# Evaluation follow-up plan AND MANAGEMENT RESPONSE

**INSTRUCTIONS**

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

***PLEASE NOTE*: *Completing the Evaluation Follow-up Plan (EFP) and the Management Response (MR) 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 at UNODC from the Final Evaluation Report** and paste such into the table below.

**Kindly complete the column for the MR**,i.e. indicate whether each recommendation is **accepted, partially accepted or rejected**. **If only partial acceptance or rejection** is indicated for a specific recommendation**, a brief justification text should further be added.**

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.

**The completed document is submitted through Unite Evaluations for IES review and clearance.**

**After clearance by IES, IES copies the MR from below** and **pastes such, on behalf of the PM, into the Final Evaluation Report.**

*For an In-depth Evaluation, the PM also provides a narrative Management Response text (1-2 pages). The narrative is not required for an Independent Project Evaluation.*

**The Final Report, including the MR, is thereafter published on IES website** [***Evaluation Reports.***](https://www.unodc.org/unodc/en/evaluation/reports.html)

***PLEASE NOTE:* *The EFP will not be published.*** *IES copies all information below on behalf of the PM and pastes such into Unite Evaluations.*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

***For further guidance, please see Evaluation Follow-up Plan and Management Response Guidelines******on IES website*** [***Evaluation Follow-up Plan & Use.***](https://www.unodc.org/unodc/en/evaluation/evaluation-follow-up-and-use.html)

| Recommendation  | Management Response[[1]](#footnote-1)  | Follow-up action(s)  | Responsible senior manager (up to two)  | Responsible person (up to two)  | End date for implementation of recommendation[[2]](#footnote-2)  |
| --- | --- | --- | --- | --- | --- |
| 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. Should not be later than two years after the evaluation was completed. [↑](#footnote-ref-2)