



RATING THE QUALITY OF TERMS OF REFERENCE

This checklist is a complementary tool for [Checklist 1](#) meant for evaluation managers and evaluation focal points to appraise the quality of Terms of Reference for project evaluations.

Project title: _____

TC code: _____ **Administrative unit:** _____

Ratings	
0 = Not addressed / No) ¹	2 = Sufficient level of quality
1 = Clear need for improvement	3 = High quality / Yes
N/A = Not applicable ²	

1. BACKGROUND INFORMATION:	Score
The TOR provides sufficient and relevant contextual information. The TOR adequately describes the history and current status of the intervention, including its duration, location, budget, partners, donors and implementation phase.	
TOR clearly describes rationale, internal logic and strategic approach of evaluation.	
The TOR adequately describes how the project's interventions fit into ILO's strategic frameworks and how it is linked to the work of other partners at the country/regional level.	
Brief account of the intervention's management set-up.	
Brief account of the intervention's development, including major milestones.	
When appropriate, brief outline of economic, political, social, cultural, and/or historical context of the country/region, and how this may have influenced the intervention.	
The TOR adequately provide an overview of the political, economic and social environment within which the evaluation will be taking place.	
The TOR makes explicit reference to any previous evaluations and reviews.	

¹ Some criteria have only a binary dimension of yes/no or there/ not there. These criteria are marked [0/3 only] and can only be rated either 0 or 3 but not 1 or 2.

² Only criteria marked [N/A possible] can be rated N/A, all others require a rating.





2. PURPOSE AND OBJECTIVES OF THE EVALUATION	Score
The TOR clearly outline why the evaluation is being conducted and justify its timing.	
The primary and secondary users of the evaluation are identified, and there is a clear explanation of their involvement. Primary and secondary users of the evaluation (key users and target audiences; clients and main audience).	
The use of the evaluation is made explicit. The expected outcomes of the evaluation are explicitly identified.	
3. EVALUATION SCOPE	Score
The TOR specifies the timeframe of the evaluation, as well as its geographical coverage, and/or thematic coverage, and target groups to be considered.	
The TOR clearly indicates any aspects of the intervention that are not covered in the evaluation.	
If policy reform is part of a specific focus of the intervention, the TOR should specify that it is included in the scope of the evaluation and cited as a specific section in the findings.	
The TOR specifies issues that the evaluation should focus on in particular detail (e.g. gender equality, exit strategy, etc.).	
4. EVALUATION CRITERIA AND QUESTIONS	Score
Reference to evaluation criteria against which the intervention will be assessed (e.g. relevance, effectiveness, efficiency, impact and/or sustainability).	
Reference to any additional criteria related to the particular type of evaluation undertaken, or specific to ILO's mandate (e.g. cross-cutting issues of poverty, labour standards, social dialogue).	
Specific reference to cross-cutting gender issues, addressing: <ul style="list-style-type: none"> ○ The extent to which the mainstreaming of gender equality has been addressed in the implementation of the intervention; ○ The effectiveness and efficiency in mainstreaming gender equality; ○ The outcomes delivered in terms of gender equality; and ○ An estimation of the impact of the policies implemented on the equality of women and men, when appropriate. 	
Listing of main evaluation questions related to objectives and criteria of the evaluation.	
Suggested analytical framework with sub-questions, adding further detail to the objectives.	





5. METHODOLOGY	Score
Identification of information needs and possible sources of information, based on an assessment of evaluability.	
Description of the suggested methodological approach and design for the evaluation.	
Specify that the methodology should include multiple methods, with analysis of both quantitative and qualitative data.	
Specify that all data should be sex-disaggregated.	
Specify that the different needs of women and men should be considered throughout the evaluation process.	
Identification of linkages between data sources, data collection methods and analysis methods.	
Clear statement of the limitations of the chosen evaluation methods.	
Identification of the conditions and capacities needed to support data collection, analysis and communication.	
Plan for data analysis.	
Plan for critical reflection processes and for quality communication and reporting of evaluation outcomes (e.g. stakeholder workshop, debriefing of project manager, etc.).	
Description of the involvement of the key stakeholders in the implementation of the evaluation, including in the finalization of the report.	
6. MAIN DELIVERABLES	Score
7. MANAGEMENT ARRANGEMENTS AND WORK PLAN	Score
The key stages of the evaluation process are made explicit.	
The timeframe, milestones and deadlines provided are reasonable.	
The reporting lines are clearly identified.	
The TOR specifies the desired competencies of the evaluators and the preferred composition of the evaluation team (if applicable).	
The TOR clearly states that gender balance and knowledge of gender equality issues will	





be considered in the selection of the evaluation team.	
The TOR describes the roles and responsibilities of evaluation team members, evaluation stakeholders and partners.	
The TOR clearly mentions the support needed from the ILO at headquarters, regional, sub-regional and country-levels for implementing the evaluation.	
8. LEGAL AND ETHICAL MATTERS	Score

Other tips outside the scoring matrix

EVALUATION CRITERIA AND QUESTIONS

The TOR should state that any fundamental changes to the evaluation criteria and questions should be agreed between the evaluation manager and the evaluator, and reflected in the inception report.

METHODOLOGY

Planning the methodology to be used in the course of the evaluation and including it in the TOR ensures transparency and helps to plan the budget. The evaluator may adapt the methodology, but any fundamental changes should be agreed upon between the evaluation manager and the evaluator, and reflected in the inception report.

Methodology should be linked to the identification of analysis requirements needs and the availability of the proposed sources of information. This is also linked to issues of evaluability.

MAIN DELIVERABLES

In order for evaluations to be useful, they should deliver important information to key decision-making processes. The timing of deliverables should therefore consider the timing of crucial decision-making events of the main clients of the evaluation. The main outputs of the evaluation must be specified in the TOR. The timing of the deliverable should also be clearly stated and the statement that the quality of the report will be assessed against EVAL Checklists 4, 5 and 6.

- Deliverable 1. Inception report
- Deliverable 2. Stakeholder workshop
- Deliverable 3. Draft evaluation report
- Deliverable 4. Final evaluation report, with Executive Summary, including:
Annexes containing Lessons learned and emerging good practices in the ILO Template.





MANAGEMENT ARRANGEMENTS AND WORK PLAN

- The TOR clearly describes the key stages of the evaluation process and provides a time frame, including milestones / deadlines.
- The TOR specifies the reporting lines and identifies the evaluation manager.
- The TOR specifies the desired competencies of evaluators (taking into account expertise in gender equality and the preferred composition of the evaluation team (e.g. international/local, gender balance, participation of ILO or donor representative, etc.)).
- The TOR clearly defines the roles and responsibilities of all involved in the evaluation process.
- The TOR specifies the support needed from the ILO at headquarters, regional, sub-regional and country-levels for implementing the evaluation.
- The TOR work plan includes an evaluation budget.

LEGAL AND ETHICAL MATTERS

- The TOR specifies that the evaluation will comply with UN Norms and Standards.
- The TOR is accompanied by the code of conduct for carrying out the evaluations.
- Specific statement that UNEG ethical guidelines will be followed.

DOCUMENTS TO ATTACH TO THE TOR

Relevant documents have been attached:

- Code of conduct form
- Guidance No. 3 – [Evaluation lessons learned and emerging good practices](#)
- Checklist No. 5 – [Preparing the evaluation report](#), with the Templates to fill in for Lessons Learned and Emerging Good Practices