



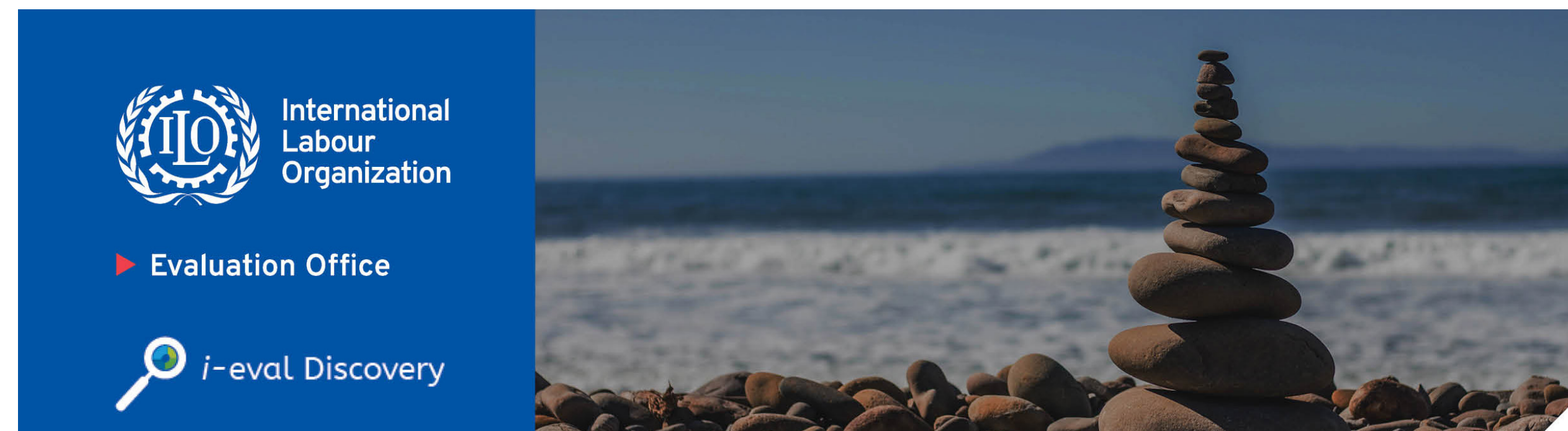
## ► Checklist 4.3: Filling in the Evaluation Title Page

► DATE: APRIL 2021, V.2 (V.1 2012)



This checklist is to be read in conjunction with ► [Guidance Note 4.1 The evaluation manager: Role and function](#)

This checklist is meant to ensure that every independent evaluation report receives a uniform title page with an accompanying disclaimer at the bottom of the page. The template is available [here](#). Once all the fields of the template are complete, the title page should appear like the below example.



|                     |                                                                                                                                                           |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Evaluation title:   | [Must be the same as the title of the project, as specified in the PARDEV Approval Minute]                                                                |
| ILO DC Symbol:      | [Must be the same as the project's DC Symbol, as specified in the PARDEV Approval Minute]                                                                 |
| Type of evaluation: | [Indicate if it a project evaluation, RBSA-funded activity, thematic evaluation, joint project evaluation, cluster evaluation, external evaluation, etc.] |
| Evaluation timing:  | [Midterm or final]                                                                                                                                        |
| Evaluation nature:  | [Internal or independent]                                                                                                                                 |
| Country(ies):       | [List all countries covered by the evaluation]                                                                                                            |
| P&B Outcome(s):     | [Specify the main P&B outcome(s) under review]                                                                                                            |

|                                            |                                                                                                                                                                              |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SDG(s):                                    | [Specify the main SDG(s) under review]<br>Date when the evaluation was completed by the evaluator: [Indicate date (month & year) when evaluation was completed by evaluator] |
| Date when evaluation was approved by EVAL: | [Indicate date (month & year) when evaluation was approved by EVAL]                                                                                                          |
| ILO Administrative Office:                 | [Indicate ILO administrative office that is responsible for administering project, as specified in the PARDEV Approval Minute]                                               |
| ILO Technical Office:                      | [Indicate the ILO technical office that is responsible for backstopping the project, as specified in the PARDEV Approval Minute]                                             |
| Joint evaluation agencies:                 | [If relevant, List all UN agencies which participated in the evaluation, then all of these should be listed here.]                                                           |
| Project duration:                          | [Date the project officially starts and ends (month and year)]                                                                                                               |
| Donor and budget:                          | [Indicate the donor and the project budget in US\$]                                                                                                                          |
| Name of consultant(s):                     | [List all consultants working on the evaluation, citing the lead]                                                                                                            |
| Name of evaluation manager:                | [The name of the ILO Official who managed the evaluation, or the name of the organization if the evaluation was externally managed]                                          |
| Evaluation Office oversight:               | [Enter the name of the EVAL officer whom provided oversight to the evaluation]                                                                                               |
| Evaluation budget:                         | [Enter in US\$ the cost of the evaluation]                                                                                                                                   |
| Key Words:                                 | <a href="#">[Use themes as provided in i-eval Discovery]</a>                                                                                                                 |

*This evaluation has been conducted according to ILO's evaluation policies and procedures. It has not been professionally edited, but has undergone quality control by the ILO Evaluation Office.*