

# CONDUCTING A UNEP EVALUATION - A GUIDE FOR EXTERNAL CONSULTANTS

## WELCOME TO THE UNEP EVALUATION OFFICE



OUR JOB IS TO HELP UNEP TO BE ACCOUNTABLE AND TO LEARN AS AN ORGANISATION.

SO IT CAN BETTER ACHIEVE ITS MISSION YOU ARE AN IMPORTANT PART OF OUR TEAM!

**UNEP MISSION**  
To provide leadership and promote sustainable development in partnership with the Government.

WE VALUE THE EXPERIENCE AND KNOWLEDGE THAT YOU WILL BRING TO THE EVALUATION. WE ARE INTERESTED IN YOUR OPINIONS AND WE WILL SUPPORT YOUR JUDGEMENT OF THE PROJECT.



YOUR EVALUATION MANAGER WILL GUIDE YOU THROUGH THE PROCESS



THE PROGRAMME ASSISTANT WILL HELP YOU WITH YOUR CONTRACT AND TRAVEL ARRANGEMENTS

### YOUR PARTNERS IN THIS EVALUATION

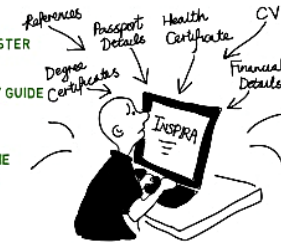
YOU WILL WORK CLOSELY WITH THE PROJECT TEAM AND STAKEHOLDERS



## STEP 1 - GETTING YOUR CONTRACT

IT TAKES A WHILE TO REGISTER ON THE UN SYSTEM, BUT DON'T WORRY! WE HAVE A USER FRIENDLY GUIDE FOR YOU TO FOLLOW.

CONTACT THE PROGRAMME ASSISTANT IF YOU NEED MORE HELP.



ONCE WE HAVE YOUR INFORMATION THE CONTRACT SHOULD TAKE 3 WEEKS TO PROCESS.

WHILE YOU ARE WAITING, LOOK CAREFULLY AT YOUR TERMS OF REFERENCE AND TALK TO YOUR EVALUATION MANAGER IF ANYTHING IS UNCLEAR.

## STEP 3 - FIELD MISSIONS



OBSERVATIONS

THIS IS THE STAGE WHEN YOU GATHER INFORMATION. THIS MAY BE THROUGH...

And so what we have learned is...

Mmm Interesting Insights



AND DISCUSSIONS



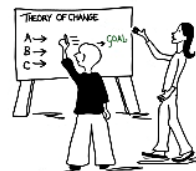
INTERVIEWS



Your plan looks good. You are ready to go

## STEP 2 - THE INCEPTION PHASE

THIS IS THE PREPARATION STAGE OF THE EVALUATION. THIS IS THE TIME TO...



REVIEW THE PROJECT DESIGN. PREPARE A THEORY OF CHANGE AND AN EVALUATION FRAMEWORK



START REVIEWING THE DOCUMENTS



MEET THE PROJECT TEAM

## STEP 5 - CLOSING THE EVALUATION

HOORAH! YOUR JOB IS DONE. WHAT HAPPENS TO THE REPORT NEXT?



PROJECT STAFF HAVE 18 MONTHS TO ACTION THE AGREED RECOMMENDATIONS.



EVALUATION FINDINGS GO TO SENIOR MANAGEMENT AND WILL INFLUENCE THEIR DECISIONS.



HELP US LEARN TOO. GIVE US YOUR FEEDBACK ON THE PROCESS.

## STEP 4 - WRITING THE REPORT

NOW IT IS TIME TO ANALYSE YOUR DATA, DRAW CONCLUSIONS AND DEVELOP RECOMMENDATIONS AND LESSONS.

YOUR EVALUATION MANAGER WILL REVIEW THE REPORT AND ADVISE YOU ON HOW TO IMPROVE IT, IF NECESSARY.



WE WILL ASK YOU TO RESPOND TO COMMENTS AND REVISE THE REPORT IF NECESSARY.

WHEN WE HAVE A DRAFT WE ARE HAPPY WITH, WE SEND IT TO THE PROJECT TEAM AND THEN TO THE STAKEHOLDERS.