

ILO Evaluation Guidelines and Support Guidance Documentation *by Type of Document*

Click on the topical [Decent Work](#) – [Types](#) – [Databases](#) – [Guidance Notes](#) – [Checklists](#) – [Protocols](#) – [Title Page/Summaries](#) – [Tools](#) – [Templates](#) – [Tips](#)
navigation links : [Evaluation Manager: Appraisal, Start of the Evaluation, The Process, Finalizing the Evaluation Report, Good Practices](#)

General Advice and Help	<i>i-eval Resource Kit</i> ILO policy guidelines for results-based evaluation: Principles, rationale, planning and managing for evaluations http://www.ilo.org/eval/Evaluationguidance/WCMS_168289/lang--en/index.htm	EVAl/PARDEV workflow http://www.ilo.org/eval/Evaluationguidance/WCMS_206426/lang--en/index.htm RBM tools for monitoring and evaluation http://www.ilo.org/eval/Evaluationguidance/WCMS_165991/lang--en/index.htm Integrating gender equality in monitoring and evaluation of projects http://www.ilo.org/eval/Evaluationguidance/WCMS_165986/lang--en/index.htm Stakeholder participation http://www.ilo.org/eval/Evaluationguidance/WCMS_165982/lang--en/index.htm Evaluation tool: Monitoring and evaluation plan appraisal tool (over US\$ 5 million) http://www.ilo.org/legacy/english/edmas/eval/tool-projectappraisal-over-five-2014-03-27.doc
Decent Work	There is also a high-level protocol for Strategy and Policy Evaluation http://www.ilo.org/eval/Evaluationguidance/WCMS_215858/lang--en/index.htm	High-level Evaluation Protocol for DWCP Evaluations http://www.ilo.org/eval/Evaluationguidance/WCMS_215859/lang--en/index.htm DWCP Monitoring and Evaluation http://www.ilo.org/eval/Evaluationguidance/WCMS_165973/lang--en/index.htm DWCP Monitoring and Evaluation Appraisal (form) http://www.ilo.org/legacy/english/edmas/eval/tool-dwcp-me-appraisal.doc Conducting Decent Work Country Programme Internal Reviews http://www.ilo.org/eval/Evaluationguidance/WCMS_421620/lang--en/index.htm

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For the Evaluation Manager	The Evaluation Manager: Role and Function http://www.ilo.org/eval/Evaluationguidance/WCMS_165980/lang--en/index.htm Information on the Evaluation Manager Certification Programme http://www.ilo.org/eval/Evaluationguidance/WCMS_316821/lang--en/index.htm	<i>The Start of An Evaluation:</i> Writing Terms of Reference http://www.ilo.org/eval/Evaluationguidance/WCMS_165971/lang--en/index.htm Rating the quality of Terms of Reference http://www.ilo.org/eval/Evaluationguidance/WCMS_165969/lang--en/index.htm Using the ILO/IPEC consultant database http://www.ilo.org/eval/Evaluationguidance/WCMS_165979/lang--en/index.htm Documents submitted to the evaluator http://www.ilo.org/eval/Evaluationguidance/WCMS_208284/lang--en/index.htm
		<i>Managing the Evaluation Process:</i> Writing the Inception Report http://www.ilo.org/eval/Evaluationguidance/WCMS_165972/lang--en/index.htm Data Collection and Evaluation Timeline (submitted by the Evaluator) http://www.ilo.org/eval/Evaluationguidance/WCMS_209147/lang--en/index.htm Validating methodologies http://www.ilo.org/eval/Evaluationguidance/WCMS_166364/lang--en/index.htm Stakeholder participation http://www.ilo.org/eval/Evaluationguidance/WCMS_165982/lang--en/index.htm Evaluation lessons learned and emerging good practices http://www.ilo.org/eval/Evaluationguidance/WCMS_165981/lang--en/index.htm Rating the quality of evaluation reports http://www.ilo.org/eval/Evaluationguidance/WCMS_165968/lang--en/index.htm <i>Towards the end of an Evaluation</i> Preparing the evaluation report http://www.ilo.org/eval/Evaluationguidance/WCMS_165967/lang--en/index.htm Filling in the evaluation title page http://www.ilo.org/eval/Evaluationguidance/WCMS_166363/lang--en/index.htm Writing the evaluation report summary http://www.ilo.org/eval/Evaluationguidance/WCMS_166361/lang--en/index.htm Template: Lessons Learned (submitted by Evaluator)

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	<i>Lessons Learned and Emerging Good Practice</i> <i>Good Practice KSP Module</i> <i>Lessons Learned and Good Practice Guidance</i> <i>Note</i> <i>Managing Follow Up and Sharing Results</i>	http://www.ilo.org/legacy/english/edmas/eval/template-lesson-learned.doc Template: Emerging Good Practice (submitted by Evaluator) http://www.ilo.org/legacy/english/edmas/eval/template-goodpractice.doc Management follow-up to recommendations for independent project evaluation http://www.ilo.org/eval/Evaluationguidance/WCMS_165977/lang--en/index.htm Accessing and Storing Evaluation Documentation http://www.ilo.org/eval/Evaluationguidance/WCMS_208402/lang--en/index.htm
Specific Evaluation Types	<i>This section contains information on the various types of evaluation undertaken by the ILO. General information on independent evaluation is mainly covered by the ILO Evaluation Policy Guidelines.</i>	Midterm evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_165976/lang--en/index.htm Internal evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_167056/lang--en/index.htm Sample internal evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_206429/lang--en/index.htm Sample self-evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_206428/lang--en/index.htm Impact evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_165974/lang--en/index.htm Impact Evaluation Planning: http://www.ilo.org/eval/Evaluationguidance/WCMS_181283/lang--en/index.htm Joint evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_165975/lang--en/index.htm
Other Tools and Forms	This is filled in by the Evaluator This is filled in by the Evaluator This is filled in by the Regional or Department Evaluation Focal Point	Code of Conduct: Agreement for evaluators (submitted by evaluator) http://www.ilo.org/eval/Evaluationguidance/WCMS_649148/lang--en/index.htm Data Collection and Evaluation Timeline (submitted by the Evaluator part of the Inception Report) http://www.ilo.org/legacy/english/edmas/eval/template-inception.doc Evaluation submission (submitted by Evaluation Focal Point) http://www.ilo.org/legacy/english/edmas/eval/template-submission-approval.doc DWCP Monitoring and Evaluation Appraisal (form) http://www.ilo.org/legacy/english/edmas/eval/tool-dwcp-me-appraisal.doc Evaluation tool: Monitoring and evaluation plan appraisal tool (over US five million) http://www.ilo.org/legacy/english/edmas/eval/tool-projectappraisal-over-five-2014-03-27.doc

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		Evaluation tool: RBM tools for monitoring and evaluation http://www.ilo.org/eval/Evaluationguidance/WCMS_165991/lang--en/index.htm
Useful Templates	Guide to fill in: Title page Guide to fill in: Summary (guides are in English only)	English Evaluation title page http://www.ilo.org/legacy/english/edmas/eval/template-titlepage-en.doc Evaluation summary http://www.ilo.org/legacy/english/edmas/eval/template-summary-en.doc
	All templates must be cut and pasted into an Internet Browser, these are not hyperlinks	French Evaluation title page http://www.ilo.org/legacy/english/edmas/eval/template-titlepage-fr.doc Evaluation summary http://www.ilo.org/legacy/english/edmas/eval/template-summary-fr.doc
		Spanish Evaluation title page http://www.ilo.org/legacy/english/edmas/eval/template-titlepage-es.doc Evaluation summary http://www.ilo.org/legacy/english/edmas/eval/template-summary-es.doc
Databases / interfaces		Using <i>i-eval</i> Discovery http://www.ilo.org/eval/Evaluationguidance/WCMS_165989/lang--en/index.htm Using the EVAL consultant database http://www.ilo.org/eval/Evaluationguidance/WCMS_165979/lang--en/index.htm Using the ILO/IPEC consultant database http://www.ilo.org/eval/Evaluationguidance/WCMS_165979/lang--en/index.htm

Guidance Notes

1. Using theory of change for evaluation (*under construction*): http://www.ilo.org/eval/Evaluationguidance/WCMS_165973/lang--en/index.htm
2. Midterm evaluations: http://www.ilo.org/eval/Evaluationguidance/WCMS_165976/lang--en/index.htm
3. Evaluation lessons learned and emerging good practices: http://www.ilo.org/eval/Evaluationguidance/WCMS_165981/lang--en/index.htm
4. Integrating gender in monitoring and evaluation of projects: http://www.ilo.org/eval/Evaluationguidance/WCMS_165986/lang--en/index.htm
5. Using the EVAL consultant database: http://www.ilo.org/eval/Evaluationguidance/WCMS_165979/lang--en/index.htm
6. The evaluation manager: Role and function: http://www.ilo.org/eval/Evaluationguidance/WCMS_165980/lang--en/index.htm
7. Engaging stakeholders in evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_165982/lang--en/index.htm
8. Data collection methods (*under construction*): http://www.ilo.org/eval/Evaluationguidance/WCMS_165978/lang--en/index.htm
9. Self & internal evaluations for projects (*under construction*): http://www.ilo.org/eval/Evaluationguidance/WCMS_167056/lang--en/index.htm
10. Using *i-eval* Discovery (*under construction*): http://www.ilo.org/eval/Evaluationguidance/WCMS_556951/lang--en/index.htm
11. Evaluation models (*under construction*): http://www.ilo.org/eval/Evaluationguidance/WCMS_165984/lang--en/index.htm
12. Applying cross-cutting themes (*under construction*): http://www.ilo.org/eval/Evaluationguidance/WCMS_165985/lang--en/index.htm
13. Impact evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_165974/lang--en/index.htm
14. Joint evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_165975/lang--en/index.htm
15. Management follow-up to recommendations for independent project evaluation: http://www.ilo.org/eval/Evaluationguidance/WCMS_165977/lang--en/index.htm
16. Evaluability of ILO programmes and projects (*under construction*): http://www.ilo.org/eval/Evaluationguidance/WCMS_239796/lang--en/index.htm
17. Conducting Decent Work Country Programme Internal Reviews: http://www.ilo.org/eval/Evaluationguidance/WCMS_421620/lang--en/index.htm
18. External evaluation (*under construction*): http://www.ilo.org/eval/Evaluationguidance/WCMS_556950/lang--en/index.htm
19. Adapting evaluation methods to the ILO's normative and tripartite mandate: http://www.ilo.org/eval/Evaluationguidance/WCMS_721381/lang--en/index.htm

Checklists, Protocols, Templates and Tools

Checklists

1. Checklist: Writing Terms of Reference: http://www.ilo.org/eval/Evaluationguidance/WCMS_165971/lang--en/index.htm
2. Checklist: Rating the quality of Terms of Reference: http://www.ilo.org/eval/Evaluationguidance/WCMS_165969/lang--en/index.htm
3. Checklist: Writing the Inception Report: http://www.ilo.org/eval/Evaluationguidance/WCMS_165972/lang--en/index.htm
4. Checklist: Validating methodologies: http://www.ilo.org/eval/Evaluationguidance/WCMS_166364/lang--en/index.htm
5. Checklist: Preparing the evaluation report: http://www.ilo.org/eval/Evaluationguidance/WCMS_165967/lang--en/index.htm
6. Checklist: Rating the quality of evaluation reports: http://www.ilo.org/eval/Evaluationguidance/WCMS_165968/lang--en/index.htm
7. Checklist: Filling in the evaluation title page: http://www.ilo.org/eval/Evaluationguidance/WCMS_166363/lang--en/index.htm
8. Checklist: Writing the evaluation report summary: http://www.ilo.org/eval/Evaluationguidance/WCMS_166361/lang--en/index.htm
9. Checklist: Impact Evaluation Planning: http://www.ilo.org/eval/Evaluationguidance/WCMS_181283/lang--en/index.htm
10. Checklist: Documents for project evaluators: http://www.ilo.org/eval/Evaluationguidance/WCMS_208284/lang--en/index.htm

Protocols

Protocol 1: High-level Evaluation Protocol for Outcome / Strategy Evaluations

http://www.ilo.org/eval/Evaluationguidance/WCMS_215858/lang--en/index.htm

Protocol 2: High-level Evaluation Protocol for DWCP Evaluations

http://www.ilo.org/eval/Evaluationguidance/WCMS_215859/lang--en/index.htm

Templates

Title Pages & Summaries

English

Title page: <http://www.ilo.org/legacy/english/edmas/eval/template-titlepage-en.doc>

Summary: <http://www.ilo.org/legacy/english/edmas/eval/template-summary-en.doc>

French

Title page: <http://www.ilo.org/legacy/english/edmas/eval/template-titlepage-fr.doc>

Summary: <http://www.ilo.org/legacy/english/edmas/eval/template-summary-fr.doc>

Spanish

Title page: <http://www.ilo.org/legacy/english/edmas/eval/template-titlepage-es.doc>

Summary: <http://www.ilo.org/legacy/english/edmas/eval/template-summary-es.doc>

Other Templates

Code of Conduct: Agreement for evaluators (submitted by evaluator)

http://www.ilo.org/eval/Evaluationguidance/WCMS_649148/lang--en/index.htm

Evaluability assessment for projects over \$5 million (part of Guidance note 16)

<http://www.ilo.org/legacy/english/edmas/eval/tool-projectappraisal-over-five-2014-03-27.doc>

Inception Report - Data Collection and Time Line templates (submitted by the Evaluator with the Inception Report – part of Checklist 3)

<http://www.ilo.org/legacy/english/edmas/eval/template-checklist3.doc>

Lessons Learned (submitted by Evaluator)

<http://www.ilo.org/legacy/english/edmas/eval/template-lesson-learned.doc>

Emerging Good Practice (submitted by Evaluator)

<http://www.ilo.org/legacy/english/edmas/eval/template-goodpractice.doc>

Evaluation submission (submitted by Evaluation Focal Point)

<http://www.ilo.org/legacy/english/edmas/eval/template-submission-approval.doc>

Tools

Evaluation tool: Evaluability assessment tool for DWCP and projects

<http://www.ilo.org/legacy/english/edmas/eval/tool-evaluability-assessment.xls>

Evaluation tool: Monitoring and evaluation plan appraisal tool (over US five million)

<http://www.ilo.org/legacy/english/edmas/eval/tool-projectappraisal-over-five-2014-03-27.doc>

Evaluation tool: DWCP Monitoring and Evaluation Appraisal (form)

<http://www.ilo.org/legacy/english/edmas/eval/tool-dwcp-me-appraisal.doc>

Evaluation tool: RBM tools for monitoring and evaluation

http://www.ilo.org/eval/Evaluationguidance/WCMS_165991/lang--en/index.htm

Tips and Samples

Submission of Approval : Documents for

Independent Evaluations: http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_436307.pdf

Understanding i-Track coding http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_317041.pdf

i-Track Tips and tricks: Finding Finalized Documents: http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_208555.pdf

i-Track Tips and tricks: Working with Process Documents http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_208556.pdf

Track Tips and tricks: Good practices module in the KSP http://www.ilo.org/wcmsp5/groups/public/---ed_mas/---eval/documents/publication/wcms_426648.pdf

Note on evaluation findings http://www.ilo.org/eval/Evaluationguidance/WCMS_236434/lang--en/index.htm

Accessing and Storing Evaluation Documentation http://www.ilo.org/eval/Evaluationguidance/WCMS_208402/lang--en/index.htm

EVAL and PARDEV workflow http://www.ilo.org/eval/Evaluationguidance/WCMS_206426/lang--en/index.htm

Sample self-evaluation http://www.ilo.org/eval/Evaluationguidance/WCMS_206428/lang--en/index.htm

Sample internal evaluation http://www.ilo.org/eval/Evaluationguidance/WCMS_206429/lang--en/index.htm