Template 3.1: ILO Code of Conduct: Agreement for Evaluators

DATE: October 2026, V. 4 (V.1 2014)

CODE OF CONDUCT AGREEMENT WITH ILO EVALUATION CONSULTANTS[1]

1. The personal and professional conduct of an ILO evaluator should be beyond reproach at all times. Any deficiency in their conduct may undermine the integrity of the evaluation, and more broadly, of the evaluation function in the ILO.
2. The principles presented in this agreement are fully consistent with the Standards of Conduct for the International Civil Service by which all UN staff are bound and by those set by the United Nations Evaluation Group (UNEG) for evaluators working with the UN System.
3. The Code of Conduct provisions here apply to all stages of the evaluation process from the conception to the completion of an evaluation and the release and use of the evaluation results.
4. To promote trust and confidence in evaluation in the ILO and in the UN system, all ILO evaluation consultants are required to commit themselves in writing to this Code of Conduct, specifically to the following obligations:

INDEPENDENCE

5. Evaluators shall ensure that independence of judgement is maintained and that evaluation findings and recommendations are independently presented.

IMPARTIALITY

6. Evaluators shall operate in an impartial and unbiased manner and give a balanced presentation of the strengths and weaknesses of the policy, program, project or organizational unit that is being evaluated.

CONFLICT OF INTEREST

7. Evaluators are required to disclose in writing to the Evaluation Manager any past experience, of themselves or their immediate family, which may give rise to a potential conflict of interest, and to deal honestly in resolving any conflict of interest which may arise.

HONESTY AND INTEGRITY

8. Evaluators shall maintain the highest standard of honesty and integrity in their own behaviour, negotiating honestly the evaluation costs, tasks, limitations, scope of results
9. When exercising their tasks, evaluators shall not solicit or accept from any sources gifts, honours, favours or other monetary or non-monetary benefitswhich may bring into question their independence, integrity and impartiality.

COMPETENCE

10. Evaluators shall accurately represent their level of skills and knowledge and should work only within the limits of their professional training and abilities in evaluation.

ACCOUNTABILITY

11. Evaluators are accountable for proper discharge of the agreed deliverables that are outlined in the Terms of Reference, within the agreed upon timeframe and budget. These deliverables include adherence to formatting and content quality as laid out in the Terms of Reference and the ILO EVAL Checklist 4.2 Preparing the evaluation report.

ACCURACY, COMPLETENESS AND RELIABILITY

12. Evaluators have an obligation to ensure that evaluation reports and presentations are accurate, complete and reliable. Evaluators shall explicitly justify judgements, findings and conclusions and demonstrate underlying rationale in order that stakeholders may assess them.

TRANSPARENCY

13. Evaluators shall clearly communicate to stakeholders the purpose of the evaluation, the criteria applied and the intended use of findings. Evaluators shall in collaboration with the evaluation manager (EM) ensure that stakeholders have a say in shaping the evaluation findings. See also ILO EVAL Guidance Note 4.5 Stakeholder engagement.

1. Adapted from the UNEG Evaluation Code of Conduct, available at http://www.unevaluation.org/unegcodeofconduct.

OBLIGATIONS TO PARTICIPANTS

14. Evaluators' conduct shall, at all times, be reflective of the principles of equality and inclusion. Evaluators should be aware of, and be sensitive to, differences in culture, local customs, and religious beliefs and practices, including those related to gender roles, disability or age. Evaluators shall use evaluation instruments that are appropriate to the cultural setting.

RESPECT FOR HUMAN RIGHTS

15. Evaluators shall fully respect and protect the human rights, dignity and worth of all persons and shall act with understanding, tolerance, sensitivity and respect for diversity and without discrimination of any kind and adhere to the UN Universal Declaration of Human Rights and other human rights conventions.

CHILD PROTECTION

16. Evaluators should be aware of the provisions of United Nations Convention on the Rights of the Child. In case of requirement of further information about local child protection laws and policies, s/he shall contact the relevant ILO office and focal person.
17. Before including a child or young person in evaluation, evaluators must ensure that participation is not contrary to that child's or young person's best interest, and maintain alignment with any relevant Child Protection Policy and the UN Convention of the Rights of the Child (1989).

INFORMED CONSENT

18. Evaluators shall ensure that a prospective participant agreeing to contribute in evaluation does so voluntarily, without coercion and with sufficient understanding of the procedures, potential risks and potential benefits and free to choose whether to participate in the evaluation or not.
19. People with disability are entitled to full and equitable participation in evaluation. Informed consent to participation in evaluation for people with disability should be sought either from the participant or the participant's guardian or other person or organisation authorised by law.
20. Interviews with children should be held upon parental or legal guardian's consent and at places that are within the view of their guardians.

CONFIDENTIALITY

21. The evaluators shall not use information collected in the course of evaluation for personal/financial gain or otherwise, to benefit themselves or others with whom they have personal or family ties without authorization.
22. Evaluators shall respect people's right to provide information in confidence and make participants aware of the scope and limits of confidentiality, while ensuring that sensitive information cannot be traced to its source.

ABUSE OF AUTHORITY

23. The evaluators shall not use the authority entrusted to them by taking advantage of colleagues, beneficiaries or other individual groups for financial, political, sexual or other gain.

AVOIDANCE OF HARM

24. Evaluators shall act to minimise risks and harms to, and burdens on, those participating in the evaluation, without compromising the integrity of the evaluation findings.

OMISSIONS AND WRONGDOING

25. Where evaluators find evidence of wrong-doing or unethical conduct, they are obliged to report it to the Director of the Evaluation Office (EVAL, SECRETARIAT eval@ilo.org) who will refer the case to the appropriate authorities in the ILO.
26. Instances of financial misconduct that fall within the overall purview of the project/programme/policy being evaluated should be reported to the ILO's Financial Treasurer (TREASURY, SECRETARIAT treasury@ilo.org) and the Chief Internal Auditor (iao@ilo.org) with copy to the Director of Evaluation (EVAL, SECRETARIAT eval@ilo.org)
27. Where evaluators come across allegations of physical/sexual abuse, discriminatory or undignified behaviour towards any individual, group or community that fall within the overall purview of the project/programme/policy being evaluated, this should be reported to the Director of the Evaluation Office (EVAL, SECRETARIAT eval@ilo.org) who will refer the case to the appropriate authorities in the ILO.

Ethical and professional use of AI

28. Evaluators are responsible for the methodology used, the evidence considered, the analysis undertaken and each finding, conclusion, recommendation, lesson learned and good practice presented in an evaluation report. AI may support evaluation work, but does not replace the evaluator's professional judgement, responsibility or accountability.

AGREEMENT TO ABIDE BY THE PROVISIONS OF THE CODE OF CONDUCT FOR ILO EVALUATORS

I confirm that I have read and understood the provisions of this Agreement and that I will abide by the ILO Code of Conduct for Evaluators.

Name of Consultant:

Signed at (place) on (date):

Signature: .....

Name of Consultant:

Signed at (place) on (date)

Signature: .....

Name of Consultant:

Signed at (place) on (date)

Signature: .....