# Evaluation follow-up plan

**INSTRUCTIONS**

**PROJECT/PROGRAMME MANAGER (PM):**

***PLEASE NOTE*: *Completing the Evaluation Follow-up Plan (EFP) is mandatory and a pre-requisite for finalization of the evaluation process and clearance of the Final Evaluation Report by the Independent Evaluation Section (IES)****.*

**Please copy all recommendations from the Final Evaluation Report** and paste such into the table below.

For each recommendation, **please also complete the EFP below**, i.e. 1) **a short description of the planned follow-up action(s)**; 2) the **responsible senior manager(s)** ; 3) the **responsible** **person(s)** ;and, 4) the **end date (should not exceed 2 years)** for implementation of the recommendation.

***PLEASE NOTE:*** Should there be more than one follow-up action for a recommendation, please add these follow-up actions in a bulleted list within the same related column. Please also indicate should there be a different responsible senior manager, responsible person or end date for any of them in the respective columns.

***PLEASE NOTE:* *The EFP will not be published.*** *IES copies all related information below on behalf of the PM and pastes such into Unite Evaluations.*

**On an annual basis, the PM is requested to update the implementation of the EFP in Unite Evaluations (**[***Unite Evaluations User Manual***](https://www.unodc.org/documents/evaluation/Unite-Evaluations/Unite_Evaluations_User_Manual_for_Programme_Managers.pdf)**), as well as provide a justification in case the follow-up actions have not been fully implemented.**

| Recommendation | Management Response[[1]](#footnote-1) | Follow-up action(s) | Responsible senior manager (up to two)[[2]](#footnote-2) | Responsible person (up to two)[[3]](#footnote-3) | End date for implementation of recommendation[[4]](#footnote-4) |
| --- | --- | --- | --- | --- | --- |
| 1: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 2: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 3: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 4: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 5: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 6: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 7: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 8: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 9: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |
| 10: xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx | Text | Text | Name (position) | Name (position) | Mm/yy |

1. Accepted/partially accepted or rejected for each recommendation. For any recommendation that is partially accepted or rejected, a short justification is to be added. [↑](#footnote-ref-1)
2. Usually this is the Head of the Office, Chief of Section/Branch, the Director or the supervisor of the Project/Programme Manager. [↑](#footnote-ref-2)
3. Is typically the Project/Programme Manager and/or the Evaluation Focal Point. [↑](#footnote-ref-3)
4. Should not be later than two years after the evaluation was completed. [↑](#footnote-ref-4)