UNITE EVALUATIONS
USER MANUAL FOR
PROGRAMME MANAGERS
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

**Guidelines for using Unite Evaluations**

- **Username**
  - Username
- **Password**
  - Password

**Sign in**

Do not have Unite ID (Umoja) credentials? Sign up

Forgot password?

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

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

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

**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): IES
- Cluster Evaluations: IES or each Project Manager

Initiate Independent Project Evaluation

You are about to initiate an Independent Project Evaluation (IPE). Please click "Next" to proceed.
Please refer to UNODC guidance documents for further information on evaluation norms and standards:

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

If YES

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

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

Initiate evaluation
 Include UNODC personnel who need access to your evaluation in Unite to support the overall process, e.g. by uploading documents etc.

 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.

 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.
### 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

<table>
<thead>
<tr>
<th>Reference number*</th>
<th>IES101</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity/Division/Branch*</td>
<td>OED/IES</td>
</tr>
<tr>
<td>Region/country*</td>
<td>Global</td>
</tr>
<tr>
<td>Start date*</td>
<td>31/12/2019</td>
</tr>
<tr>
<td>End date*</td>
<td>30/12/2020</td>
</tr>
<tr>
<td>Overall budget</td>
<td>$1,000,000</td>
</tr>
</tbody>
</table>

**Title**

Creating a Unite user manual

**Owner office**

IES

**Strategic Framework Subprogramme**

Executive Direction and Management

**Duration**

11 months and 30 days

**Total approved budget**

$1,000,000

**Is this project part of a Country/Regional Programme?**

Not applicable

**Add any related ongoing projects/programmes**

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

- Access the ToR Template.

- Attach Terms of Reference

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

- Or drag and drop files here

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

- 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

- 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

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

If the name of a proposed candidate 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
- Email
- Alternative email
- Nationality
- Location
- Main professional background
- Expertise
- Language
- Worked with
- Yes or 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 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.

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.

Send to IES
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
H. Review Inception Report

Inception Report and Field Mission/Data Collection

- The Inception Report is submitted by the evaluators to IES for review.
- 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

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.

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).

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

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.

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

Submit the **Management Response** as included in the final evaluation report as a standalone document with **justifications** for rejected and partially accepted recommendations.

**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

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

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

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.

Select the type of Management Response and copy-paste the justifications (if any) from the Management Response in the approved Final Evaluation Report.
Note: Please copy-paste each lesson learned and/or best practice from the respective chapter in the evaluation report. Thank you!
**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**

<table>
<thead>
<tr>
<th>No.</th>
<th>Recipient</th>
<th>Recommendation</th>
<th>Recommendation category</th>
<th>Mgmt. Response</th>
<th>Start date</th>
<th>End date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IES</td>
<td>Improve capacity of field offices to conduct evaluations during COVID-19.</td>
<td>Capacity Building</td>
<td>Accepted</td>
<td>31/03/2020</td>
<td>30/11/2020</td>
<td></td>
</tr>
</tbody>
</table>

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: Ongoing
Justification: Justification

Save Close