

EVALUATION FOLLOW-UP PLAN AND MANAGEMENT RESPONSE GUIDELINES

As a final step of an evaluation process, the Programme/Project Manager (PM) develops a Management Response (MR), which forms part of the final evaluation report, and an Evaluation Follow-up Plan (EFP). Completing the EFP and MR is mandatory for a finalization of the evaluation.

MANAGEMENT RESPONSE

Note: *The Management Response is included in the final Evaluation Report, which is published on the IES website and disseminated to a wide audience.*

IES sends the Final Evaluation Report (along with the Draft Evaluation Brief and the Draft PowerPoint Presentation) through Unite Evaluations to the PM to include the MR in the respective section of the report.

THE NARRATIVE

Note: *This is only relevant for In-Depth Evaluations (IDEs).*

For an IDE, it is mandatory for the PM to complete a MR narrative text (1–2 pages). The written narrative may refer to e.g. the organization’s reactions to the evaluation results, including the feasibility of the recommendations, as well as general feedback on the evaluation process.

THE TABLE (“INDIVIDUAL RESPONSE”)

Note: *This is relevant for all UNODC evaluations.*

IES includes the recommendations in the respective table in the evaluation report, when sending the final report and draft evaluation brief to the PM through Unite Evaluations.

Subsequently, the PM is required to include in the final report the MR, identifying whether the recommendations are accepted, partially accepted or rejected and provide a brief justification for any recommendation that is only partially accepted or rejected.

Subsequently, the PM submits the MR together with the comments on the draft Evaluation Brief and MR slides for the Draft PowerPoint Presentation to IES through Unite Evaluations.¹

EVALUATION FOLLOW-UP PLAN

Once the final report and Brief are cleared, the PM needs to prepare an EFP – using [this template](#) - and submit it through Unite Evaluations. IES will subsequently transfer the information into Unite Evaluations – on behalf of the PM - to ensure tracking of recommendation implementation, automated reminders will be sent to update the status on an annual basis.

For each recommendation, the PM is asked to fill-in the template, including the MR, follow-up actions, the responsible senior manager(s) and responsible person(s), as well as end date for the implementation of the recommendation.

¹ The Unite Evaluations User Manual for Project Managers can be found [here](#).



Note: the duration of the implementation should not exceed a period of 2 years from the clearance of the Final Evaluation Report.

UPDATE OF IMPLEMENTATION OF THE EFP

On an annual basis, the PM/responsible person(s) for the implementation of the recommendation is requested to update the implementation status of the EFP in Unite Evaluations and provide a justification in case the follow-up actions have not been fully implemented. An automatic reminder is sent through Unite Evaluations.

In case of any questions, please contact IES under unodc-ies@un.org or refer to the [IES website](#) or [Evaluation Handbook](#).