



► Guidance Note 4.2: Using the consultant roster and the self-induction programme for evaluation consultants

► **Date:** June 2020, v. 4 (v.1 – 2012)



This guidance note is part of Pillar 4 ► *Managing and conducting evaluations*

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► PART 1: CONSULTANT ROSTER

BACKGROUND

All independent evaluations require the services of an evaluator, external to the ILO and one who has no conflict of interest, with respect to the project being evaluated. As part of submission requirements, these independent evaluators are requested to submit their curriculum vitae (CVs) to the Evaluation Office (EVAL). Over a period of many years, this has resulted in a compilation of over 300 CVs in EVAL's consultant roster. The roster includes the CVs of evaluation consultants who have either conducted one or more evaluations for the ILO, as well as individuals who have applied and who are considered to be competent for evaluation-related assignments.

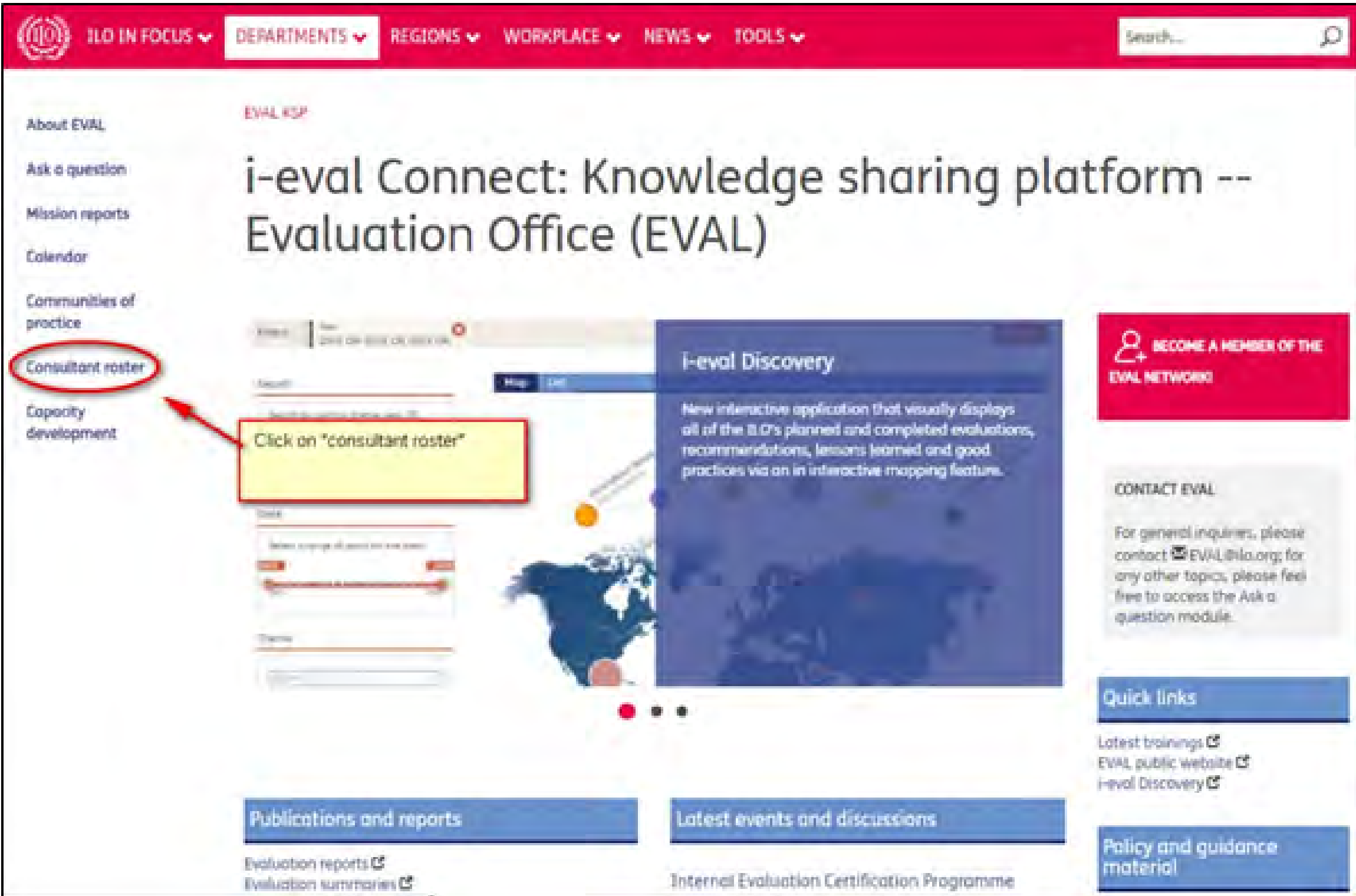
In early 2019, EVAL launched a campaign to update consultants' profiles in an effort to provide the most up-to-date information to users. Consultants were asked to provide an updated CV and a picture. They were also invited to participate in the Consultants' self-induction programme (see Part II of this guidance note), in which case they were requested to send the certificate of completion. Intermittent campaigns will be launched in the future to maintain the roster.

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Right-click on hyperlinks and select 'Open in new tab' to access, if viewing in browser.*

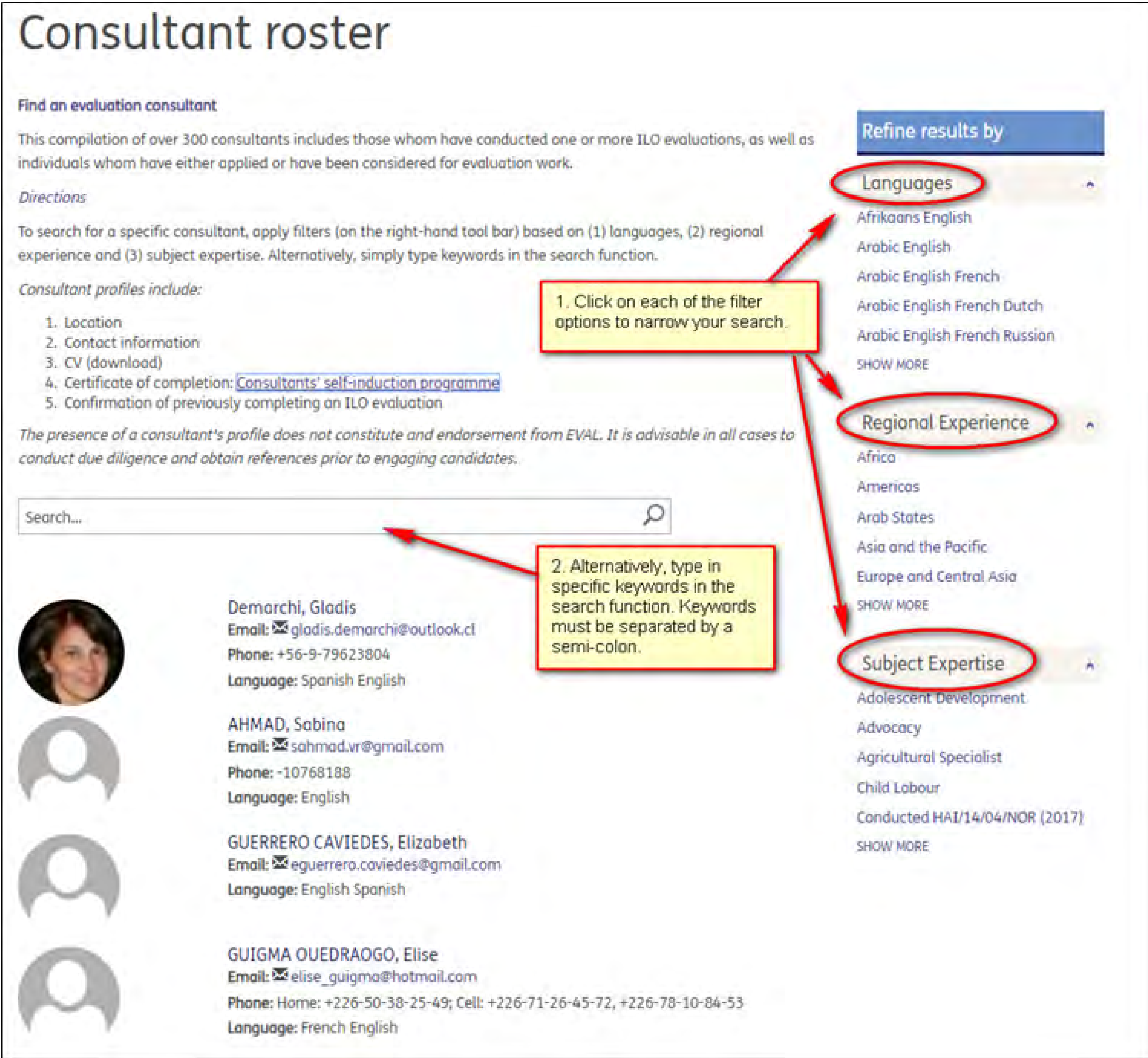
ACCESSING AND USING THE CONSULTANT ROSTER

The consultant roster is only available to ILO staff via EVAL’s knowledge sharing platform, called i-eval Connect.

- To access the consultant roster, first enter the ILO’s Intranet site. Under the “Departments” tab, click on “Evaluation Office.” That will allow you to enter i-eval Connect. To access the list of evaluation consults, click on the “consultant roster” tab, located on the left part of the screen.



- Narrow down your search for evaluation consultants by applying the three types of filter options: languages, regional expertise and subject matter expertise.



iii. Once you have narrowed your search results, click on the consultant's profile to access:

- CV
- Certificate for completing the Consultants' self-induction programme
- Confirmation of previously conducting an ILO evaluation
- Contact information
- Location

Please contact eval@ilo.org should you have any questions.

Please note that the presence of a consultant's profile in our roster does not constitute and endorsement from EVAL. It is advisable in all cases to conduct due diligence and obtain references prior to engaging candidates.

► PART II: CONSULTANTS' SELF-INDUCTION PROGRAMME

BACKGROUND

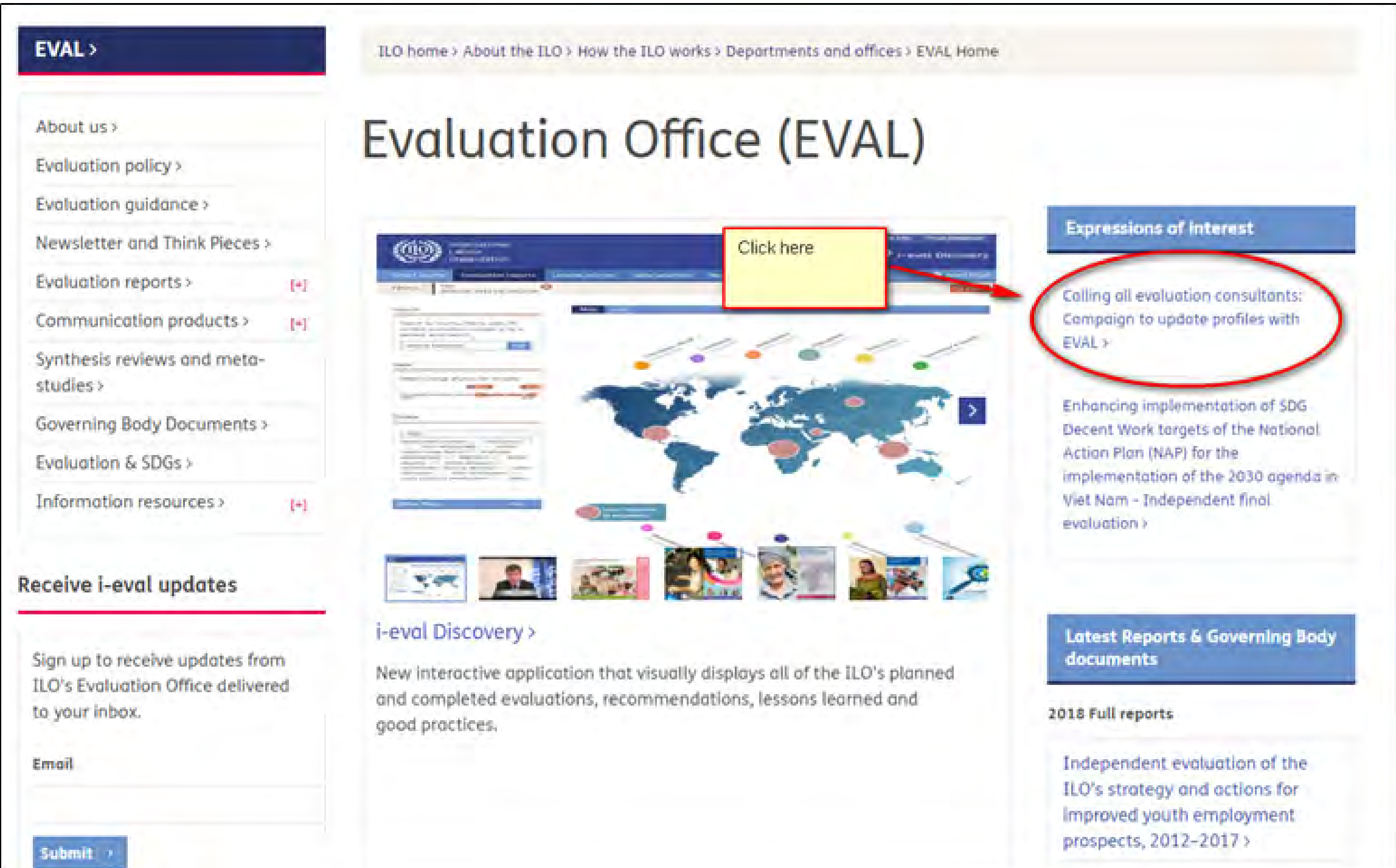
EVAL has developed this orientation programme to help evaluation consultants to become more familiar with the unique aspects of the ILO and its evaluation policy and practice. This one-hour self-induction programme is structured in two parts. Part I provides an overview of ILO, its work and the role of the Organization in the 2030 Agenda. Part II introduces the Evaluation Office, its policy and strategy, and the types of evaluations and characteristics of decentralized evaluation processes.

Evaluation consultants interested to work with the ILO are requested to complete the self-induction programme and to include the attestation of completion in future expressions of interest for ILO evaluation assignments.

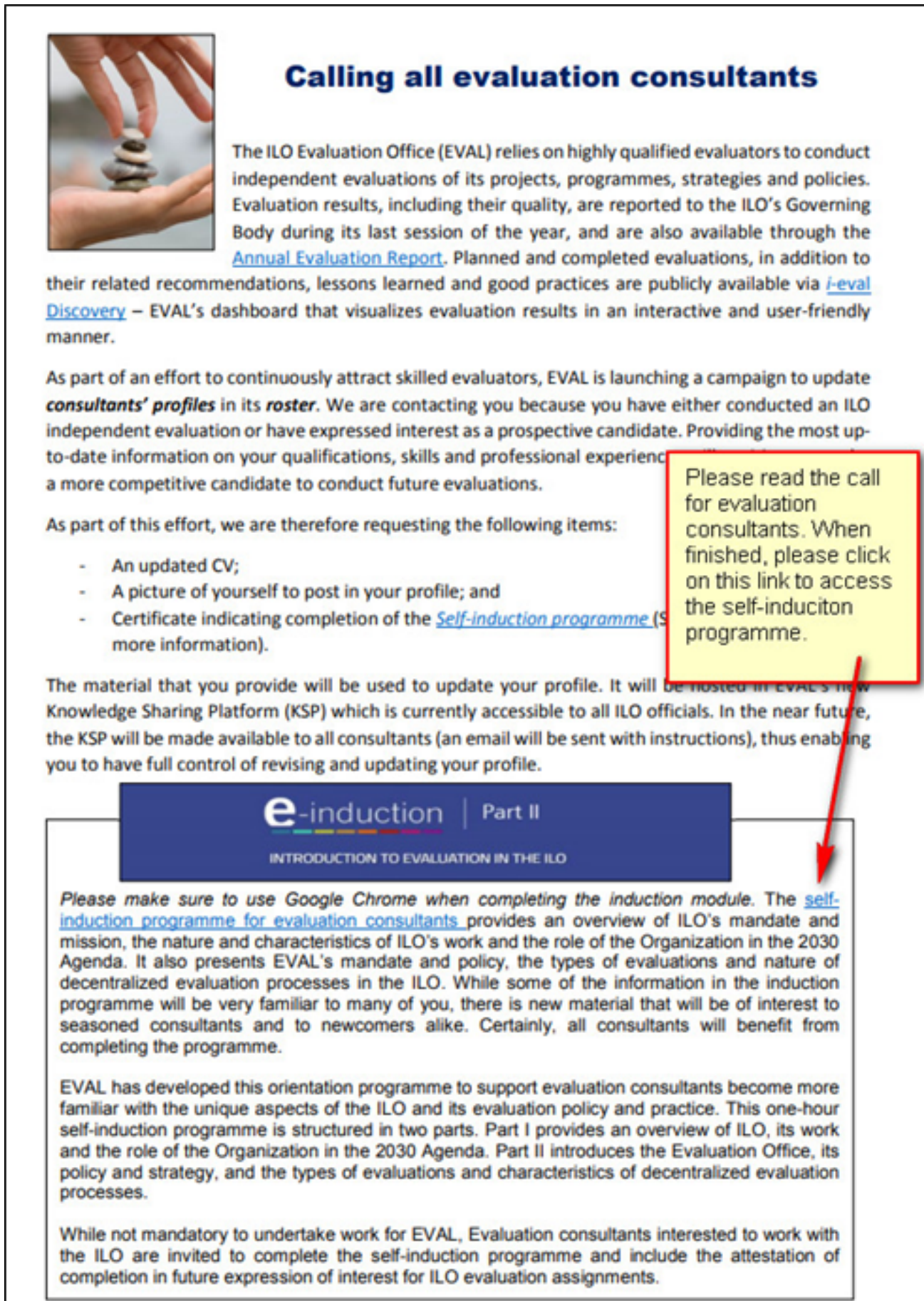
ACCESSING THE CONSULTANTS' SELF-INDUCTION PROGRAMME

Prospective evaluation consultants and those whom are already part of EVAL's consultant roster (see Part I of this guidance note) are encouraged to participate in the Consultants' self-induction programme by visiting  [EVAL's public website](#).

- i. Under the heading "expressions of interest", click on "Calling all evaluation consultants: Campaign to update profiles with EVAL"



- ii. Download the call (PDF), review the details of the call and click on the link to be directed to the self-induction programme for evaluation consultants.



- iii. Upon completing the self-induction training programme, the consultant will automatically receive a certificate of completion. Please download the certificate and send it to EVAL for record keeping. The certificate will be considered when the consultant is applying for future assignments.

Please contact  eval@ilo.org should you have any questions.