

## **12. ANNEXES**

**Annex 1:** UNCT composition and programmatic areas covered.

<b>UNCT Members</b>	<b>Programme Areas Covered</b>
<b>FAO</b>	Results Areas 1, 3
<b>IFAD</b>	Results Areas 1, 3
<b>ILO</b>	Results Areas 1
<b>IOM</b>	Results Areas 1, 2,4
<b>UNAIDS</b>	Results Areas 2,
<b>UNCDF</b>	Results Areas 1,3
<b>UNICEF</b>	Results Areas 2, 3,4
<b>UNDP</b>	Results Areas 1, 2,3,4
<b>UNESCO</b>	Results Areas 2, 4
<b>UN- HABITAT</b>	Results Areas 3
<b>UNHCR</b>	Results Areas 2,4
<b>UNIDO</b>	Results Areas 1
<b>UNODC</b>	Results Areas 4
<b>UNOPS</b>	Results Areas 4
<b>UNFPA</b>	Results Areas 2,3
<b>UNU INRA</b>	Results Areas 1, 3
<b>WFP</b>	Results Areas 1,
<b>WHO</b>	Results Areas 2
<b>IMO</b>	Results Areas

## **Annex 2: Design Report: Structure and Content**

Cover

Table of Content

Abbreviations and Acronyms

I. Introduction

A. Background and Context (sketched)

B. Purpose and Scope of the Evaluation

II. Methodology

A. Evaluation Questions

B. Indicators

C. Methods of Data Collection and Analysis

D. Sampling

E. Preliminary Findings

F. Limitations to the Evaluation

III. Work Plan

IV. Logistics and Support

Annexes (example)

I. Work Plan (mandatory)

II. Evaluation Matrix (mandatory)

III. Terms of Reference (mandatory)

IV. Documents reviewed (mandatory)

V. Draft Data collection instruments (mandatory)

Questionnaires (if used)

Interview Questions (if used)

## **Annex 3: Structure of the UNSDP Evaluation Report**

### **Title page**

Name of programme or theme being evaluated  
Country of project/programme or theme  
Name of the organization to which the report is submitted  
Names and affiliations of the evaluators  
Date

### **Table of Contents**

List of acronyms

Executive summary

- A self-contained paper of 1-3 pages.
- Summarize essential information on the subject being evaluated, the purpose and objectives of the UNSDP End of Programme Evaluation methods applied and major limitations, the most important findings, conclusions and recommendations in priority order. (Maximum 5 pages)

### **Main Report- Maximum 35 pages**

Introduction

- Context and national priorities, goals, and methodology, brief description of the results.
- Describe the project/programme/theme being evaluated. This includes the problems that the interventions are addressing; the aims, strategies, scope and cost of the intervention; its key stakeholders and their roles in implementing the intervention.
- Summarize the UNSDP evaluation purpose, objectives, and key questions. Explain the rationale for selection/non selection of evaluation criteria.
- Describe the methodology employed to conduct the UNSDP End of Programme Evaluation and its limitations if any.
- Detail who was involved in conducting the UNSDP End of Programme Evaluation and what were their roles.
- A presentation and reflection on the main findings which considers: (a) the results of the desk review of existing documentation available, and (b) the triangulated findings from interviews conducted with Heads of UN Agencies, selected programme staff, and selected senior Government officials as well as other partners and stakeholders, including community representatives.
- Results by UNSDP Results Areas: national progress, specific contribution of UN agencies and resources mobilized etc.

**Partnership and collaboration strategy** among UNCT and other donors; and evaluation of the efficiency and effectiveness of UNSDP as a partnership framework

### **Major Challenges**

**UNSDP Financial Management**

**Assessment of M&E process**

**Findings and conclusions**

- State findings based on the evidence derived from the information collected. Assess the degree to which the intervention design is applying results-based management principles and human rights-based approach. In providing a critical assessment of performance, analyse the linkages between inputs, activities, outputs, outcomes and if possible impact. To the extent possible measure achievement of results in quantitative and qualitative terms. Analyse factors that affected performance as well as unintended effects, both positive and

negative. Discuss the relative contributions of stakeholders to achievement of results. Assess how/if the intervention has contributed to gender equality and fulfilment of human rights.

- Conclusions should be substantiated by the findings and be consistent with the data collected. They must relate to the UNSDP objectives and provide answers to the evaluation questions. They should also include a discussion of the reasons for successes and failures, especially the constraints and enabling factors.

#### **Recommendations and lessons learnt**

- Based on the findings and drawing from the evaluator(s)' overall experience in other contexts if possible provide lessons learned that may be applicable in other situations as well. Include both positive and negative lessons.
- Formulate relevant, specific and realistic recommendations that are based on the evidence gathered, conclusions made and lessons learned. Discuss their anticipated implications. Consult key stakeholders when developing the recommendations.
- List proposals for action to be taken (short and long-term) by the person(s), unit or organization responsible for follow-up in priority order.

#### **Follow up Plan**

- This may include current UNSDP
- Next Cooperation Framework
- Provide suggested timelines and cost estimates (where relevant) for implementation.

#### **Annexes may include the following (maximum 10-15 pages)**

- Attach ToR (for the UNSDP End of Programme Evaluation).
- List persons interviewed; sites visited.
- List documents reviewed (reports, publications).
- Data collection instruments (e.g. copies of questionnaires, surveys, etc.).
- Photos

\*The UNSDP Evaluation Report should be developed in accordance with the UNEG "Standards for Evaluation in the UN system", "Norms for Evaluation in UN System and "Ethical Guidelines for Evaluation." Analysis should include an appropriate discussion of the relative contributions of stakeholders to results. It will consider the evaluation objectives as per relevance, effectiveness, efficiency, coherence and sustainability of results, as well as the key issues of design, focus and comparative ad