



► Pillar 4: Managing & conducting evaluations

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ILO decentralized evaluations are typically conducted in four phases after an evaluation manager has been appointed by EVAL. In the first phase, the evaluation manager prepares the TOR, the evaluation plan and budget. In the second phase, the selected evaluation consultant prepares an operational evaluation plan, known as the inception report, which should be aligned with the TOR. The third phase focuses on data collection and analysis, formulating conclusions and recommendations, generating lessons learned and emerging good practices, and preparing the draft report. The fourth phase focuses on the finalization and dissemination of the report. In the case of decentralized evaluations, this leads to the initiation of the management response to evaluation recommendations.

This set of guidance notes, checklist and templates aim to support ILO officials throughout the evaluation process to further enhance our commitment towards improving the quality and use of evaluations as vehicles for accountability and learning.

Guidance notes

- 4.1 The evaluation manager: Role and function
- 4.2 Using the Consultant roster and the self-induction programme for evaluation consultants
- 4.3 Data collection methods
- 4.4 Inception report
- 4.5 Stakeholder engagement

Checklists

- 4.1 Validating methodologies
- 4.2 Preparing the evaluation report
- 4.3 Filing in the evaluation title page
- 4.4 Writing the evaluation report summary
- 4.5 Documents for project evaluators
- 4.6 Writing the terms of reference
- 4.7 Rating the quality of the terms of reference
- 4.8 Writing the inception report
- 4.9 Rating the quality of evaluation reports

Templates

- 4.1 Lessons learned
- 4.2 Good practices
- 4.3 Evaluation summary
- 4.4 Evaluation title page
- 4.5 Inception report