Welcome of the Unite Evaluations User Manual for Programme Managers. Please use this manual to help guide you through the various stages of the Unite Evaluations system during the evaluation process.

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A. Log In to the Dashboard

**Login:** Use your Unite ID (Umoja) credentials to sign in using the following link:

https://evaluations.unodc.org

**Observe** the status of all your ongoing evaluations.

**Search** through evaluation reports, recommendations and lessons learned.

**Initiate an evaluation** of your project/programme.

**View key facts** of all UNODC evaluations.

**Create an evaluation plan** for your project/programme.

**Access** guidance materials on evaluation processes.
B. Initiate an Evaluation

Who can initiate different types of evaluations?
- Independent Project Evaluations (IPEs): Project Manager
- In-Depth Evaluations (IDEs), Strategic Evaluations and Joint Evaluations: IES
- Cluster Evaluations: IES or each Project Manager

Initiate Independent Project Evaluation


Select the project/programme/strategy that will be evaluated by typing your project number. In case you do not find your project, please contact IES (unodc-ies@un.org).

Select the type of evaluation (mid-term or final). Also indicate if multiple projects/programmes are evaluated as part of a cluster evaluation.
<table>
<thead>
<tr>
<th>Has an evaluation taken place previously?</th>
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<tbody>
<tr>
<td>Options: Yes</td>
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If **YES**

Indicate if the project/programme has undergone any previous evaluations.

Proceed

If **NO**

Identify the type of evaluation held previously and attach relevant documents (e.g. Evaluation Report).

Proceed

All relevant IES guidelines and templates are linked here for reference.

Initiate evaluation
### C. Fill in Evaluation Details & Timeline

- **Include UNODC personnel** who need access to your evaluation in Unite to support the overall process, e.g. by uploading documents etc., and the **Focal Points**.

- **Include the dates** for the five key deliverables as reflected in the Terms of Reference (ToR) of the evaluation. Please note that the actual time frame may be adjusted after the evaluation team has been recruited.

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Estimated date of completion</th>
<th>Updated deadline</th>
<th>Completion date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms of Reference</td>
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<tr>
<td>Selection of Evaluation Team</td>
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<tr>
<td>Inception Report</td>
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<tr>
<td>Draft Report</td>
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<tr>
<td>Final Evaluation Report</td>
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<tr>
<td>Follow-up Plan</td>
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</tbody>
</table>

**Include the Focal Point(s)** for this evaluation, i.e. UNODC personnel who will be managing the process.

**Include information on the Senior Manager** responsible for the evaluation (usually the Head of Office or Chief of Section/Branch).

**Include the amount for the evaluation** as calculated with the IES Evaluation Budget Matrix.
**D. Complete Programme/Project Information**

### Information from Umoja
- The pre-filled fields under project information are automatically populated with data from Umoja.
- The project’s contribution towards Sustainable Development Goals (SDGs) is also automatically filled.

![Project Information Form]

### Reference number*
- IES101

### Title*
- Creating a Unite user manual

### Entity/Division/Branch*
- OED/IES

### Region/country*
- Global

### Start date*
- 31/12/2019

### End date*
- 30/12/2020

### Overall budget
- $1,000,000

### Total approved budget
- $1,000,000

### Duration
- 11 months and 30 days

### Is this project part of a Country/Regional Programme?
- Not applicable

### Staff

<table>
<thead>
<tr>
<th>Position</th>
<th>Current</th>
<th>At approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator(s)</td>
<td>Contributor TEST</td>
<td>Begin typing min 3 chars.</td>
</tr>
<tr>
<td>HQ Focal Person(s)</td>
<td></td>
<td>Begin typing min 3 chars.</td>
</tr>
</tbody>
</table>

### Expenditure at the time of evaluation
- $[

### Implementing Partner(s)
- Add partner

### Beneficiaries
- Add beneficiary

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**Include the partner organizations involved in implementing the programme/project.**

**Please list here the most important beneficiaries of the programme/project.**
E. Submit Terms of Reference

**Terms of Reference**

Please click for:

UNODC Guidelines and Templates for Evaluation Terms of Reference

Access the ToR Template.

Attach Terms of Reference

Or drag and drop files here

Attach the ToR that were drafted using IES’ latest template.

**Proposed Core Learning Partners (Do not include project management staff)**

If the name of the CLP doesn’t appear when typing the first letters, click on “New Core Learning Partner” and enter the details in the pop-up window.

**New Core Learning Partners**

<table>
<thead>
<tr>
<th>Sex*</th>
<th>First/Given Name*</th>
<th>Last Name*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First/Given Name</td>
<td></td>
</tr>
</tbody>
</table>

Email*

Email

Organisation type

Save the new CLP

**Review of ToR by IES and comments by CLPs**

- The IES reviews and clears the ToR and shares it with the CLPs for comments.
- Comments from CLPs are only visible to IES and the independent evaluators to ensure confidentiality.
F. Propose Evaluation Team for IES Clearance

Selection of evaluation team

Please fill out the following checklist before submitting the evaluators assessment. By clicking the below checklist, you ensure that all necessary criteria have been met and that the checked assessment criteria were conducted.

NOTE: minimum 1 lead evaluator and 1 team member per evaluation; evaluation teams to be multicultural (gender and geographic balance); international expertise to be matched with local expertise.

Evaluator assessment

Attach Initial evaluation team assessment

Or drag and drop files here

Proposed evaluation team

Attach Job Description(s) as per approved evaluation ToR

Or drag and drop files here

Proposed evaluators

Attach a one-pager describing the process of assessing the proposed candidates.

Attach the cleared ToR of the proposed candidates of the evaluation team (UNDP ToR in case of national consultants).

Type the names of the proposed candidates for the system to provide you with existing entries.

If the name of a proposed candidate of doesn’t appear when typing the first letters, click on “Add new evaluator” and enter the details in the pop-up window.

New evaluator

Attach the PHP (Personal History Profile) of the proposed candidate.

Save the new evaluator
Guidance for Recruitment at UNODC

- IES is closely involved during the selection of the evaluation team and reviews and clears any proposed candidates before the recruitment can be initiated.
- All evaluation team members must not have benefitted monetarily (e.g. through fees, a travel allowance to attend a training) from the project/programme before nor have been involved in its design.
- IES clears the contract details as included in the Annex of the full ToR and sends a message to the evaluation team, with full evaluation ToR attached.
- Should you have any questions or concerns on the recruitment process of international consultants within UNODC, kindly contact your Regional Section at Headquarters Vienna for guidance and advice – normally, the international engagement requests are being submitted by the Regional Section at HQ in Vienna, in cooperation with the respective field office. Further information is available on the iSeek page of the HRMS Planning, Contracting and Reporting Unit (PCRU) on Engaging Consultants and Individual Contractors (C/ICs).
- Should you have any questions concerning the recruitment process of national and regional consultants, kindly contact the HRMS focal point in your field office. Usually, national and regional consultants are recruited through the UNDP office in country in adherence to their norms and standards for recruitment.
G. Add Contract Information of Evaluation Team

Provide the start and end date of the **period of work** as indicated in the respective contract.

Select the **type and status of the contract** and enter the number of **working days** and the **total fee** as specified in the contract.

**Tick this box** in case the candidate is the team leader.

**Attach** the signed contract. Contracts of the evaluation team must be uploaded before the evaluation gets started.

**Send to IES**

**Submission of signed contract before the evaluation can start**

- The signed contract needs to be submitted and cleared by IES before the evaluation process can start.
- Once the contract is cleared by IES, an automatic message will be triggered to the selected evaluation team with guidance on the evaluation process and will access to Unite Evaluations will be granted.
H. Review Inception Report

Inception Report and Field Mission/Data Collection
- The Inception Report is submitted by the evaluators to IES for review.
- For IDEs: It may thereafter be shared with the project management team for review of any factual errors.
- Once IES has cleared the Inception Report, the field mission and data collection may commence.

1st option: Attach the Inception Report with your comments and send it to the evaluators.

2nd option: If you have no comments on the Inception Report, send the report to IES for approval.
I. Review Draft Evaluation Report

Draft Evaluation Report

- The evaluation team submits the Draft Report to IES for review. IES ensures its coherence with UNODC evaluation norms and standards.
- The Draft Report is thereafter shared with the project management team for review of any factual errors.
- Subsequently IES shares the Draft Report with the CLPs for review and comments to the evaluators.

1st option: Attach the Draft Report with your comments and send it to the evaluators.

2nd option: If you have no comments on the Draft Report, send the report to IES for approval.
**J. Finalize Evaluation Report**

**Final Evaluation Report**
- The evaluation team submits the final report to IES for review.
- IES shares the final report with the project management team for inclusion of a Management Response before final IES clearance.
- After final review and approval by IES, the Final Evaluation Report is posted on the IES website and widely disseminated among all external stakeholders by the project management team.

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**Upload the Final Evaluation Report including the completed Management Response.**

**Review the Draft Power Point Presentation and upload your comments.**

**Review the Draft Evaluation Brief and upload your comments.**

**Indicate the date and event for the presentation of evaluation results as well as the countries where field missions/data collection have been conducted.**

**Provide information on the actual amount spent on the evaluation, including consultancy fees and other related costs (travel, etc).**

**Please note that the final report is not completed until the Management Response has been added to the report.**

**Confirm that the Management Response was included in the respective chapter of the final draft evaluation report.**

**Submit to IES for approval.**
K. Prepare Evaluation Follow-Up Plan

Evaluation Follow-up Plan

- In order to facilitate the development of the Follow-up Plan, IES may request the PM to once the final report and Brief are cleared - prepare an EFP and submit it per email to IES.
- 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.

Submit the Management Response as included in the final evaluation report (for IDEs: also the narrative) as a standalone document with justifications for rejected and partially accepted recommendations. Send the filled-in Evaluation Follow-up Plan to IES per email.

Management Response and Recommendations Follow-up Plan

Please click for:
UNEG Good Practice Guidelines for Follow up to Evaluations

Attach Management Response

Or drag and drop files here

Evaluation findings were presented by the evaluation team to:

- to internal stakeholders (UN staff, management, etc)
- external stakeholders (donors; partner organisations; CSOs; etc.)

The evaluation report was shared with:

- internal stakeholders
- external stakeholders

Tick the relevant boxes related to the evaluation’s dissemination.

Participants in presentation

Please enter the participants broken down by gender

<table>
<thead>
<tr>
<th>Female participants</th>
<th>Male participants</th>
<th>Gender undetermined</th>
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<tbody>
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</table>

Provide the number of participants (segregated by gender) to whom the final evaluation results were presented.
Select the type of Management Response and copy-paste the justifications (if any) from the Management Response in the approved Final Evaluation Report.

Copy-paste each recommendation from the Summary Matrix of the approved Final Evaluation Report and indicate recipient and office.

Propose a detailed follow-up action for each recommendation and indicate the responsible person(s) and Senior Manager for implementation.
Copy-paste each lesson learned from the lessons learned chapter of the approved Final Evaluation Report.

Add each lesson learned
Update of the Evaluation Follow-Up Plan

- The responsible person must submit an annual update of the Evaluation Follow-Up Plan for approval to IES.
- IES reports on the implementation of recommendations on an annual basis to Member States and UNODC’s Executive Director.

To update the Evaluation Follow-Up Plan, click on the eye symbol to see the details of each recommendation.

Select the status of the implementation of the follow-up action for each recommendation.

Provide a justification in case the follow-up action has not yet been fully implemented.

Save