

DOCUMENTS FOR PROJECT EVALUATORS

These are a list of documents which should be made available to the evaluator at contract signing.

KEY CONTRACT DOCUMENTS

- Evaluation Contract; which includes the payment schedule
- Annex 1: Terms of Reference; includes evaluation work breakdown schedule (WBS), calendar, and budget
- Annex 2: List of individuals pertinent to the evaluation with contact details
- Annex 3: [Code of Conduct for Evaluation in the ILO](#) (to be signed and returned by evaluator)
- Annex 4: [Checklist 10: Documents for project evaluators](#), 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

ILO or National documentation

- ✓ National development framework
- ✓ 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

- 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](#):

Guidance Notes

- ✓ Guidance Note No. 4 [Integrating gender equality in monitoring and evaluation of projects](#)
- ✓ Guidance Note No. 7 [Stakeholder participation](#)

EVAL Checklists and Templates for the evaluator:

- ✓ Checklist No. 3 [Writing the inception report](#)
- ✓ Checklist No. 5 [Preparing the evaluation report](#) [including the two templates for completing [lessons learned](#) and [emerging good practices](#)]
- ✓ Checklist No. 6 [Rating the quality of evaluation reports](#)
- ✓ Checklist No. 7 [Filling in the title page](#) with link to template