International Labour Organization

Evaluation Office

Checklist 4.5: Documents for Project Evaluators

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This checklist is to be read in conjunction with *Guidance Note 4.1 The evaluation manager: Role and function*

This checklist indicates a core list of documents, which should be made available to the evaluator upon signing the contract for undertaking the evaluation.

KEY DOCUMENTS TO UNDERTAKE AN EVALUATION

- ☐ Evaluation contract: includes the payment schedule
- ☐ Terms of Reference: includes evaluation work breakdown schedule (WBS), calendar, and budget
- ☐ List of individuals pertinent to the evaluation with contact details
- ☐ Code of Conduct for Evaluation in the ILO **(to be signed and returned by evaluator to the evaluation manager)**
- ☐ Documents for project evaluators specified below, supplied by links or cloud services:
- ☐ **Project Documents**
  - ✓ Project document
  - ✓ Baseline reports and related data
  - ✓ Monitoring reports conducted during the project
  - ✓ Progress and status reports, extensions and budget revisions
  - ✓ Previous phase or related evaluation reports of the project
  - ✓ Other studies and research undertaken by the project
  - ✓ Project beneficiary documentation
  - ✓ Theory of change
  - ✓ Log frame/Results-based framework
  - ✓ Financial documentation
- ☐ **ILO or National documentation**
  - ✓ National development framework, including those relevant for SDGs
  - ✓ UN Development Action Framework (UNDAF)
  - ✓ Poverty Reduction Strategy Papers
  - ✓ ILO Decent Work Country Programme Documents
  - ✓ Latest version of the ILO Strategic Programme Framework and Programme and Budget

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

☐ **EVAL Documents for the evaluator:** The evaluator should be made aware of the specific requirements of the following pieces of guidance, provided through links in the Policy guidelines for results-based evaluation.

Guidance Notes

- ✓ Guidance note 3.2 Adapting evaluation methods to the ILO's normative and tripartite mandate
- ✓ Guidance note 3.3 Strategic clustered evaluations to gather evaluative information more effectively
- ✓ Guidance Note 3.1 Integrating gender equality in monitoring and evaluation of projects
- ✓ Guidance Note 4.3. Data collection methods
- ✓ Guidance Note 4.5. Stakeholder engagement
- ✓ Guidance Note 5.5 Dissemination of lessons learned and good practices

EVAL Checklists and Templates for the evaluator:

- ✓ Checklist 4.8 Writing the inception report
- ✓ Checklist 4.2 Preparing the evaluation report [including the templates for completing lessons learned and emerging good practices, as well as the templates for the title page in EN-FR-SP and executive summary in EN-FR-SP]
- ✓ Checklist 4.3 Filling in the title page
- ✓ Checklist 4.4 Writing the evaluation report Summary
- ✓ Checklist 4.9 Rating the quality of evaluation reports