

RBAP Internal Checklist for Quality Assurance of Decentralized Evaluations Workflow and Checklist

Currently in UNDP (including RBAP), only around 20% of the decentralized evaluations are found to be satisfactory. This trend is recurrent and stagnant for several years. See snapshot from 2019.



The aim of this checklist is to enhance quality assurance to improve the quality of decentralized evaluations in RBAP. To ensure that the TORs and the Evaluation Reports of Decentralized Evaluations are closely aligned with the Independent Evaluation Office (IEO) [Quality Assessment criteria](#) and the [Evaluation guidelines](#), starting Q1 of 2021, the RBAP RBM Group* is proposing to Country Offices (CO) and the Regional Programme to complete the below proposed checklists, before any TORs or Final Reports can be uploaded in the ERC.

1. Workflow for uploading Terms of Reference in ERC:

- CO/RP prepares Decentralized Evaluations Terms of Reference;
 - Guidance and a [template for the TOR](#) are available in the evaluation guidance and should be followed.
 - Programme Teams or RBM CO FPs can reach out to BRH for guidance anytime.
- COs should share TORs with BRH FP **BEFORE** uploading to the ERC and consultants are hired, and ideally before TORs are advertised, to enable time for amendment if any issues need to be addressed.
- When the CO submits a TOR to be uploaded in ERC, the TOR checklist below needs to be completed and shared with BRH. The CO DRR or the RBM Focal Point should sign off the TOR checklist.

Terms of reference checklist (taken from the [Evaluation Quality Assessment](#))

Area	Yes	No	If no please explain why ¹
1. Do the Terms of Reference clearly outline the focus for the evaluation in a logical and realistic manner?	√		
2. Do the Terms of Reference detail adequate timescales and allocated days for the evaluation's completion?	√		
3. Does the TOR clearly outline the evaluation's planned approach?	√		

¹ Add a row under the question to elaborate on your answer

4. Is the proposed outline of the evaluation approach and methodology clearly detailed in the ToR?	√		
5. Does the ToR request the evaluator to include gender and vulnerable group issues within the evaluation?	√		

Sign off

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