

## Criteria for Independent Project Evaluations

### A. Purpose

1. Inform Project Managers of the criteria for an Independent Project Evaluation.
2. **In-Depth Evaluations** are evaluations managed and conducted by the IEU in collaboration with independent external evaluators. In-depth evaluations are usually large-scale strategic evaluations, such as country programme evaluations, regional programme evaluations, thematic evaluations or corporate-level evaluations.
3. In addition, **in case of budget revision, extension or any other modification of the original/most recent project document**, it is the responsibility of the Project Manager to adequately and proportionally increase the amount allocated for evaluation purposes. It is also his/her responsibility to make the appropriate choice in selecting the type of evaluation to be conducted as a result of the modification.

### B. Independent Project Evaluations

4. **Criteria** - Independent Project Evaluations are **required for all projects**.
5. **Roles and responsibilities** – Independent Project Evaluations are **initiated and managed by Project Managers, and conducted by independent external evaluators**. Independent Project Evaluations must be based on UNODC evaluation guidelines and templates<sup>1</sup>, as well as UNEG Norms and Standards<sup>2</sup>. The Independent Evaluation Unit (IEU) provides mandatory normative tools, guidelines and templates to be used in the evaluation process. Please find the respective tool on the IEU web site: <http://www.unodc.org/en/evaluation/evaluation.html>. Furthermore, IEU developed a ProFi Application to be used for all evaluations (Programme/Project Evaluation Application in ProFi).
6. **Timing** - Depending on the evaluation purpose, Independent Project Evaluations are undertaken **at mid-term of the project** (mid-term evaluations) **and/or at the end of the project** (final evaluations). Mid-term evaluations aim at reviewing the status of progress half-way through the duration of a project, whereas final evaluations aim at determining the extent to which objectives were achieved and at contributing to improving future programming and performance, policy making and overall organizational learning. Projects lasting four years or more should undergo a mid-term evaluation after two years and a final evaluation.
7. **Planning** – Independent Project Evaluations need to be initiated **4 to 6 months in advance**. Evaluations are to be completed **during the life span of the project** to ensure appropriate evaluation capacity and to avoid project extensions.

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<sup>1</sup> Please see UNODC Evaluation Handbook and Policy.

<sup>2</sup> Please see UNEG website: [http://www.uneval.org/normsandstandards/index.jsp?doc\\_cat\\_source\\_id=4](http://www.uneval.org/normsandstandards/index.jsp?doc_cat_source_id=4).

8. **Budget** - In order to guarantee sufficient funds for Independent Project Evaluations, **a minimum of 2-3% of the overall budget** (including transport, DSA and fee) should be reserved from the project budget and allocated to **budget line 5700** at the design stage. It is understood that evaluation costs vary depending on the complexity and the scope of the project.
  9. **Follow-up** – In order to finalise the evaluation in the ProFi Application, Project Managers need to input the recommendations follow-up plan, which will be reviewed and cleared by IEU. It is the responsibility of Project Managers, and alternatively, line managers to ensure monitoring of the progress of the EFP and to **update it annually (automated reminders will be sent by the ProFi application)**. The IEU reports annually to the Executive Director and to UNODC management on the implementation of evaluation recommendations.
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