



Internal Evaluation Certification Programme

Phase I: Distance-Learning I – 27 May to 14 June 2019

Phase II: Workshop in Turin – 24 to 28 June 2019

Phase III: Coaching phase – 2019 - first half of 2020



International Labour Organization - EVAL

Apprender تعلم Learn учить Apprendere Apprender 学习 Imparare Learn تعلم
Comprender 理解 Understand понимать Comprendre فهم Understand Capire
获得 Ottenere зарабатывать تحقيق Gain Obtenir 获得 Obtenir зарабатывать
Listen Écouter Escuchar 听取 Ascoltare استماع Escuchar слушать Listen
достигать 实现 Lograr انجام Achieve Réaliser достигать Raggiungere انجام
دعم Support поддерживать Appuyer Promover 支持 Promuovere
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обучать 培训 Formar Train تدريب Former Former
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Internal Evaluation Certification Programme

Context

ILO's results-based evaluation strategies since 2015 have consistently stressed the importance of enhanced capacities and systems for evaluations to ensure better practice and use.

In order to address these priorities, the ILO Evaluation Office (EVAL) conducts the Internal Evaluation Certification Programme (IECP). Building on EVAL's training and certification programme for evaluation managers, this certification programme seeks to enhance the capacity of ILO staff to undertake internal project evaluations, in line with the institutional goal of achieving effective application of results-based management.

This certification programme is intended for staff who will be called upon to conduct internal evaluations of ILO projects and programmes.

Objectives

The overall objective of the training programme is to increase the frequency and enhance the quality of internal evaluations, improve their utility, and contribute to organizational learning.

The specific objectives are to:

- Provide participants knowledge on the fundamental concepts, processes, and methods which define programme and project evaluations;
- Enhance participants' technical skills in designing and conducting evaluations of ILO programmes and projects;
- Understand how to more effectively engage evaluation stakeholders;
- Join a community of practice made of ILO staff who promote the use of evaluations in the Organization.

Content

The training includes 19 modules on the following topics:

1. Definition of Evaluation
2. Evaluation at the ILO
3. RBM
4. Evaluation Ethics and Standards
5. Evaluability Assessment
6. Evaluation Stakeholders
7. Paradigms
8. Evaluation Approaches
9. Theories of Change and Logic Models
10. Evaluation Criteria
11. Cross-cutting themes (i.e. gender)
12. Evaluation Questions
13. Data Collection Methods
14. Surveys
15. Interview and Focus Groups
16. Conducting Field Missions
17. Data Analysis
18. Reporting
19. Evaluation simulation

Target Audience

This training is intended for national and international ILO professional staff who have interest and aptitude for conducting internal evaluations of ILO projects and programmes.

Participants who have already completed the Evaluation Manager Certification Programme are given priority.

In order to be considered, participants must also have completed the ILO Internal Governance e-learning Programme.

Eligibility

To be eligible to benefit from the centrally managed staff development funds used to sponsor the certification programme, participants should be funded by the regular budget or should have served with the ILO on development cooperation funded activities for a minimum of three years (TC +3) and have the expectation of continuing for at least another year starting from June 2019. Development cooperation staff who does not meet the above conditions and JPOs can still enrol and pay the cost of their participation directly using other financial sources. Participants who have already completed the Evaluation Manager Certification Programme are given priority.

Course methodologies, format and certification:

Format and methodologies

The training programme is delivered through a blended format mixing four distance-learning modules, with a face-to-face workshop and a practicum phase.

The E-learning pre-course will contain three scheduled webinars and individual assignments such as reading, quizzes, homework, etc.

This three-week phase will introduce basic evaluation concepts and will require 15 hours of work from participants.

In order to participate in the face-to-face workshop, participants need to have completed successfully the online modules.

The training methods used for the workshop are based on a combination of theoretical presentations, group work and individual assignments in which participants will apply evaluation concepts and techniques in order to prepare for the third phase, when they will be invited to conduct an actual internal evaluation. The objective is to transfer knowledge and skills to participants, but at the same time to assist participants in starting to produce their evaluation, work plan and data processing plan. At the end of the workshop, participants will be ready to conduct the internal evaluation.



1 E-learning Pre-Course	2 On-Site Training	3 Coaching and practicum
<p>No. of modules 4</p> <p>The pre-course will introduce participants to basic evaluation concepts and familiarize them with evaluation in the ILO context. It is made up of 4 modules:</p> <ol style="list-style-type: none"> 1. Definition of Evaluation 2. Evaluation at the ILO 3. Results-Based Management 4. Evaluation Ethics and Standards 	<p>No. of modules 15</p> <p>The on-site training will take place at the ITCILO Centre in Turin, Italy, over 5 days. It will be composed of 15 core modules covering the following general topics:</p> <ol style="list-style-type: none"> 1. Planning and designing evaluations 2. Data collection and analysis 3. Presenting information and reporting <p>The training designed in accordance with the United Nations Evaluation Group Evaluation Competency Framework.</p>	<p>This phase involves the design, implementation and completion of an actual ILO internal evaluation.</p> <p>Coaching will be provided for participants by senior Evaluation Officers in ILO's Evaluation Office or Regional Evaluation Officers in the field.</p> <p>Completion of this phase would result in a certification as an ILO Internal Evaluator.</p>

Coaching and Practicum

For the third phase, participants will be asked to design a complete evaluation plan (work plan and resource plan) and conduct the internal evaluation under EVAL guidance and coaching. Participants should complete the internal evaluation within one year after the end of the workshop.

Participants who successfully complete all three phases will receive an ILO Internal Evaluator certificate signed by the Director General.

Timeframe and content breakdown

Phase I: Distance-Learning I – 27 May to 14 June 2019

- Definition of Evaluation
- Evaluation at the ILO
- Results-Based Management
- Evaluation Ethics and Standards

Deliverable for phase I:

- Participants have identified an object (programmes or projects) for designing and conducting an internal evaluation and have learned the evaluation fundamentals.

Phase II: Workshop in Turin – 24 to 28 June 2019

The programme will be based on the modules listed under the paragraph "Content".

Deliverable for phase II:

- Draft Internal evaluation design, work plan and resource plan for participants' evaluation completed

Phase III: Coaching phase – 2019 – first half of 2020

- Roadmap for implementing an internal evaluation

Deliverable of the phase III:

- Completion of an internal evaluation and submission of the report to EVAL for review.

Language and e-campus

The workshop in Turin will be conducted in English; therefore fluency in English is a prerequisite for enrolling in the certification programme. Participants will be supplied with background information prior to the training phase and will receive training material and instructions through the ITCILO e-campus platform.

Logistics

Terms of participation

The cost of participation in this certification programme is covered by HRD's centrally managed staff development funds.

For the workshop in Turin, eligible ILO participants (see above) will be provided free of charge with:

- Tuition, training-related documentation and use of campus facilities; and
- Single-room accommodation, full board (breakfast/lunch and dinner at the ITCILO self-service/two daily coffee breaks) and minor medical care on the ITCILO Campus, from Sunday, 23 June to Friday (inclusive) 28 June 2019.

Participants coming from the field are entitled to DSA: 35% on Sunday, 23 June and 20% the other days. 50% of the DSA and the travel costs will also be covered by HRD. The remaining 50% should be covered by the Country Office's Staff Development Devolved Funds. Participants coming from the field by plane to either Geneva or directly to Turin remain however responsible for booking their own return ticket.

Participants from HQ are entitled to DSA: 35% on Sunday, 23 June and 20% the other days and are invited to use their Department's Staff Development Devolved Funds to cover these costs. Travel by bus from Geneva for those participants will be provided free of charge.

Please note that the presence of all participants is required as from 18:00 on Sunday, 23 June to the last session of Friday 28 June finishing at 13:00. Participants travelling with additional family members should inform the organizers in advance regarding accommodation requirements, being understood that they will have to bear any additional costs that might be involved.

Travel and arrangements

Participants coming from the field by plane to either Geneva or directly to Turin remain responsible for booking their own return ticket.

Please note that ITCILO will organise bus transportation from Geneva to Turin and back, which is provided for participants free of charge through HRD funds.

Departure from Geneva is scheduled on Sunday, 23 June at 13:30 from the ILO building (north gate R2). The return to Geneva from the Turin Centre is scheduled on Friday 28 June at 14:30. All participants wishing to use the above shuttle service are invited to mention it in their application form.

Visa applications

Please note that a visa for Italy is normally not needed for UN officials who are holders of a valid UN Laissez Passer.

Holders of a UN Laissez Passer travelling on mission status with a travel authorisation and with their national passport are normally exempt from a visa for Italy but are invited to also enquire about visa requirements with their local Italian Embassy. Allow at least two to three weeks for visa application/processing.

Participants from the field travelling through Geneva may require a visa for Switzerland, depending on their nationality.

Applications

Participants should seek approval from their directors, and are advised to consult with regional M&E Officers and Sectoral Evaluation Focal Points before applying.

Applicants are requested to fill in the online application form before **17 May 2019** at the following address:

<https://oarf2.itcilo.org/CST/A9712350/en>

Only a total of 25 participants will be accepted in the programme. Based on the applications received, EVAL will proceed in selecting those 25 participants. This selection will be based on criteria such as geographical and technical distribution of the group of participants and the participant's profile in line with his or her actual responsibilities in managing evaluations.

FOR FURTHER INFORMATION PLEASE CONTACT

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