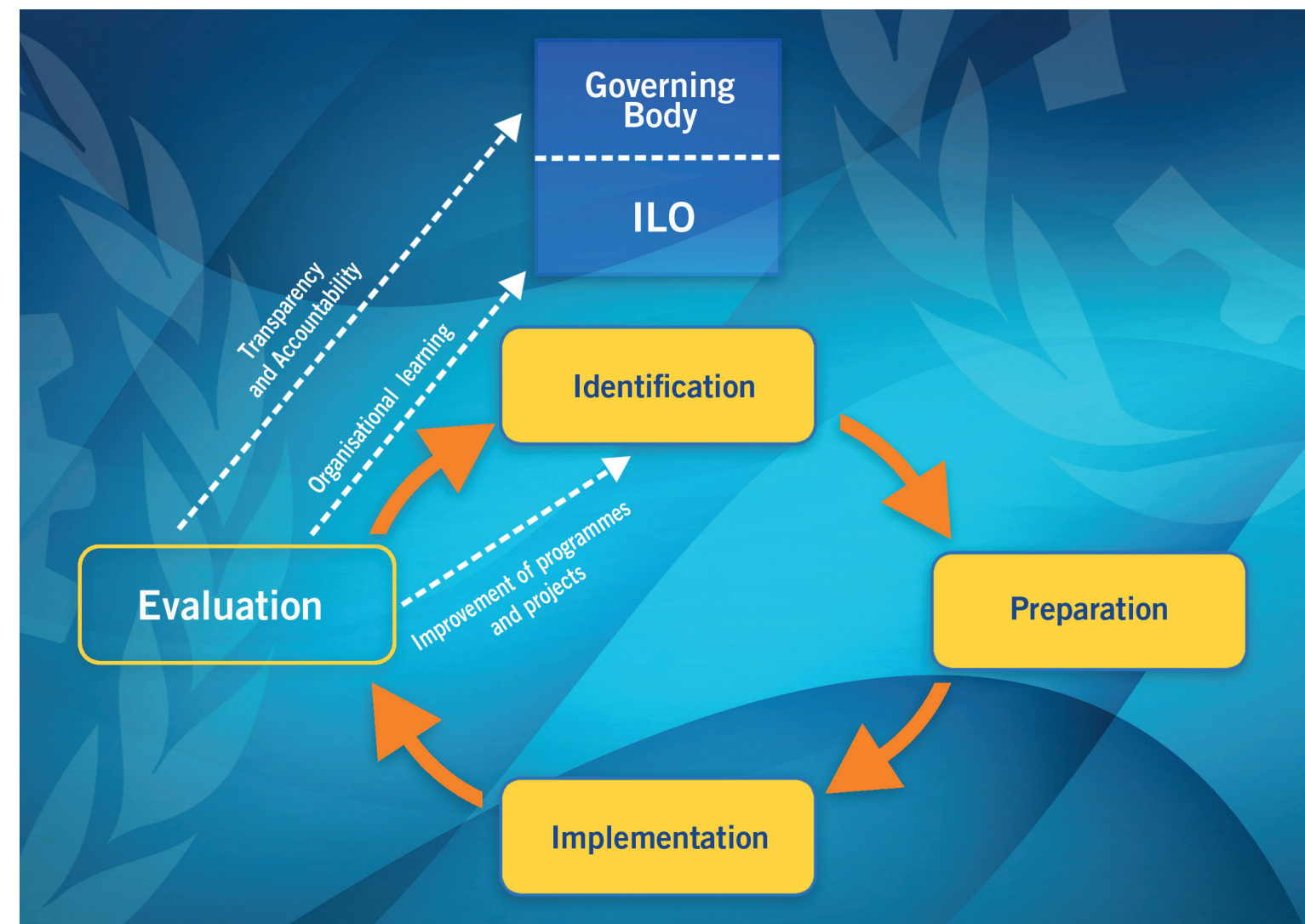
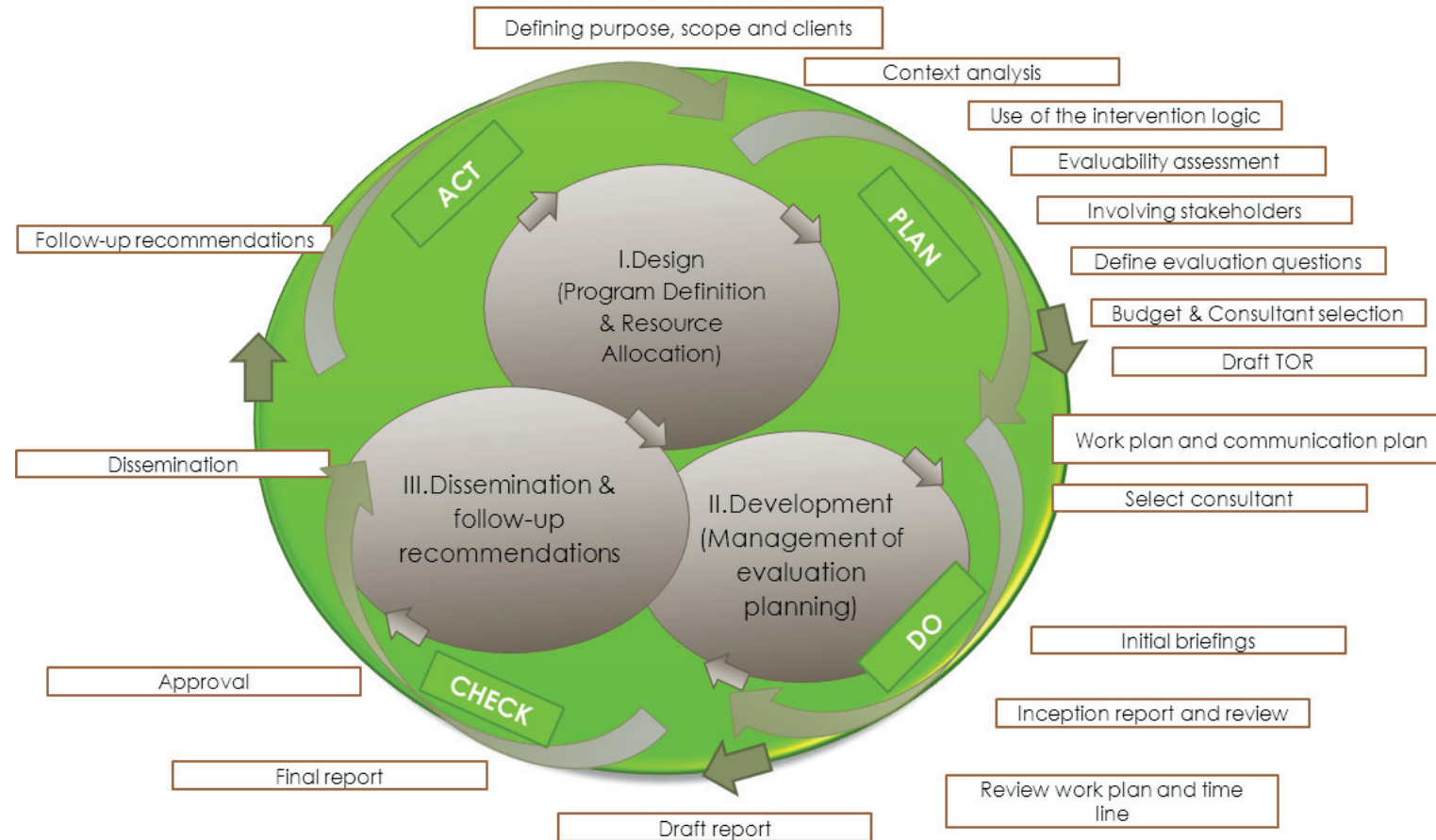


KEY STEPS IN PLANNING AND MANAGING EVALUATIONS



Evaluation Manager Certification Programme

Phase 1: Workshop in Turin (1-3 July 2013)

Phase 2: Coaching (Second half of 2013)

For more information, please contact:

Craig Russon
Senior Evaluation Officer
Evaluation Unit
International Labour Organization
4, route de Morillons
CH-1211 Geneva 22
Switzerland

Tel.: +41 22 799 73 10
Skype: craig.russon
Fax: +41 22 799 6219
Email: russon@ilo.org

To register, please contact:

Carmelisa Magli
Course secretary
International Training Centre of the ILO
Sustainable Development and Governance
Viale Maestri del Lavoro 10
10127 Turin
Italy

Phone: +39 011 693 6532
Fax: +39 011 693 6351
C.Magli@itcilo.org



Evaluation Manager Certification Programme



Background and Context

With the introduction of Results-Based Management in the ILO, evaluation has grown in importance. The Evaluation Unit (EVAL) implements the ILO evaluation policy by independently evaluating ILO strategies, policies and programmes. It also coordinates and provides quality control for a growing number of project evaluations undertaken throughout the organization.

The large number of project evaluations (annual averages are between 50 and 60) precludes the staff of the ILO's Evaluation Unit (EVAL) from managing all of them in-house. Therefore, most of the project evaluations are managed by ILO staff that volunteer to perform this task in the interest of the organization, with guidance and oversight provided by EVAL.



Purpose and Participants

In order to upgrade the quality of evaluation management and to expand the pool of qualified candidates, EVAL has established a development programme to formally certify staff that have volunteered in the past or that will volunteer in the future to become Evaluation Managers.

EVAL, in collaboration with the ITC-ILO, will implement a first round of the evaluation certification programme for the year 2013.



Certification programme

The evaluation manager certification programme is composed of two stages;

- a 3-day workshop held at the ITC-ILO in Turin from the 1 to 3 of July in which participants will be exposed to the technical requirements and the tools and techniques required to manage successfully an evaluation
- a coaching phase in which participants will be required to return to their posts and under the guidance of the programme administrator manage an evaluation using the acquired know-how and the management tools and techniques provided during the workshop.

Upon successful completion of both the course work and the practicum, a formal certificate will be awarded.



Community of Practice

ILO “certified Evaluation Managers” by this programme will be subscribed, free of cost, in the ILO evaluation community of practice. The EVAL website on the Intranet and Knowledge Sharing Platform will be used as permanent places for

exchanging information on “hot” evaluation topics such as impact evaluation, policy analysis, etc.



Benefits

Participants in the ILO Evaluation Manager Certification Programme will enjoy many benefits, including:

- Development of key capabilities needed for the delivery of organizational objectives
- Certification that will promote personal career progression in- and outside the ILO
- Customized evaluation training from internationally recognized experts
- Guided practice to ensure a high rate of course completion
- All tuition fees, lodging and board will be covered by the HRD Training credits
- Travel by bus for colleagues from HQ and 50% of the travel costs for colleagues from the Field will also be covered by HRD
- For DSA arrangements, please refer to paragraph “Terms and conditions for participation” below.
- Access to a network through an ILO community of practice



Methodology

A fully participatory action-oriented approach will be adopted, based on future evaluations that are to be managed by participants and drawing as much as possible on the practical experience of participants. The methodology, both in the delivery and application, will be a combination of interactive subject-matter presentations with group assignments designed to enhance team work, allow practical applications of the tools and techniques and to continuously measure learning achievement.

The facilitators will help to create an environment conducive to dialogue, experience-sharing and partnership building.

They will monitor the learning process and introduce remedies, if needed e.g. complementary sessions or specific support will also be given during both phases of the programme.



Language and documentation

The workshop in Turin will be conducted in English; therefore fluency in English is a prerequisite for attending the workshop.

Participants will be supplied with background information prior to the workshop and will receive training material and a CD-Rom containing relevant documentation. That documentation

will also be provided in English, French and Spanish in order to better support the coaching phase of the certification programme that will take place in one of the official languages of the ILO.



Terms and conditions for participation

The course fees for this certification programme are funded by central training credits provided by HRD.

For the workshop in Turin, participants will be provided free-of-charge with:

- Free tuition, training-related documentation and use of campus facilities; and
- Single-room accommodation, full board (breakfast/lunch and dinner at the ITC-ILO self-service/two daily coffee breaks) and minor medical care on the ITC-ILO Campus, from Sunday, 30 June 2013 to Wednesday (inclusive), 3 July 2013.

Participants will receive a supplementary daily subsistence amount corresponding to 20 per cent of the UN DSA for Turin from Sunday, 30 June to Wednesday, 3 July 2013 (four days). HRD will cover this 20% for colleagues from the field as well as 50% of the DSA for travel days. Colleagues from HQ are invited to use their Department's Staff Development Devolved Funds.

Please note that the presence of all participants is required as from 18:00 on Sunday evening 30 June 2013 to the last session of Wednesday 3 July 2013 finishing at 17:00.

Participants travelling with additional family members should inform the organizers in advance regarding accommodation requirements, it being understood that they will have to bear any additional costs that might be involved.



Travel and arrangements

Participants coming from the field by plane to either Geneva or directly to Turin remain responsible for booking their own return ticket.

Please note that ITC-ILO will organise bus transportation from Geneva to Turin and back, which is provided for participants free of charge through the above mentioned HRD funds. Departure from Geneva is scheduled for Sunday, 30 June 2013 at 13:30 from the ILO building (main entrance, R-3). The return to Geneva from the Turin Centre is scheduled for Wednesday, 3 July 2013 at 18:00, approximately around 22:00 in Geneva

All participants wishing to use the above shuttle service are invited to mention it in their application forms.



HRD financial coverage

For the colleagues from offices with IRIS, please select “Staff Development” as the purpose of the mission and add Mr. Estève Dal Gobbo as an approver for the TA in IRIS.

For the other colleagues, please send him a detailed cost breakdown of your travel and a flight itinerary.

If you need help, you can contact him at dalgobbo@ilo.org or by phone ext 6811.



Visa applications

Please note that a visa for Italy is normally not needed for UN officials who are holders of a valid UN Laissez Passer.

Holders of a UN Laissez Passer travelling on mission status with a travel authorisation and with their national passport are normally exempt from a visa for Italy but are invited to also enquire about visa requirements with their local Italian Embassy. Allow at least two to three weeks for visa application/processing.

Participants from the field travelling through Geneva may require a visa for Switzerland, depending on their nationality.



Applications

Participants nominated by Regional M&E Officers and Sectoral Evaluation Focal Points (with proper internal approvals from their directors) are invited to apply and participate.

Heads of Sectors/departments and field offices are invited to nominate participants before 1 of June 2013. Selected participants will be requested to fill in the attached application form and send it by e-mail to:

Ms. Carmelisa Magli, ITC-ILO
E-mail: C.Magli@itcilo.org

Only a total of 25 participants will be accepted in the programme. Based on the applications received, EVAL will proceed in selecting those 25 participants. This selection will be based on criteria such as geographical and technical distribution of the group of participants and the participant's profile in line with his or her actual responsibilities in managing evaluations.