

Suggestions for ToRs for an evaluation

The following are UNDP's suggestions as to what should be included in a ToR for an evaluation:

Introduction. A brief description of what is to be evaluated (outcome or project, specific project components, series of interventions by different partners).

Objectives. The reason the evaluation is being undertaken and a list of the main stakeholders and partners.

Scope. The issues, subjects, areas and timeframe the evaluation will cover.

Products. What products the evaluation is expected to generate (findings, recommendations, lessons learned, rating on performance).

Methodology. The methodology suggested to the evaluation team.

Evaluation team. Composition and areas of expertise.

Implementation arrangements. Who will manage the evaluation and how it is organized.

What to do:

- Keep evaluation in mind when preparing the project budget and selecting monitoring methods.
- Select evaluators for knowledge of the country and familiarity with electoral assistance.
- Evaluations can be internal (generated from within UNDP) or external, generated by national and/or international actors. All members of the team should be independent evaluators and contracted by UNDP specifically for this purpose. They should also have absolutely no connection with the donors, vendors or government related to the electoral activities or results. Other forms of monitoring, however, can and should be done less formally and by those involved in the activities to emphasize the continuous process of identifying lessons to be learned and integrating them into the process.
- After the report has been presented, stakeholder meetings should be held to discuss the findings and ensure that there is a common understanding of these findings.
- The findings, conclusions and recommendations should be internalized and acted upon by UNDP, DPA/EAD and partner organizations