1. **Login with Unite ID (Umoja) credentials to:** [https://evaluations.unodc.org](https://evaluations.unodc.org)

2. Once logged in, you will have various options to proceed in relation to the projects and programmes managed by you (Note: this information is imported from Umoja and therefore you can access all projects where you are identified as “Project Coordinator”):
   - See the status of all ongoing evaluations of your projects/programmes;
   - Create an evaluation plan for your project/programme;
   - Initiate an evaluation of the projects/programmes managed by you;
   - Search evaluation recommendations and reports in the “Knowledge Management” database;
   - For further information there is a link to “UNODC Evaluation Guidelines, Norms and Standards”.

3. Now you have two options to initiate an evaluation of projects/programmes managed by you (Note: for cluster evaluations, each Project Manager can initiate the whole cluster evaluation):
   - By clicking on: “Initiate Independent Project Evaluation” and
4. Subsequently, please fill in all information in the section on “Evaluation details” – here, you may add “Document editors” who will have access to the evaluation process and can e.g. upload documents, etc. Moreover, please identify “Focal Points for this evaluation” in your team.

5. Once finalised, please submit the ToR to IES for review and approval.