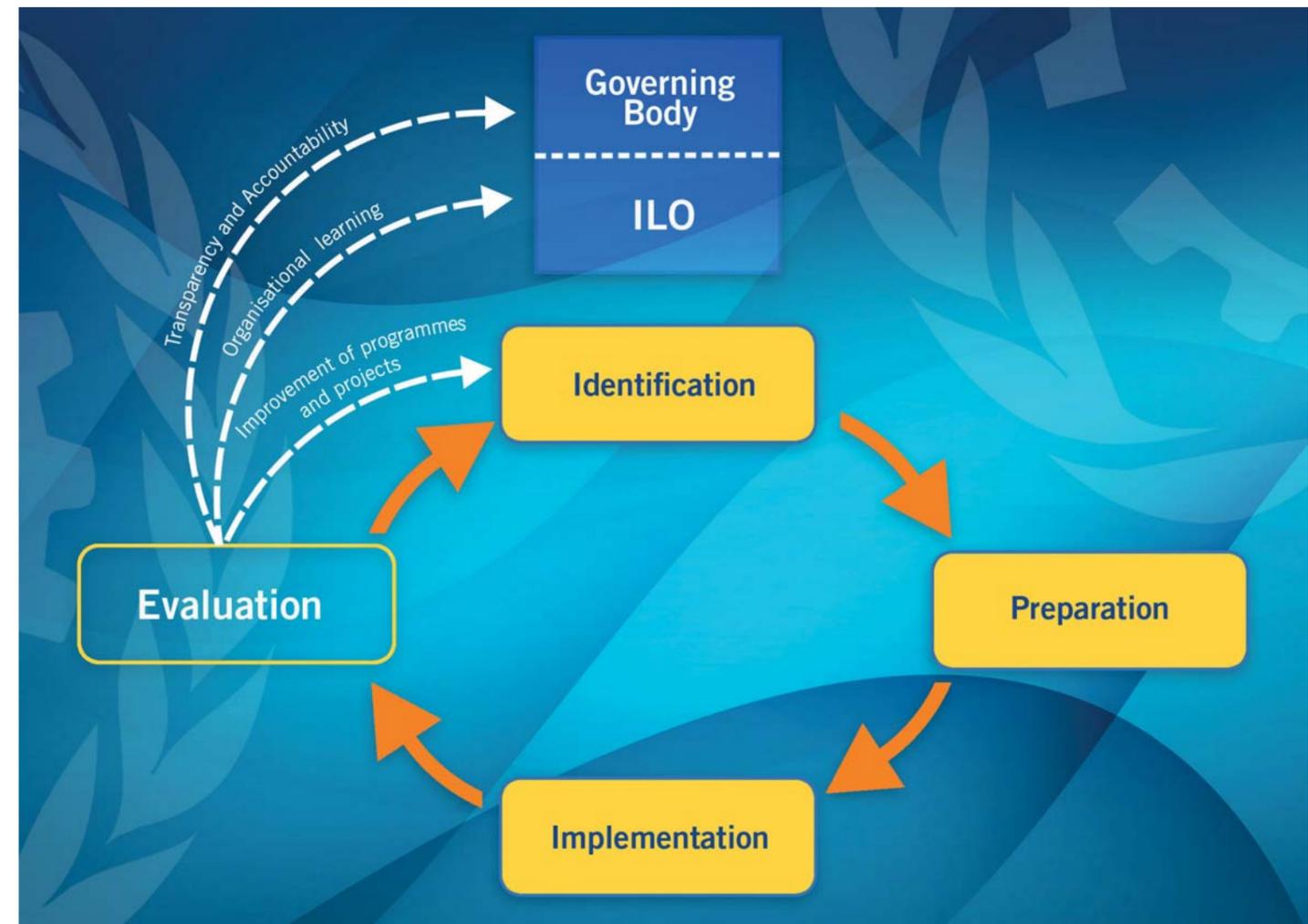
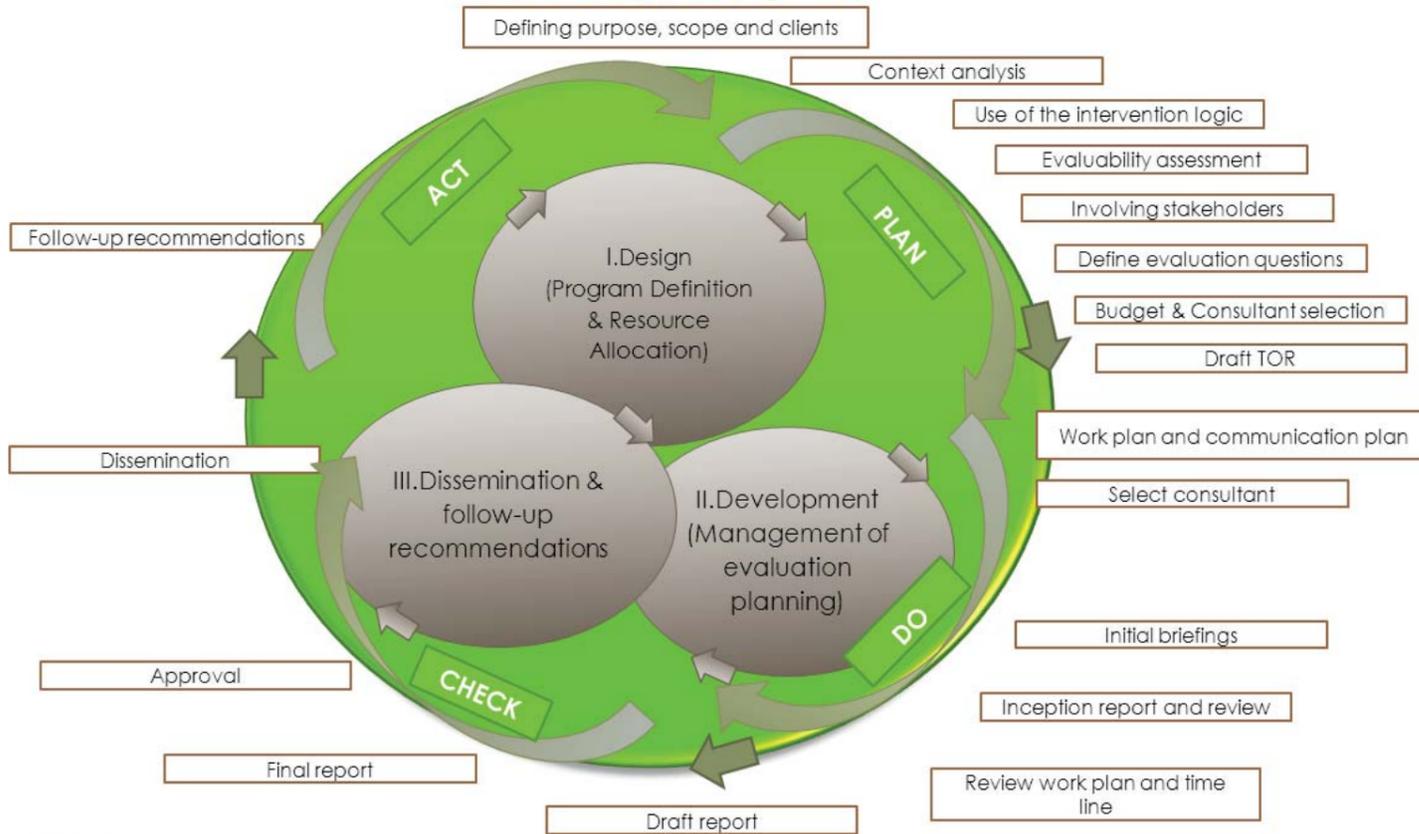


KEY STEPS IN PLANNING AND MANAGING EVALUATIONS



Evaluation Manager Certification Programme

Phase 1: Workshop in Turin (29 June – 1 July 2015)

Phase 2: Coaching (Second half of 2015)

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Evaluation Manager Certification Programme



Background and Context

With the introduction of Results-Based Management in the ILO, evaluation has grown in importance. The Evaluation Unit (EVAL) implements the ILO evaluation policy by independently evaluating ILO strategies, policies and programmes. It also coordinates and provides quality control for a growing number of project evaluations undertaken throughout the organization.

The large number of project evaluations (annual averages are between 50 and 60) precludes the staff of the ILO's Evaluation Unit (EVAL) from managing all of them inhouse. Therefore, most of the project evaluations are managed by ILO staff that volunteer to perform this task in the interest of the organization, with guidance and oversight provided by EVAL.



Purpose and Participants

In order to upgrade the quality of evaluation management and to expand the pool of qualified candidates, EVAL has established a development programme to formally certify staff that have volunteered in the past or that will volunteer in the future to become Evaluation Managers.

EVAL, in collaboration with the ITC-ILO, has implemented a first round of the certification programme in 2013. With a strong demand for evidence-based programming and therefore for evaluation, EVAL and ITC-ILO are since organising yearly editions of the programme. This 2015 edition is the fifth edition.



Certification programme

The evaluation manager certification programme is composed of two stages;

- a 3-day workshop held at the ITC-ILO in Turin from 29 June to 01 July 2015 in which participants will be exposed to the technical requirements and the tools and techniques required to manage successfully an evaluation
- a coaching phase in which participants will be required to return to their posts and under the guidance of the programme administrator manage an evaluation using the acquired know-how and the management tools and techniques provided during the workshop.

Upon successful completion of both the course work and the practicum, a formal certificate will be awarded.



Community of Practice

ILO "certified Evaluation Managers" by this programme will be subscribed, free of cost, in the ILO evaluation community of practice. The EVAL website on the Intranet and Knowledge Sharing Platform will be used as permanent places for exchanging information on "hot" evaluation topics such as impact evaluation, policy analysis, etc.



Benefits

Participants in the ILO Evaluation Manager Certification Programme will enjoy many benefits, including:

- Development of key capabilities needed for the delivery of organizational objectives
- Certification that will promote personal career progression in- and outside the ILO
- Customized evaluation training from internationally recognized experts
- Guided practice to ensure a high rate of course completion
- All tuition, fees, travel and DSA covered by the ILO
- Access to a network through an ILO community of practice



Methodology

A fully participatory action-oriented approach will be adopted, based on future evaluations that are to be managed by participants and drawing as much as possible on the practical experience of participants. The methodology, both in the delivery and application, will be a combination of interactive subject-matter presentations with group assignments designed to enhance team work, allow practical applications of the tools and techniques and to continuously measure learning achievement.

The facilitators will help to create an environment conducive to dialogue, experience-sharing and partnership building.

They will monitor the learning process and introduce remedies, if needed e.g. complementary sessions or specific support will also be given during both phases of the programme.



Language and documentation

The workshop in Turin will be conducted in English; therefore fluency in English is a prerequisite for attending the workshop.

Participants will be supplied with background information prior to the workshop and will receive training material and a USB key containing relevant documentation.



Terms and conditions for participation

The cost of participation in this certification programme is funded by central funds provided by HRD.

For the workshop in Turin, participants will be provided free-of-charge with:

- Free tuition, training-related documentation and use of campus facilities; and
- Single-room accommodation, full board (breakfast/lunch and dinner at the ITC-ILO self-service/two daily coffee breaks) and minor medical care on the ITC-ILO Campus, from Sunday, 28 June 2015 to Wednesday (inclusive), 1 July 2015.

Participants coming from the field are entitled to DSA: 35% on Sunday 28 and 20% the other days. 50% of the DSA and the travel costs will also be covered by HRD. The remaining 50% should be covered by the Country Office's Staff Development Devolved Funds. Participants coming from the field by plane to either Geneva or directly to Turin remain however responsible for booking their own return ticket.

Participants from HQ are entitled to DSA: 35% on Sunday 28 and 20% the other days and are invited to use their Department's Staff Development Devolved Funds to cover these costs. Travel by bus from Geneva for those participants will be organised and free of charge.

Please note that the presence of all participants is required as from 18:00 on Sunday evening 28 June 2015 to the last session of Wednesday 1 July 2015 finishing at 17:00.

Participants travelling with additional family members should inform the organizers in advance regarding accommodation requirements, it being understood that they will have to bear any additional costs that might be involved.



Travel and arrangements

Participants coming from the field by plane to either Geneva or directly to Turin remain responsible for booking their own return ticket.

Please note that ITC-ILO will organise bus transportation from Geneva to Turin and back, which is provided for participants free of charge through the above mentioned HRD funds. Departure from Geneva is scheduled for Sunday, 28 June 2015 at 13:30 from the ILO building (main entrance, R-3). The return to Geneva from the Turin Centre is scheduled for Wednesday, 1 July 2015 at 18:00, approximately around 22:00 in Geneva

All participants wishing to use the above shuttle service are invited to mention it in their application form.



Visa applications

Please note that a visa for Italy is normally not needed for UN officials who are holders of a valid UN Laissez Passer.

Holders of a UN Laissez Passer travelling on mission status with a travel authorisation and with their national passport are normally exempt from a visa for Italy but are invited to also enquire about visa requirements with their local Italian Embassy. Allow at least two to three weeks for visa application/processing.

Participants from the field travelling through Geneva may require a visa for Switzerland, depending on their nationality.



Applications

Participants nominated by Regional M&E Officers and Sectoral Evaluation Focal Points (with proper internal approvals from their directors) are invited to apply and participate.

Heads of Sectors/departments and field offices are invited to nominate participants before 22 May 2015. Selected participants will be requested to fill in the online application form at the following address:

<http://intranetp.ilo.org/SHN/A908294/en>

Only a total of 25 participants will be accepted in the programme. Based on the applications received, EVAL will proceed in selecting those 25 participants. This selection will be based on criteria such as geographical and technical distribution of the group of participants and the participant's profile in line with his or her actual responsibilities in managing evaluations.