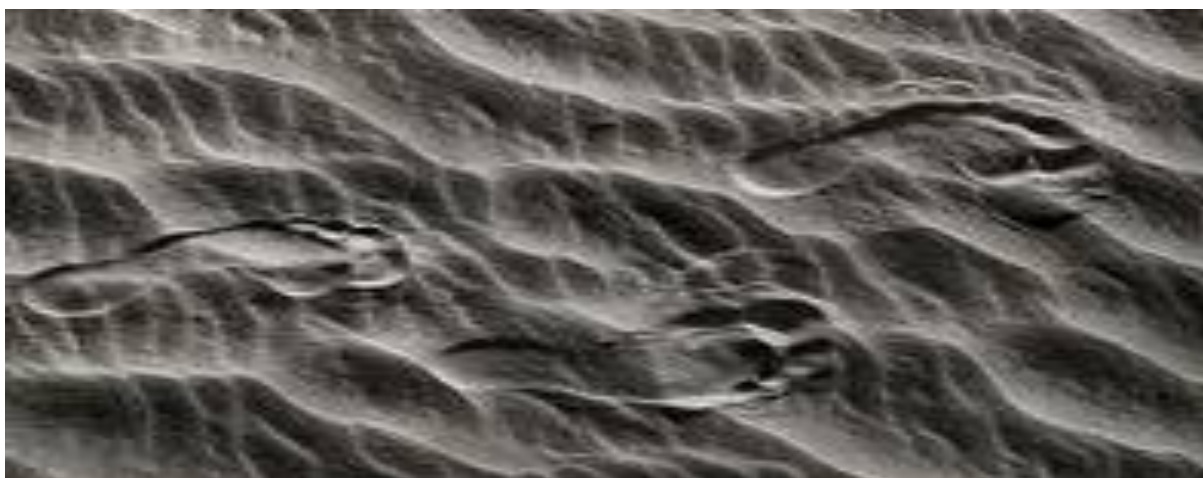# United Nations Office on Drugs and Crime

# In-depth Evaluations

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**1. Planning an Evaluation at the Design Stage**

**In-depth Evaluations are planned in the IEU Biennial Work Plan**. The Executive Committee endorses the IEU Biennial Work Plan, which is aligned to UNODC Strategy and details the evaluation priorities for the two upcoming years. On an annual basis, the IEU updates and revises the Work Plan based on consultations with UNODC Management and Member States.

In-depth Evaluations usually require extensive consultation, take longer to complete, command significantly larger budgets, produce reports shared with a wider audience and are complex processes to manage. It is therefore recommended to plan In-depth Evaluations **at least 8 months in advance.**

Please consult with IEU, should you consider an In-depth Evaluation.

*a) Evaluation Criteria and plan*

In-depth Evaluation Approach Paper

Guidelines for Cluster Evaluations

Evaluation Criteria Definitions and Sample Questions

Evaluation Plan Template

Evaluation Quality Criteria Checklist - Design of Projects and Country, Regional and Thematic Programmes

Evaluability Assessment Template

*b) Human Rights and Gender Equality*

Mainstreaming Human Rights and Gender Equality

*c) Roles and Responsibilities*

**d) Evaluation Handbook**

Evaluation Handbook: Chapter I and Chapter II.

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## 2. Approving Process

Submitting offices must undertake **consultations with IEU for all projects and programmes** (and revisions to the same)  to be approved either by the PRC or by Field Representatives. For more details, see Evaluation Step by Step.

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## 3. Managing an Evaluation

In-depth evaluations are **undertaken by external consultants or specialised companies alongside IEU staff in close collaboration with Project Managers.**

In-depth Evaluations are usually large-scale strategic evaluations, such as country, regional, thematic programme or corporate-level evaluations, or cluster evaluations, which are planned in the IEU Biennial Work Plan

**a) Terms of Reference (ToR)**

Guidelines for Evaluation ToR

Template for ToR

**b) Selection of evaluators**

Guidelines for Selection of Evaluators

Evaluation Consultants Declaration of Interest

**c) Evaluation Handbook**

Evaluation Handbook: Chapter IV (+ Chapter III)

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## 4. Undertaking an Evaluation

**The key steps that any evaluation team should take** when undertaking an evaluation, are carrying out the desk review, participating in the team briefing, developing the evaluation methodology, undertaking the necessary field visits, presenting the preliminary findings, drafting the evaluation report and finalizing the evaluation report.

**a) Roles and Responsibilities**

Evaluation Roles and Responsibilities in In-depth Evaluations

**b) Guidelines and Templates**

In-depth Evaluation Approach Paper

Guidelines for Inception Report; Template for Inception Report

Guidelines for Evaluation Reports,  Template Report, Typographic Styles, UN Spelling

*c) Evaluation Handbook*

Evaluation Handbook: Chapter IV (+ Chapter III)

***When drafting the evaluation report, the mandatory Guidelines for Evaluation Reports and the Template Report must be consulted and used.***

***The Template Report is used by writing the new text on top of the text laid out in the word file to adopt the correct format and style. Please remember to download the word file of the Template Report and save locally before using it.***

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## 5. Using the Evaluation

The final report (including the Management Response) is submitted simultaneously to UNODC Management and Member States and posted on the UNODC/IEU public website to make it accessible to the general public.

Appropriate evaluation follow-up mechanisms are required in order to ensure that evaluation recommendations are properly utilized and implemented in a timely fashion, and that UNODC future activities take into account the results of previous evaluations.

Once the evaluation report has been finalized and disseminated, the Project Manager is responsible for filling in the Evaluation Follow-up Plan (EFP) template **one month after issuance** of the final evaluation report. In the EFP, the Project Manager summarizes when, how and by whom the recommendations made in the report will be implemented.

The Project Manager updates the EFP regularly and provides it to IEU.

*Related documents, tools and templates:*

Evaluation Follow-up Plan (EFP)

Evaluation Handbook: Chapter VI

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