

# UNITE EVALUATIONS

## USER MANUAL FOR PROGRAMME MANAGERS



**UNODC**

United Nations Office on Drugs and Crime

INDEPENDENT EVALUATION SECTION

<https://www.unodc.org/unodc/en/evaluation/> • [unodc-ies@un.org](mailto:unodc-ies@un.org)



# UNITE EVALUATIONS

## USER MANUAL FOR PROGRAMME MANAGERS

Welcome to 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.

### CONTENTS

A. Log In to the Dashboard	3
B. Initiate an Evaluation	4
C. Fill in Evaluation Details & Timeline	6
D. Complete Programme/Project Information	7
E. Submit Terms of Reference	8
F. Propose Evaluation Team for IES Clearance	9
G. Add Contract Information of Evaluation Team	11
H. Review Inception Report	12
I. Review Draft Evaluation Report	13
J. Finalize Evaluation Report	14
K. Prepare Evaluation Follow-Up Plan	15
L. Update Evaluation Follow-Up Plan	18



Version 22/1

# A. Log In to the Dashboard

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

<https://evaluations.unodc.org>

Guidelines for using Unite Evaluations

Username

 ?

Password

 ?

**Sign in**

Do not have Unite ID (Umoja) credentials? [Sign up](#)  
[Forgot password?](#)

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

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

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

The screenshot shows the 'unite evaluations' dashboard. At the top, there are navigation tabs: Planning, Evaluations, Knowledge Management, and a search bar. On the right, it shows 'Contributor TE...' and 'Logout'. The main content area is divided into several sections:

- My Evaluations:** A table listing various evaluation projects with columns for Project numbers, Evaluation type, and Status. A callout points to the 'Status' column.
- Initiate Independent Project Evaluation:** A blue button with a callout pointing to it.
- Create Evaluation Plan:** An orange button with a callout pointing to it.
- UNODC Evaluation Guidelines, Norms and Standards:** A section containing two pie charts: 'Thematic areas evaluated' and 'Evaluations per region'. Callouts point to these charts.

**Search** through [evaluation reports](#), recommendations and lessons learned.

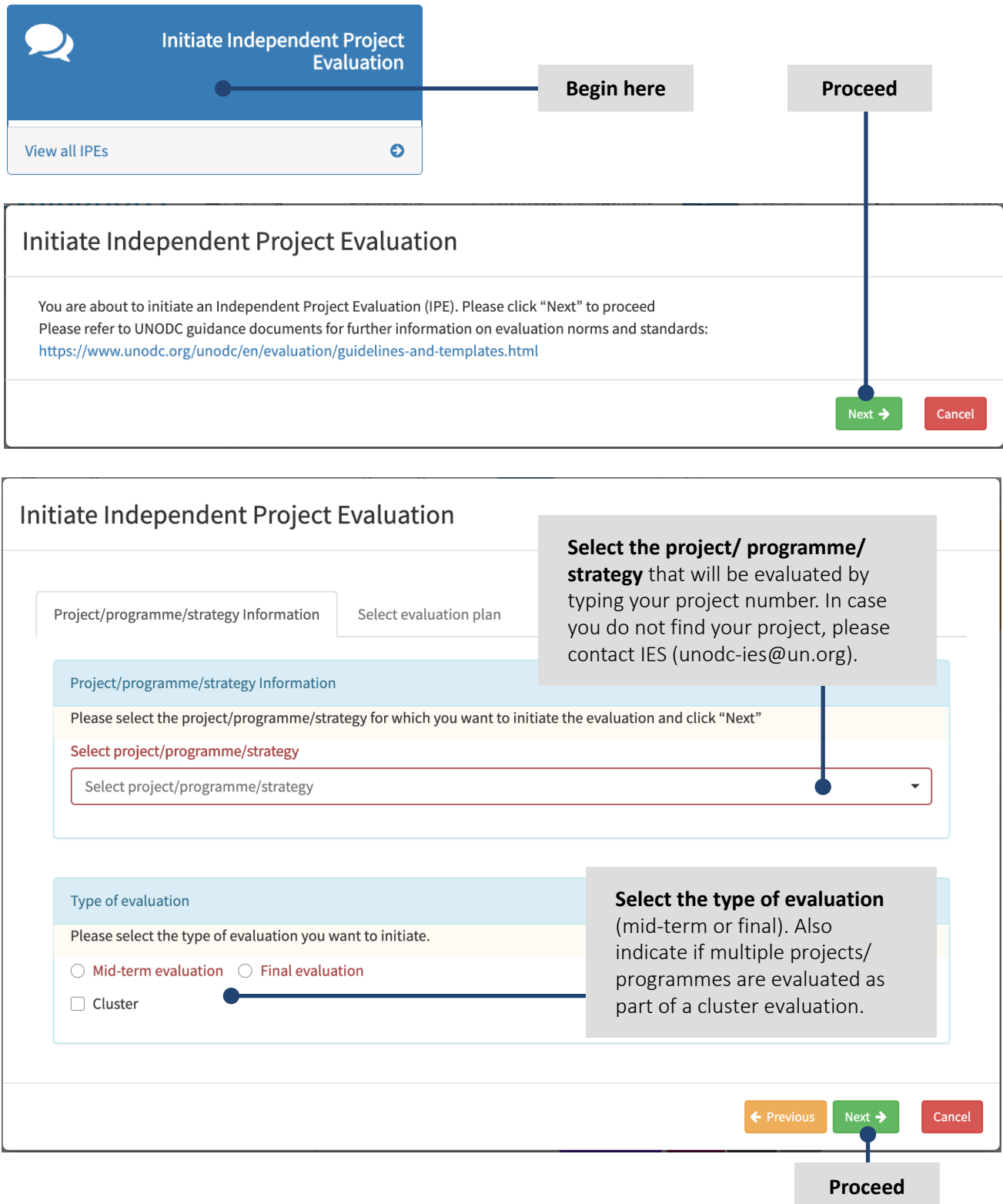
**View key facts** of all UNODC evaluations.

**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

## Information on previous evaluation

Please answer to the following questions regarding any previous evaluation(s). Please attach relevant documents, if any.

Has an evaluation taken place previously?

Yes  No

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

**Proceed**

← Previous

Next →

Cancel

**If YES**

**If NO**

# Initiate Independent Project Evaluation

## Information on previous evaluation

Please answer to the following questions regarding any previous evaluation(s). Please attach relevant documents, if any.

Has an evaluation taken place previously?

Yes  No

What type of evaluation was conducted?

Mid-term evaluation

Final evaluation

Please attach relevant documents, if any

Attach relevant document(s)

Or drag and drop files here

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

**Proceed**

← Previous

Next →

Cancel

# Initiate Independent Project Evaluation

## Guidelines and templates

- UNODC Evaluation Guidelines and Templates: <https://www.unodc.org/unodc/en/evaluation/guidelines-and-templates.html>
- Evaluation step-by-step: <https://www.unodc.org/unodc/en/evaluation/evaluation-step-by-step.html>
- Evaluation-based Knowledge Products: <https://www.unodc.org/unodc/en/evaluation/Evaluation-based-knowledge-products.html>
- Evaluation Reports: <https://www.unodc.org/unodc/en/evaluation/reports.html>

Initiate evaluation

**Initiate evaluation**

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

← Previous

Cancel

## 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.

Evaluation details

Evaluation type: Final Evaluation

Prepared by:

Additional document editors

Begin typing min 3 chars.

Focal Points for this evaluation

Focal Points for this evaluation

IES Focal Point(s)

IES Focal Point(s)

Responsible (Senior) Manager

First name

Last name

Email

Evaluation budget

\$

Timeline

Final deliverable	Estimated date of completion	Updated deadline	Completion date	Status
Terms of Reference	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
Selection of Evaluation Team	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
Inception Report	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
Draft Report	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
Final Evaluation Report	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
Follow-up Plan	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	

**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**

Reference number\*  
IES101

Title\*  
Creating a Unite user manual

Entity/Division/Branch\*  
OED/IES

Owner office\*  
IES

Region/country\*  
Global

Strategic Framework Subprogramme\*  
Executive Direction and Management

Start date\*  
31/12/2019

End date\*  
30/12/2020

Duration  
11 months and 30 days

Overall budget  
\$ 1,000,000

Total approved budget  
\$ 1,000,000

Donor(s)

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

Add any related ongoing projects/programmes

Staff

Position	Current	At approval
Coordinator(s)	Contributor TEST	Begin typing min 3 chars.
HQ Focal Person(s)		Begin typing min 3 chars.

Expenditure at the time of evaluation  
\$

Implementing Partner(s)  
Add partner

Beneficiaries  
Add beneficiary

Other comments

**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) ?

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

+ New Core Learning Partners

**Enter the Core Learning Partners (CLPs)** as included in the Annex of the ToR.

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**

**Sex\***

**First/Given Name\***

**Last Name\***

**Email\***

**Organisation type**

**Save**

**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

Proposed evaluators

+ Add new evaluator

**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

Sex*	First name*	Last name*	Birth date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email*	Alternative email	Phone number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Nationality*	Location*	Language*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Main professional background*	Expertise*	Worked with*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Worked as team leader for the UNODC Evaluation Function

Yes  No

Attach PHP

Or drag and drop files here

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

Academic degrees and Field of Study

Save

Close

**Save the new evaluator**

**Checklist**

- Proposed candidates have solid and proven experience in Evaluation.
- I have conducted an interview or administered a written test with all listed candidates.
- I have provided a written justification of the selection process.
- I have checked references for all listed candidates.
- I have examined previous writing samples for all listed candidates.
- I have checked availability for all listed candidates.

---

**Dedicated gender expert**

Please click this box in case a dedicated gender expert is proposed to be hired as evaluator for this evaluation

**Save** **Send to IES for Evaluator Assessment Approval** **Close**

**Send to IES**

**Tick the checklist** to confirm that the due process was followed.

In case you need a dedicated **gender expert** for the evaluation, please **tick the respective box.**

### 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.

Contracts of selected evaluator(s)

SCHUBERTH Moritz  
moritz.schuberth@gmail.com

Start date  Start date

End date  End date

Type

Status

Team Leader?

Attach Contract

Or drag and drop files here

Number of working days

Total fee in USD

Save Send to IES for evaluators recruitment approval Close

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.

**1<sup>st</sup> option:** Attach the [Inception Report](#) with your comments and **send it to the evaluators.**

[Inception Report](#)

Please click for:  
[UNEG Checklist for Evaluation Terms of Reference and Inception Report](#)

Attach Inception Report

Or drag and drop files here

Inception Report	Uploaded on	Size	Remark	Status	ACTIONS
<a href="#">Inception Report.doc..</a>	11/10/2020 10:09 AM	0.01 MB			Remove

Save Send to evaluators for Inception Report No comments - send to IES for approval Close

**2<sup>nd</sup> 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.

**1<sup>st</sup> option:** Attach the [Draft Report](#) with your comments and **send it to the evaluators.**

The screenshot shows the 'Draft Evaluation Report' interface. At the top, there is a section titled 'Please click for:' with links to 'UNODC Evaluation Report Templates and Guidelines', 'UNODC Evaluation Quality Checklist', and 'UNEG Code of Conduct'. Below this is a button labeled 'Attach Draft Evaluation Report' and a grey area with the text 'Or drag and drop files here'. A table lists the uploaded files, with one entry: 'Draft Evaluation Rep..' (0.01 MB, 11/10/2020 10:17 AM). Below the table is a section for 'Key evaluation stakeholders interviews' with input fields for 'Male' (15), 'Female' (15), 'Other' (empty), and 'Overall' (30). There are two checked checkboxes: 'I confirm that the draft report is in line with UNODC and UNEG norms and standards.' and 'I confirm that I have abode by the United Nations Code of Conduct for Evaluation when conducting this evaluation and preparing the draft evaluation report'. At the bottom, there are four buttons: 'Save', 'Send to evaluators for Draft Report', 'No comments - send to IES for approval', and 'Close'. A blue line connects the 'Attach Draft Evaluation Report' button to the '1<sup>st</sup> option' text and the 'Send to evaluators for Draft Report' button to the '2<sup>nd</sup> option' text.

Draft Evaluation Report	Uploaded on	Size	Remark	Status	ACTIONS
Draft Evaluation Rep..	11/10/2020 10:17 AM	0.01 MB			Remove

Male	Female	Other	Overall
15	15		30

**2<sup>nd</sup> 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.

**Final Evaluation Report**

Attach Final Evaluation Report

Or drag and drop files here

Final Evaluation Report	Uploaded on	Size	Remark	Status	ACTIONS
Final Evaluation Rep..	11/10/2020 10:26 AM	0.01 MB	+	✓	

Attach Draft Evaluation Brief

Or drag and drop files here

Draft Evaluation Brief	Uploaded on	Size	Remark	Status	ACTIONS
Draft Evaluation Bri..	11/10/2020 10:26 AM	0.01 MB	+	✓	

Attach Draft Power Point Presentation

Or drag and drop files here

Draft Power Point Presentation	Uploaded on	Size	Remark	Status	ACTIONS
Draft PowerPoint Pre..	11/10/2020 10:27 AM	0.03 MB	+	✓	

**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.

Planned event for presentation of evaluation results

5th Programme Steering Committee Meeting

Conducted field missions for data collection

Mexico x Afghanistan x Kenya x

Date for presentation of evaluation results

11/11/2020

Key evaluation stakeholders

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

Actual amount used for consultancy / company fee for evaluators: \$ 35,000

Actual amount used for travel, interpretation, etc. for evaluators: \$ 7,000

Actual amount used for the evaluation (overall): \$ 42,000.00

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

The Management Response was included in the respective chapter of the final draft evaluation report

**Confirm that the Management Response was included in the Final Evaluation Report.**

Save
Submit to IES for approval
Close

**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

### Participants in presentation

Please enter the participants broken down by gender

Female participants	Male participants	Gender undetermined
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tick the relevant boxes related to the evaluation's **dissemination**.

Provide the **number of participants** (segregated by gender) to whom the final evaluation results were presented.

## Recommendations

+ Add recommendation

Note: Please copy-paste the recommendations from the Executive Summary of the cleared evaluation report. Thank you!

## New recommendation

Recipient ?

Recipient

Office

Office

Recommendation ?

Recommendation

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

Follow-up Action ?

Follow-up Action

Responsible person (1) ?

Begin typing min 3 chars.

Responsible person (2) ?

Begin typing min 3 chars.

Responsible (Senior) Manager (1) ?

Begin typing min 3 chars.

Responsible (Senior) Manager (2) ?

Begin typing min 3 chars.

Propose a detailed follow-up action for each recommendation and indicate the responsible person(s) and Senior Manager for implementation.

Recommendation category

Recommendation category

Management Response

Management Response

Comments

Comments

Start date

Start date

End date ?

End date

Select the type of Management Response and copy-paste the justifications (if any) from the Management Response in the approved Final Evaluation Report.

Add recommendation

Cancel

Add each recommendation



Lesson learned

**+Add lesson learned**

Note: Please copy-paste each lesson learned and/or best practice from the respective chapter in the evaluation report. Thank you!

New lesson learned/best practice

Category

Lesson learned 

**Copy-paste each lesson learned** from the lessons learned chapter of the approved Final Evaluation Report.

**Add each lesson learned**

# L. Update Evaluation Follow-Up Plan

## 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.

Recommendations

[Export to Excel](#)

Note: Please copy-paste the recommendations from the Executive Summary of the cleared evaluation report. Thank you!

No.	Recipient	Recommendation	Recommendation category	Mgmt. Response	Start date	End date	Action
▶	IES	Improve capacity of field offices to conduct evaluations during COVID-19.	Capacity Building	Accepted	31/03/2020	30/12/2020	

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.

Status

Justification

[Save](#) [Close](#)

Save