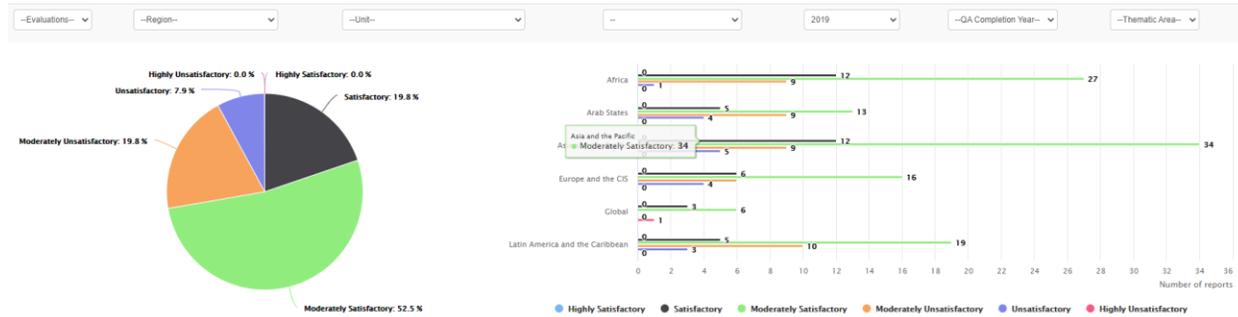# RBAP Internal Checklist for Quality Assurance of Decentralized Evaluations
## Midterm Evaluation of DHL Project

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 finalizing and Uploading Final Evaluation Reports in ERC:**
- CO/RP shares the DRAFT evaluation report along with the completed evaluation report checklist below.
- The draft evaluation report should follow the outline detailed in the Evaluation guidelines.
- CO/RP should NOT proceed to pay for the final evaluation unless it completes the checklist and most of the questions are answered positively.
- If the CO/RP foresees that there are certain elements in the evaluation that need support and revision, CO/RP can reach out to RBAP RBM Group* anytime during the evaluation cycle, and BEFORE acceptance of the draft report and final payment for the evaluation is made.
- BRH Evaluation FP will not approve the uploading of an evaluation report to the ERC website unless the checklist is completed and at least 80% of the answers of the checklist are answered positively.
- For CO - the CO DRR and the CO RBM Focal Point should sign off the TOR checklist.
  For RP - the Regional Programme Coordinator and the RP RBM Focal Point should sign off the TOR checklist.

**Evaluation Report Checklist** (based on the Evaluation Outline detailed in the guidelines)

| Area | Yes | N | If no, please explain why[1] |
|---|---|---|---|
| | | | |

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

| Does the draft evaluation report follow the UNDP standard report outline? | yes | | |
|---|---|---|---|
| **Methodology** | | | |
| 1. Well-balanced structure, clearly defined evaluation objectives | yes | | Defined under section 2(Scope and objectives) |
| 2. Clearly outlined methodological approach, adequate stakeholders/partners involvement | yes | | The methodological approach is well elaborated under section 3 |
| 3. Clearly defined and adequate data collection approach and scope | yes | | |
| 4. Evaluation of relevance, effectiveness, efficiency, sustainability | yes | | The report is findings |
| 5. Linkages with national strategies, CPD, UNDAF/ UNSDCF | yes | | In the finding section under relevancy |
| 6. Assessment of Programme funding and utilization (not essential) | yes | | Discussed under efficiency |
| 7. Assessment of M&E design, implementation | Yes | | The report has discussed the project strategy in detail and also there is section on M&E but no specific section is there for assessment of M&E systema nd its implementation |
| **Cross-cutting issues** | | | |
| 8. Adequately addresses cross-cutting areas including gender and human rights throughout, including methodology and data analysis, findings/conclusion/recommendations. | yes | | The finding section of the report covers Gender and other crosscutting themes |
| **Report finding/ recommendations/ conclusions** | | | |
| 9. Findings and conclusions are logical, well-articulated, linked and supported by evidence. | yes | | |
| 10. Recommendations are clear and actionable linked to country office outcomes, strategies | Yes | | |

**Approved by**

*S. A.*

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