

*Template is being updated*

TOOL FOR EVALUABILITY REVIEW OF ILO PROJECTS OVER US\$5 MILLION

PROJECT PROPOSAL STAGE

Title of project
Type of project
Budget size
Project duration
Proposal authors
Potential donor
Assessors
Date assessed

Introduction

Monitoring and evaluation (M&E) appraisal is the analytical review of the design and formulation of the project's plan for monitoring and evaluating performance and impact. As part of ILO's quality assurance process, all project proposals with budgets above \$5 million need to be appraised by ILO's Evaluation Unit (EVAL) for the quality and completeness of the monitoring and evaluation (M&E) plan, including reserved budget as a prerequisite before donor submission.

Scope and criteria for the appraisal: The M&E appraisal process reviews the project proposal in terms of:

- Internal logic and assumptions;
- Quality of indicators;
- Baselines;
- Targets;
- Milestones;
- Feasibility of means of verification/measurement and methods;
- Human and financial resources; and
- Partners' participation.

Based on the following scale, project proposal M&E appraisals will be rated against each of the criteria listed in the enclosed tables. The ratings are intended to raise attention to potential problems. Comments indicate how improvements can be made.

- | | | | |
|-----|------------------------|-----|-------------------------|
| (1) | Unsatisfactory quality | (2) | Satisfactory quality |
| (3) | High quality | (X) | Not relevant to project |

1. INTERNAL LOGIC AND ASSUMPTIONS		
Question	Quality assessment criteria	Rating
1.1 Has the situation been properly analyzed?	- A problem statement has been formulated - The target population has been differentiated - Stakeholders have been identified	
Comments:		
1.2 Does the document contain satisfactory immediate objectives / project outcomes	- Immediate objectives (IOs) denote observable performance - IOs describe the conditions under which the performance is to be observed - IOs describe the standard which must be met in order for the performance to be considered acceptable (criteria)	
Comments:		
1.3 Does the document contain a strategy or Theory of Change for dealing with the problem?	There is a logical connection between the project's situation analysis, activities, objectives and outcomes	
Comments:		
2. QUALITY OF INDICATORS, BASELINES, TARGETS AND MILESTONES		
2.1 Are indicators logically related to the IOs?	There is a logical fit between indicators and outcomes	
Comments:		
2.2 Is Baseline information collected for each indicator?	A baseline exists for each indicator	
Comments:		
2.3 Are targets established for each indicator?	Targets were computed by adding amount of change desired to baselines	
Comments:		

2.4 Are milestones identified for each indicator?	Milestones were computed by dividing the targets into time-bound increment	
Comments:		
2.5 Can data be gender-disaggregated?	Indicators, baselines, targets and milestones will permit gender disaggregation	
Comments:		
3. MEANS OF VERIFICATION/MEASUREMENT AND METHODOLOGIES		
3.1 Does the document propose the appropriate combination of annual reviews, mid-term and final evaluations?	The proposal conforms with ILO evaluation policy guidelines by including the appropriate amount of annual reviews, mid-term and final evaluations	
Comments:		
3.2 Is monitoring and evaluation conducted in a systematic manner?	A monitoring and evaluation plan has been developed	
Comments:		
3.3 Are the data collection and analyses methods technically adequate?	The methods proposed will lead to valid and reliable propositions	
Comments:		
4. HUMAN AND FINANCIAL RESOURCES		
4.1 Is the budget for the evaluation properly expressed in the project budget?	The evaluation budget is on a separate line of the project budget	
Comments:		
4.2 Are there adequate financial resources in the evaluation budget?	The monitoring and evaluation budget is adequate for the size and duration of the project	
Comments:		
4.3 Are there adequate human resources?	A member of project management has been designated to be responsible for	

	M&E issues	
Comments:		
5. PARTNERS' PARTICIPATION AND USE OF INFORMATION		
5.1 Was the proposal designed in a participatory manner?	Constituents and other stakeholders were involved in designing the document	
Comments:		
5.2 Was information from previous evaluations used to design the proposal?	Lessons learned from past evaluations have been used to design the project	
Comments:		
5.3 Is there a plan for evaluation reporting and dissemination?	Evaluation results will be communicated to constituents and stakeholders in a timely fashion	
Comments:		

Grand total: _____