

## **Key evaluation considerations in the project design & implementation of electoral assistance projects**

- ❑ Set up a monitoring and evaluation mechanism before project implementation. This step proves particularly helpful later on during the audit and the independent evaluation often required by donors. Define realistic indicators that can easily be measured objectively (for instance, setting an indicator of xx% increase in voter turnout may be risky and indicate failure of the project if it is not met). Maintain records of monitoring meetings and decisions made during them; for auditing purposes, special attention should be given to adaptations/deviations in project implementation.
- ❑ Be aware that monitoring of the project outputs and progress towards outcomes, and reporting corporately on them, is the responsibility of the UNDP Country Office and the project management unit. At the same time, UNDP should be encouraging EMBs to evaluate their own processes critically and constantly, and without any sense of defensiveness or embarrassment.
- ❑ Ensure that the budget for monitoring and evaluation is adequate at the design stage of the project. The budget may need to include the cost of monitoring visits or a mid-term review by outside experts or internal UN/UNDP policy advisors (from EAD, UNDP Regional Centre or Headquarters) as well as the EC–UNDP Task Force on Electoral Assistance.
- ❑ Define the scope of the project evaluation within the project document, which should state the goals or objectives of the evaluation.
- ❑ Determine what capacities should have been developed as well as what capacities were in fact developed (and how). Identify any additional or unanticipated capacities that were unexpectedly developed.
- ❑ Monitor the functionality of partnerships and information sharing networks.
- ❑ Identify whether innovative methodologies were used and were successful.
- ❑ Monitor results. For example, the important thing is not the number of voter education workshops that are held, but rather what attendees of the workshop learned about voting and how that knowledge was or was not translated into action.
- ❑ Identify the level of participation among stakeholders, including donors. It is usually preferable for UNDP to assist the EMB; ideally, the EMB should be driving the monitoring and evaluation process, not just participating in it.
- ❑ Share and examine monitoring data with donors and Country Office management.

- ❑ Assess which particular interventions or results contributed to strengthen democratic governance, sustainable development and human rights, so that linkages are made to long-term goals that UNDP is interested in pursuing.
- ❑ Assess the contribution of this project to any broader international programme of electoral assistance activities.
- ❑ Ensure that once a project is completed, lessons learned are passed along to the stakeholders that will continue to be involved in the strengthening of the electoral process, including BDP's Democratic Governance Group and DPA/EAD. If project consultants were selected from the DPA/EAD roster, provide DPA/EAD with an evaluation of their performance.