



UNODC

United Nations Office on Drugs and Crime

INDEPENDENT EVALUATION UNIT

Quality Criteria Checklist for Project/Programme Managers in the Design of Programmes¹

- Type of evaluation and rationale for the choice given (mandatory):**
Please indicate whether the project undergoes an Independent Project Evaluation and/or an In-Depth Evaluation and provide the rationale.
- Timing of evaluation (mandatory):**
Please indicate whether the project undergoes a mid-term and/or a final evaluation. Please note: every project and programme needs to be evaluated every 4 years or at least six months before the end of the project/programme².
- Purpose of evaluation (mandatory):**
Please indicate rationale for undertaking the evaluation at that point in time, utilisation of evaluation findings (e.g. capturing innovative dimensions, planning for future project phase, presenting findings at a specific event) and by whom.
- Scope of evaluation (optional):**
Please indicate the unit of analysis, the geographical, time period and thematic coverage, the specific evaluation criteria to focus on, if any, and the target group to be included.
- Planning for evaluation (mandatory):**
Please plan for the start and end date of the evaluation considering the evaluation preparation and implementation time required.
- Evaluation plan for the region (mandatory):**
Please lay out relationship between project/sub-programme/global programme evaluations and country/regional/thematic programme evaluations
- Evaluation budget (mandatory):**
Please specify it in budget table under budget line 5700, as well as within the text of the project/programme document. 2-3% of the overall budget needs to be reserved for every evaluation.
- Evaluation capacity (optional):**
Please identify evaluation focal point in the region, if any
- Evaluation management (mandatory):**
Please outline involvement of IEU clearly and clarify whether specific involvement of IEU is needed. Please also indicate the role of the project manager and the CLPs.
- Past evaluations (mandatory):**
Please refer to and incorporate findings, lessons learned and recommendations in the design of the new programme. In the event that the project has previously undergone an evaluation, it should be explained how evaluation findings have fed into project/programme design.

¹ Please refer to the IEU website for further information and guidance material:

<http://www.unodc.org/unodc/en/evaluation/index.html>

² http://www.unodc.org/documents/evaluation/IEUwebsite/Evaluation_Policy/UNODC_Evaluation_Policy.pdf