

UN-HABITAT SCORING FOR EVALUATION REPORTS

CRITERIA FOR ASSESSING EVALUATION / OTHER CONSULTANCY WORK

Ensuring that evaluation report satisfies basic formal requirements is relatively easy. First, we examine if the report is organized as agreed and that no part is missing (refer to UN-HABITAT standard evaluation report structure). Next, we make sure that all questions raised in the TOR have been covered and the text is clear and succinct. What is difficult is assessing the quality of the response to the evaluation questions.

The following is checklist for assessing the quality of UN-HABITAT evaluation Reports

As regards this criterion, the evaluation report is:	Unacceptable 1 & 2	Acceptable 3	Good 4	Excellent 5
General				
1: Does the evaluation report meet the formal requirements stipulated in the contract				
2: Does the report conform to the agreed format for the structure and main contents of evaluation reports?				
3: Is the report well written and provides satisfactory response to the evaluation questions?				
Overview of initiative				
4: Is there a clear understanding of the intervention being evaluated and its linkages to UN-HABITAT and UN'S Mandate and Priorities				
5: Is the information about expected results, outputs, outcomes and impact addressed?				
6: Is the role of stakeholders described and addressed?				
The evaluated Intervention				
7: Does the report address objectives of the intervention and its logic of cause and effect?				
8: Does the report describe activities carried out, key outputs delivered and outcomes?				
9: Does the report address external factors that may have influenced the intervention?				

Evaluation Methodology				
10: Was the design of the evaluation adequate and suitable for providing the results required (within time limits) to answer the main evaluation questions?				
11: Are limitation to the methodology well described?				
Main Findings				
12: Are the finding factual and presented systematically for the readers to form their own opinion?				
13: Does the analysis of data answer the evaluation questions correctly?				
14: Are the issues of effectiveness, efficiency, relevance addressed?				
Evaluative Conclusion				
15: Valuable Conclusions: Are the conclusions just, and are they unbiased by personal or partisan considerations?				
16: Do conclusions provide answers to whether the intervention is considered good or bad and whether the results are found positive or negative				
Lessons learned				
17: Are lessons learned related to intervention design, implementation, monitoring or evaluation?				
18: Can lessons learned be applied to other interventions?				
Recommendations				
19 Are the recommendations supported by the findings and conclusions?				
20: Are they action oriented to improve overall intervention performance in future?				
Total score				Max 100