**STEPS OF A UNODC IN-DEPTH EVALUATION**

1. **INITIATE**
   - The **Project Manager** (PM) consults with the Independent Evaluation Section (IES) 10-12 months before the intended end of the evaluation or programme.
   - The **Independent Evaluation Section** initiates the evaluation in Unite Evaluations.
   - **The Project Manager**:
     - Ensures availability of the evaluation budget as reserved at the planning stage.
     - Informs the Head of Office/Division.
     - Identifies stakeholders and Core Learning Partners (CLPs).
   - **NOTE**: evaluations with insufficient budget and/or unrealistic timeframe will not be approved.

2. **PREPARE**
   - The **Project Manager**:
     - Drafts the Terms of Reference (ToR) in close consultation with IES, using IES’s latest template.
     - Submits the initial Draft ToR to IES in Unite Evaluations.
   - The **Independent Evaluation Section** reviews and comments on the Draft ToR.
   - The **Project Manager**:
     - Revises the Draft ToR in line with comments provided by IES and submits to IES in Unite Evaluations.
     - Collects desk review materials.
   - The **Independent Evaluation Section** proposes candidates for lead evaluator and substantive experts.
   - The **Project Manager**:
     - Reaches out to the cleared lead evaluator and experts on their availability and interest.
     - Informs stakeholders and CLPs of the evaluation and their roles in the process.
   - The **Independent Evaluation Section**:
     - Clears the Draft ToR and shares with the CLPs for review and comments (2 weeks).
     - Provides the CLPs’ comments to the PM in Unite Evaluations.
   - The **Project Manager**:
     - Revises the ToR in line with the CLPs’ comments.
     - Submits the revised Final ToR to IES in Unite Evaluations.
   - **The Independent Evaluation Section clears the final ToR.**

3. **RECRUIT**
   - The **Project Manager**:
     - Submits the pre-assessed Evaluation Team to IES in Unite Evaluations for official clearance.
     - Initiates the recruitment process with Human Resources.
     - Submits the team’s contracts to IES in Unite Evaluations for clearance.
   - **NOTE**: 1 IES staff member forms part of the evaluation team.

4. **DESK REVIEW**
   - The **Project Manager** provides desk review material to the Evaluation Team and IES.
   - The **Evaluation Team** and the **Independent Evaluation Section** conduct an extensive desk review.
   - The **Evaluation Team**:
     - Prepares an analysis of the preliminary hypotheses of the desk review material.
     - Develops data collection instruments and a robust methodological approach.
     - Prepares the Draft Inception Report in line with UNODC guidelines and templates.
     - Submits the Draft Inception Report to IES in Unite Evaluations.
   - The **Independent Evaluation Section** reviews the Draft Inception Report.
   - The **Project Manager**, IES and the **Evaluation Team** agree on the field mission.
   - The **Project Manager** arranges tickets — including for IES staff — and interview schedules in close consultation with the Evaluation Team and IES ahead of the field mission.
   - The **Evaluation Team**:
     - Revises and finalises the Inception Report and reviews the field mission and interview schedules.
     - Submits the Final Inception Report to IES in Unite Evaluations.
   - The **Independent Evaluation Section** clears the Final Inception Report at least 1 week before the field mission.
   - **NOTE**: not cleared Inception Report by IES may lead to discontinued evaluation and cancellation of the mission.
FOLLOW-UP

The Independent Evaluation Section publishes the Final Report and Evaluation Brief on the IES website and shares the report for external quality assurance. The Project Manager shares the Final Evaluation Report and Evaluation Brief with key stakeholders.

IMPLEMENTATION

The Project Manager:
- Implements the recommendations.
- Submits an annual update of the Evaluation Follow-Up Plan in Unite Evaluations.

The Independent Evaluation Section reports on the implementation of recommendations to the Executive Director and Member States on an annual basis.