



UNITE EVALUATIONS - GUIDANCE

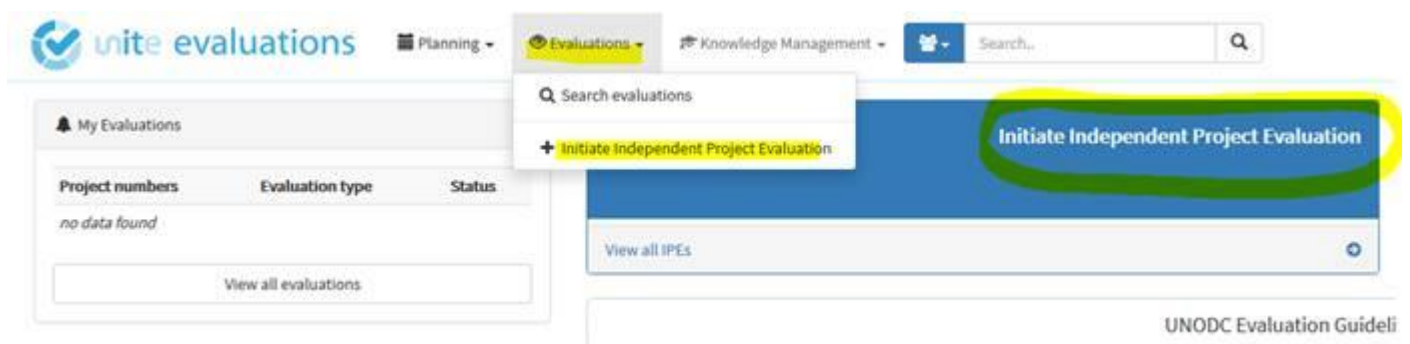
Login and initiating evaluations

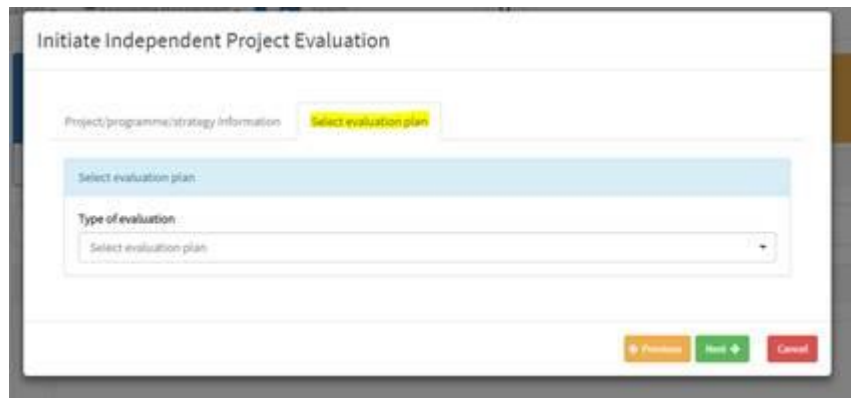
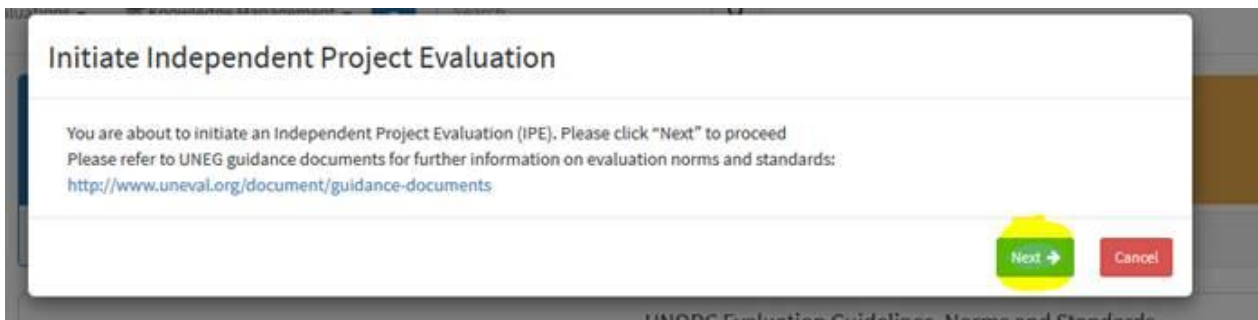
1. Login with **Unite ID (Umoja) credentials** to: <https://evaluations.unodc.org>

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**
 - **By clicking on “Evaluations” – “Initiate Independent Project Evaluation” in the header of the page.**





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.

*Required [Show previous evaluation\(s\)](#)

Evaluation details

Evaluation type: Final Evaluation
Prepared by: Contributor/test


Document editors

Focal Points for this evaluation ? **Evaluation Function Focal Points** ?

Responsible (Senior) Manager
First name: **Last name:**
Email:


Final deliverable	Estimated date of completion	Status
Terms of Reference	12/03/2019	<input checked="" type="checkbox"/>
Inception Report	13/03/2019	<input type="checkbox"/>
Draft Report	14/03/2019	<input type="checkbox"/>
Final Evaluation Report	15/03/2019	<input type="checkbox"/>
Follow-up Plan	16/03/2019	<input type="checkbox"/>

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



UNODC

United Nations Office on Drugs and Crime



Independent Evaluation Section
unodc-ies@un.org
<http://www.unodc.org/unodc/en/evaluation/index.html>