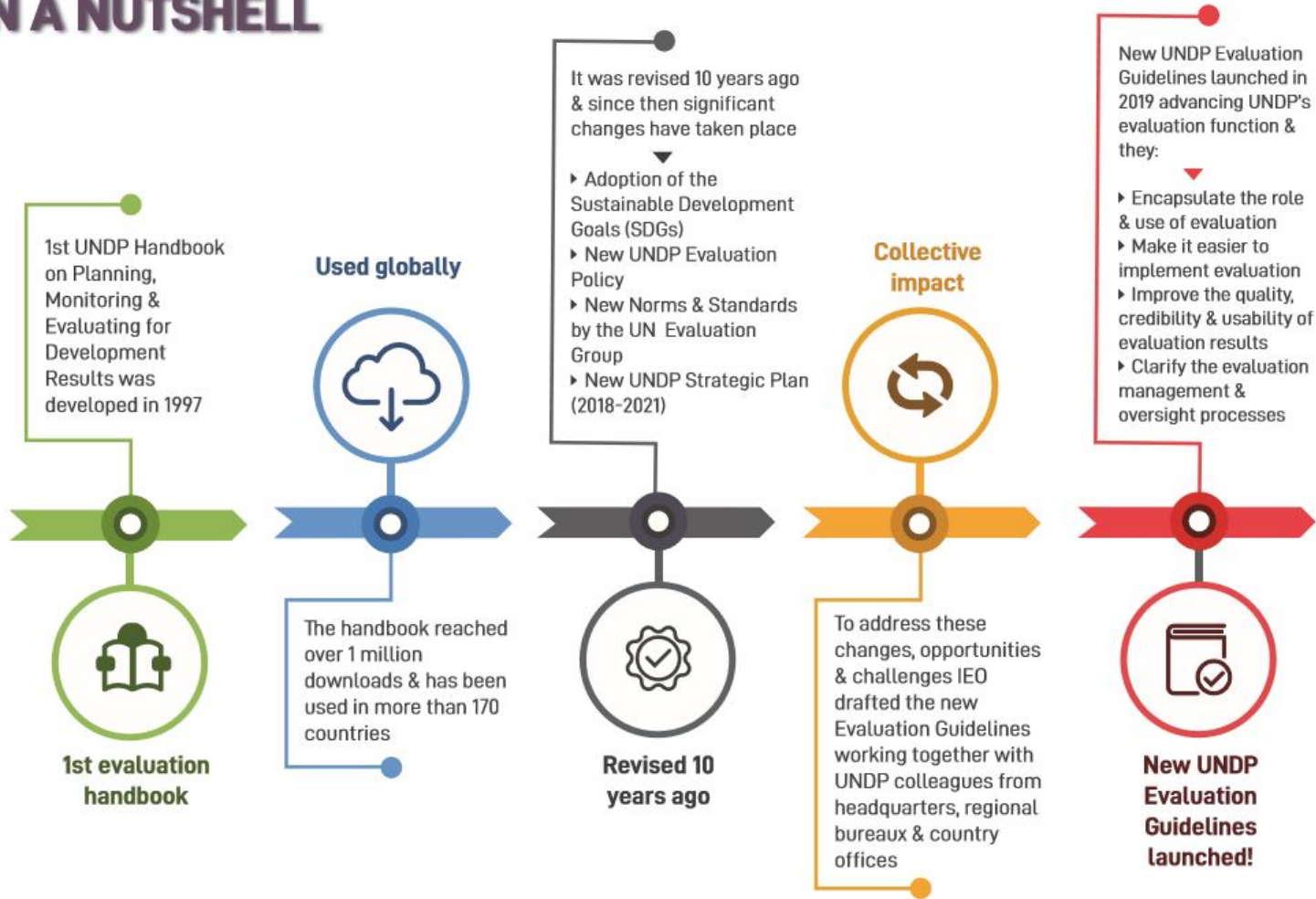
- Over the past several years the question of the quality of decentralized evaluations has come into focus, through IEO evaluation as well as the Executive Board.
- The new Evaluation Guidelines is one of several joint activities with UNDP to strengthen the quality and culture of evaluation in the organization.
- Joint initiative to develop the Evaluation Guidelines seeks to comprehensively rewrite the guidelines taking into account changes within the organization since the past guidelines were produced in 2009.

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UNDP EVALUATION GUIDELINES IN A NUTSHELL

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UNDP Evaluation Guidelines:



Key Changes

UNDP EVALUATION GUIDELINES



- Roles, responsibilities and accountability for evaluation in UNDP further clarified.
- Evaluation Plan development, content and adjustment process made clearer.
- Detailed templates and guidance for terms of reference, inception reports and evaluation reports, including links to high quality examples.
- Will make it easier to implement evaluation, greater clarity on the evaluation management and oversight process.
- Part of a process to improve credibility, quality and usability of evaluation results.

UNDP Evaluation Guidelines:



Section One: The Evaluation Function in UNDP

Section Two: Overview of Decentralised Evaluations in UNDP

Section Three: Evaluation Planning

Section Four: Evaluation Implementation

Section Five: Roles and Responsibility for Decentralised Evaluations

Section Six: Decentralised Evaluation Quality Assessment

UNDP Evaluation Guidelines:



Section One:

Evaluation Function in UNDP

- Rational for updating UNDP's evaluation guidelines.
- Who the guidelines are for
- Why UNDP conducts evaluation
- Principles that guide evaluation in UNDP
- UNDP Evaluation governance structure.

Section Two:

Decentralised Evaluation in UNDP

- Overview of the different types of decentralized evaluations carried out by UNDP programme units
- Details of UNDAF, Outcome, project, thematic and joint evaluations, amongst others.

UNDP Evaluation Guidelines:



Section Three: Evaluation Planning



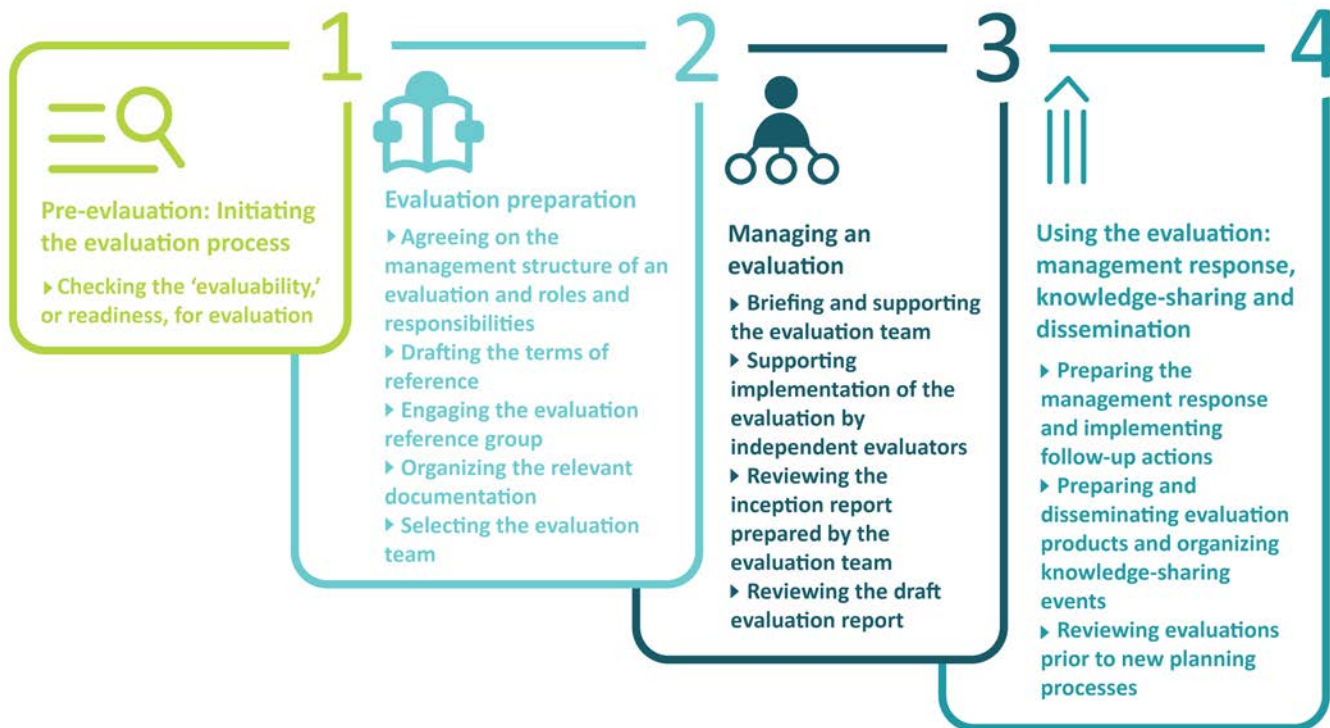
Section Three: Evaluation Planning

Notable Changes

- New requirement for a brief text (maximum 300 words) explaining the rationale for including evaluations in the plan to assist the PAC process.
- Systemised review of the plan to ensure evaluation coverage
 - Recommended mid-term review of the evaluation plan.
- Changes in Mandatory requirements
 - CPD evaluations are no longer mandatory as this can be covered by ICPEs
 - Outcome evaluations are no longer mandatory, but are recommended.
 - No 30-40% coverage requirement
 - Additional mandatory evaluation thresholds.

Mandatory Evaluation Thresholds	Evaluations
Projects with a planned budget or actual expenditure of more than \$5 million	Midterm <u>and</u> final evaluation
Projects with a planned budget or actual expenditure of between \$3 million and \$5 million	Midterm <u>or</u> final evaluation
Projects with a duration of more than five years	At least one evaluation, midterm or final

Section Four: Evaluation Implementation



Section Four: Evaluation Implementation

Detailed checklists and templates for evaluation implementation

- [Evaluability checklist](#)
- [Evaluation ToR content overview](#)
- [Evaluation ToR template](#)
- [Inception report content outline](#)
- [Standard evaluation report content overview](#)
- [Evaluation report template and quality standards](#)
- [Audit trail form](#)
- [Evaluation completion checklist](#)
- [Evaluation management response template](#)

Section Five: Roles and Responsibilities for Evaluation

Details the roles and responsibilities in the development and implementation of evaluation plans and the implementation, dissemination and use of decentralized evaluations.

- | | |
|---|---|
| <ul style="list-style-type: none">• Evaluation commissioner/owner• Programme/project manager• Evaluation manager• Evaluation support, quality assurance and ERC portal management• Evaluation reference group | <ul style="list-style-type: none">• Evaluation partners• Independent evaluators• Regional technical support and quality assurance• Global quality assurance• Global and regional guidance and oversight |
|---|---|

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Section Five: Roles and Responsibilities for Evaluation

Notable changes:

- Elevated role of the Regional evaluation focal points
- Elevated role of the M&E focal points
- Requirement for the appointment of an evaluation manager (not the project manager)

Section Six: Quality Assessment of Decentralised Evaluations

Full details of the UNDP Decentralised Evaluation Quality Assessment system, including the purpose, roles and responsibilities, processes and tools.

In addition, the section explains the UN System Wide Action Plan (for gender) Evaluation Performance Indicator, and how decentralized evaluations are assessed to provide UNDP data for this indicator.

THANK YOU!



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