



UNEG
United Nations Evaluation Group

UNEG Programme of Work 2019-2020

September 2019

*This document is subject to review and update.

SO1 Ethics and Code of Conduct Guidance Working Group	3
SO1 Peer Review Working Group	4
SO1 SDGs Working Group	6
SO1 UNSDCF Working Group	10
SO1 Human Rights and Gender Equality Working Group	12
SO1 Environment and Social Impact Assessment Working Group	13
SO1 OECD DAC Evaluation Criteria Task Force	14
SO1 Decentralised Evaluation Interest Group.....	16
SO2 Professionalization Working Group	18
SO2 Evaluating Policy Influence and Normative Work Interest Group	21
SO2 National Evaluation Capacity Development Interest Group	22
SO2 Methods Interest Group	23
SO2 EPE 2020 Organizing Committee	24
SO2 Evaluating Capacity Development Interest Group	25
SO3 System-wide Evaluation Working Group.....	26
SO3 Evaluation Use Interest Group (EUIG)	28
SO3 Humanitarian Evaluation Interest Group.....	30
SO3 Joint Evaluation Interest Group.....	31
Partnerships Working Group (PWG).....	33
Summary UNEG Projected Expenditure 2019/2020	35
UNEG Secretariat Work Plan 2019-2020.....	37
Members of the UNEG Executive Steering Committee	38
UNEG Task Force, Working Group and Interest Group coordinators	38

SO1 Ethics and Code of Conduct Guidance Working Group

Coordinators: Gabrielle Duffy (WFP) & Tina Tordjman-Nebe (UNICEF)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap
UN evaluations meet UNEG N&S	Updated UNEG ethics guidelines and code of conduct	Work planning: developing ToR for consultancy support, writers' team and retreat and peer review team	WG consultation and discussion	All WG members	n/a	June – September 2019	Staff time	-	-
		Recruiting consultant	Direct recruitment	WFP or UNICEF	n/a	September 2019	Staff time	-	-
		Producing annotated outlines of the updated guidelines and code, based on mapping and review recommendations	Consultancy under WG supervision	Consultant with all WG members	n/a	Fall 2019	\$7,500	\$7,500	-
		Holding a drafting workshop	Retreat	Volunteers from among WG with consultant facilitator	n/a	Winter 2019	Staff time, agency funds for travel/DSA \$5,000 for consultant fees, travel/DSA	\$5,000	-
		Peer-reviewing, revising and producing the final draft of the updated guidelines and code	WG consultation and discussion	Consultant with all WG members	n/a	Spring 2019	\$7,500	\$7,500	-
	Broader engagement and interest in ethics within UNEG	Present new ethics guidelines and code of conduct to 2020 AGM and EPE	Presentation, Professional Development Workshop (TBC)	WFP, UNICEF	n/a	April 2020	Staff time; agency funds for travel/DSA; possibly fees, travel/DSA for workshop facilitator	-	TBD
Budget total								\$20,000	

S01 Peer Review Working Group

Convenor: Mike Spilsbury (UN-Environment)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget required	Expected contribution from UNEG funds)
Outcome 1.2: Peer Reviews improve quality of evaluation function in the UN	Output (a): Peer reviews of evaluation functions are conducted; peer reviews are prioritised, peer review guidance is updated; peer review management responses are reviewed.	Activity (i): Conduct of UNEG professional PRs and other assessments of evaluation functions	PR WG	Panel WHO FAO	Evalnet Netherlands	July 2019 – Mar 2020	\$45,000	\$45,000
		Activity (ii): Develop approach to review small evaluation functions UNEG/ Peer Validated Self-assessments and for UNEG member Self-Assessment		WG coordinators and members		Q1/2/3 2019		
		Activity (iii): Initial trial of tool by UNESCO		UNESCO		Q3	\$15k	\$15,000
		Test approach on a small evaluation function ICAO				Q3/4 2019		
		Activity (iv) Update peer review guidance, including to prioritise PRs and to review of small evaluation functions		WG coordinators and members	None	Q4 2018 – Q4 2019		
		Activity (v) Conduct a review of implementation of management responses for PRs		Peer Review Working Group	None	Q1/2 2020		
		Activity (vi) update UNEG Normative framework for PRs		Peer Review Working Group	None	Q1/2 2020		
Budget total								\$60,000

Conducting regular UNEG/EvalNet Peer Reviews

The ECG / Evalnet Peer Review of IFAD which started in 2018 is scheduled to be issued by September 2019. The Peer Review Working Group will continue to organise regular UNEG / EvalNet Peer Reviews of UN evaluation functions. Two peer reviews are scheduled to take place in 2019: the UNESCO Peer Review chaired by WHO with participation of FAO, Netherlands and an independent consultant, as well as ICAO, chaired by UNESCO with participation of ITC and Canada. IOM has approached the WG to initiate the Peer Review early in 2020. WFP has also indicated that a Peer Review will be required in 2020.

Developing new assessment approaches.

A long-standing need often expressed by smaller evaluation functions within the UNEG membership, is for the Peer Review Working Group to develop a review approach that is tailored to their needs in terms of scope, time and cost of a review yet has sufficiently robust methods to be considered a credible assessment process. The PR Working Group set out a range of assessment modalities that may be suitable for smaller evaluation functions in 2017-18. These include:

- UNEG Peer-Validated Self-Assessment/ with or without EvalNet participation
- UNEG-Validated Self-Assessment (using a ‘UNEG Accredited’ consultant)
- A publicly disclosed Self-Assessment against UNEG Norms and Standards

At the core of the modalities is the need for a Normative Framework the PR WG formed a smaller sub group to work on this task Andrew Fyfe, and Pietro Tornese (UNCDF), Gugsu Farice (ICAO), Geoff Guerts (UNESCO) and Mike Spilsbury (UNEP) have been working since the UNEG AGM in May in developing the Normative Framework. The draft has been now been developed (June 2019) and will be trialed by UNESCO in early July.

Updating guidance and UNEG Normative framework Document.

Guidance will need updating to reflect the new PR modalities and the formal UNEG NF document has not been updated since 2007.

Reviewing utility of completed Peer Reviews

Finally, to better understand the importance and utility of Peer Reviews, a review of implementation of management responses / recommendations for peer reviews is proposed.

Upcoming Peer Reviews for 2020

IOM (already requested) and WFP.

SO1 SDGs Working Group

Coordinators: Miguel Jiménez Pont (ITC) together with Chandi Kadirgarmer (UNEG Secretariat)

Outcomes	Outputs	Activities	Modalities / remarks / follow up	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap	Coordination with other WG
<i>SO1: Develop and Safeguard Professional Norms, Standards and Guidance</i>	SO1.1: UNEG compendium of evaluation tools and practices on the evaluation of the SDGs	Completion of the UNEG inventory on existing tools, material, and practices on evaluation and the SDGs	Presented, discussed and completed as reference document. UNEG secretariat to put on the website or SLACK.	Leader: ILO Collaborating agencies: ILO, OIOS, UNESCO, IOM and UNDP	N/A	May – Sept Completed Sept 19	N/A	N/A	N/A	N/A
	SO1.2: UNEG Process and Methodology Guidelines for evaluating SDGs at the country level (this includes evaluation assessment guidance for ISWE)	<p>First activity: Prepare an outline for a UNEG evaluability tool based on existing UNEG material, per inventory results</p> <p>Second activity: review existing UNEG agencies' guidance on the national</p>	Consultancy work WG discussions	<p>Leader:</p> <ul style="list-style-type: none"> • ILO Guy Thijs • (second TBI) <p>Collaborating agencies:</p> <ul style="list-style-type: none"> • FAO Enika Bushi, • OIOS Srilata Rao, • UN Women Isabel Suarez García, • UNDP Vijaya Vadivelu 	?	October 2019 - April 2020				SWE WG UNCF WG N&S WG

Outcomes	Outputs	Activities	Modalities / remarks / follow up	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap	Coordination with other WG
		evaluation of SDG as per inventory results and prepare an outline		<ul style="list-style-type: none"> • UNESCO Moritz Bilagher, • UNICEF Riccardo Polastro • UNODC Emanuel Lohninger, • WFP Sergio Lenci 						
	SO1.3: UNEG Process and Methodology Guidelines for evaluating SDGs at the SW level (this includes evaluation assessment guidance for ISWE)	First activity: review existing UNEG agencies' guidance on the national evaluation of SDG as per inventory results and prepare an outline	Consultancy work WG discussions	<p>Leader:</p> <ul style="list-style-type: none"> • UNICEF Ada Ocampo • (second TBI) <p>Collaborating agencies:</p> <ul style="list-style-type: none"> • ILO Guy Thijs • UNODC Emanuel Lohninger, • UN Women Isabel Suarez García, • FAO Enika Bushi, • UNESCO Moritz Bilagher, • WFP Deborah McWhinney 	?	October 2019 - April 2020				SWE WG N&S WG

Outcomes	Outputs	Activities	Modalities / remarks / follow up	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap	Coordination with other WG
				<ul style="list-style-type: none"> • UNDP Vijaya Vadivelu 						
<i>SO2: Enhance Professionalization and Capacity</i>	SO2.1: National SDG evaluation capacity development	<p>Step 1: Review existing tools developed by the UNEG agencies to promote national SDG evaluations</p> <p>Step 2. Agree on a set of tools for promoting national SDG evaluation in the respective areas of the UNEG agencies.</p> <p>Step 3. Share a plan of action</p>	<p>Consultancy work</p> <p>WG discussions</p>	<p>Leader:</p> <ul style="list-style-type: none"> • UNITAR Katinka Koke • (second TBI) <p>Collaborating agencies:</p> <ul style="list-style-type: none"> • ILO Guy Thijs, • UN Women Isabel Suarez García, • UNDP Vijaya Vadivelu, • UNICEF UNICEF Ada Ocampo, • WFP Grace Igweta 						National Evaluation Capacity Professionalization Decentralized Evaluation
<i>SO3: Influence Policy-</i>	SO 3.1: Meta-Synthesis on SDG 6 (title to be refined)	Call for an evaluation coalition or joint	First possible coalition: UNICEF willing to lead	<p>Leader:</p> <ul style="list-style-type: none"> • UNICEF Beth Ann 	donors	October 2019 - April 2020	\$50,000	\$50,000		SWE WG Joint Evaluation

Outcomes	Outputs	Activities	Modalities / remarks / follow up	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap	Coordination with other WG
<i>making and Operational Work through Evaluations</i>		platform to support/coordinate a joint or SWE effort / product relevant for an SDG Submit proposals for SDG SWEs funded from MDTF	a meta-analysis /meta synthesis on WASH	Plowman (second TBI) Collaborating agencies: • UNHCR Joel Kinahan (TBC) • OIM Christophe Franzetti (TBC)						Evaluation Use Partnerships
	SO 3.2: Prepare a position paper on the conceptualisation of SDG evaluation	Step 1: Prepare the outline for the position paper	MB to send out invitation for partners to join this sub-WG	Leader: UNESCO Moritz Bilagher Collaborating agencies: TBD	TBD	Nov 2019 – Apr 2020	No cost activity	N/A	N/A	TBD
Budget requirement								\$50,000		

SO1 UNSDCF Working Group

Coordinator: Masahiro Igarashi (FAO)

Outcomes	Outputs	Activities	Modalities	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)
Adequate institutional mechanisms that enables credible and quality UNCF evaluations	Agreement with UNDCO on the institutional mechanism and the interim support arrangement	<ul style="list-style-type: none"> • Consultation and liaison with UNDCO to set up the institutional mechanism and interim arrangements 	Regular/ ad hoc consultations with UNDCO, possibly including one travel to NY	UNDCO	2019	\$3000	\$3000
	Interim support mechanism, including the help desk and possible secondment	<ul style="list-style-type: none"> • Setting up an interim help desk; • Possibly seconding a staff for the startup period 	Consultation with UNEG Heads to avail staff for interim support mechanism	UNDCO	2019-2020		
UNEG member agency evaluations providing appropriate and timely inputs to UNCF evaluations	Adjusted agency evaluation plans and methodologies	<ul style="list-style-type: none"> • Analysis of UNEG member evaluation plans and methodologies; • Consultation with UNEG Heads for necessary adjustments 	Small group within the WG; Consultation with UNEG Heads		2019-2020		
New concept and methodology for UNCF evaluations tested and demonstrated	Revised UNCF evaluation guidelines	<ul style="list-style-type: none"> • Revision based on the comments received • Evaluability assessment guidelines for UNCFs 	Small group within the WG (led by ILO)		2019		
	Agreement on pilot countries and the plan for evaluations by UNEG evaluators	<ul style="list-style-type: none"> • Identification of pilot countries and agree on the plans for 2020; • Consultation with selected UNEG members to avail their evaluators for pilots; • Peer exchange among participating UNEG evaluators 	Consultation with UNDCO and UNCTs to identify pilot countries and the plans for evaluations in 2020 and with UNEG Heads to avail their staff for this purpose; and peer exchanges	UNDCO and UNCTs of candidate countries	2019-2020		

	2-3 pilot UNCF evaluations	<ul style="list-style-type: none"> • Conducting 2-3 pilot UNCF evaluations led by UNEG evaluators 	Evaluations	UNCTs of selected countries	2020	\$80,000	\$80,000
	Lessons learnt and revised UNCF evaluation guidelines	<ul style="list-style-type: none"> • Collecting lessons learnt and further revision of the UNCF evaluation guidelines 	Workshop		2020		
Budget request							\$83,000

SO1 Human Rights and Gender Equality Working Group

Coordinators: Florencia Tateossian (UN Women), Sabas Monroy (OHCHR)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe
Improvement of the Gender and Human Rights integration in UNDAF evaluations	Finalization of the UNDAF meta-synthesis with a gender lens.	Review and finalization of the report Submission of the final report to the UNEG Executive Steering Committee. Communication and dissemination	External consultancy	UN Women, OIOS, UNDP, OHCHR, UNFPA, UNESCO, ITC AND all members of the WG	External consultant	September – December 2019
Strengthen collaboration with other UNEG working groups/interest groups	Collaboration with the UNSDCF working group in relation to the UNDAF meta-synthesis with the gender lens.	Share UNDAF meta-synthesis with a gender lens with the UNSDCF working group.	Internal work	UN Women		November – December 2019
Exchange on ‘corporate evaluation of gender mainstreaming policy, strategy or equivalent’, including dissemination of good practices and common challenges.	Facilitation of collective space for exchange.	Agencies to be invited to express their interest to exchange experiences. Organization of webinars, knowledge and materials to exchange experiences.	Internal work	UN Women UNESCO UNFPA UNODC UNHCR And all members of the WG		November 2019 – April 2020
Support the undertaking of evaluations of gender mainstreaming.	Exploring possibility of establishing a roster of evaluators with combined gender and evaluation expertise.	Collection of CVs of evaluators with expertise on gender mainstreaming.	Internal work	UN Women OHCHR And all members of the WG		November 2019 – April 2020
Support the development of technical guidance and rollout of the policy and accountability framework of the UN Disability Inclusion Strategy.	Technical note for the evaluation indicator of the accountability framework of the UN Disability Inclusion Strategy.	Draft the technical note of the evaluation indicator. Submission of the technical note to the UNEG Executive Steering Committee.	Internal work	OHCHR ILO And members of WG		November 2019 – April 2020

SO1 Environment and Social Impact Assessment Working Group

Coordinators: Juha Uitto (GEF), Nanthi Nanthikesan (IFAD)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap
Improved UN system-wide coverage of social and environmental consequences of UN interventions in evaluations	Guidance developed to cover social and environmental consequences of UN interventions in all evaluations	<p>Take stock of existing prioritization of this subject by UNEG Agencies:</p> <ol style="list-style-type: none"> 1. Scan the existing mandates and practices of UNEG agencies in relation to engaging with social and environmental impact 2. Scan the UNEG Agency evaluation policies, manuals (guidance), and tools related to assessing social and environmental impact 	Working group + Consultant (Desk review, Consultations, and Surveys)	GEF, IFAD, FAO, IOM, UNDP, UNFP, UNIDO	None	June 2020	\$17,500	\$0	\$17,500

SO1 OECD DAC Evaluation Criteria Task Force

Coordinators: Mikal Khan (FAO) and Julia Engel Engelhardt (WIPO)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap	Update Nov 2019
<p>UNEG guidance materials is more relevant and effective</p> <p>Stronger evaluation functions of UNEG members</p>	1. Preliminary assessment of the need for revision of UNEG documents	Task Force members will compile the UNEG foundation, strategic and guidance documents, which may need review based on new DAC criteria	Desk review	FAO	n.a.	By end-September 2019	n.a.	n.a.	n.a.	List of documents compiled, but the needs for review has been postponed to Jan 2020 as the new final criteria are expected in Dec 2019
	2. Development of draft UNEG guidance or updates of UNEG documents	Depending on the extent of the revision, this can be done by either individual consultant, or Task Force members	Desk review + online consultations	To be decided based on output 1	n.a.	My end-February 2020	\$15,000 (TBC – base on result of output 1)	\$15,000	\$15,000	Timeframe is confirmed, and activity will be reviewed after output 1 is complete.
<p>UNEG members are kept informed of ongoing trends</p> <p>Task Force collects lessons on use of DAC criteria</p>	3. Liaison with other UNEG WG for potential collaboration and lessons on use of OECD DAC criteria	Task force will keep informed on other Working Groups activities and propose relevant collaboration	Online interaction	See annex 1	n.a.	From Oct.2019 onwards (after publication of new criteria)	n.a.	n.a.	n.a.	Task Force will circulate a message in Dec on updates and request for collection of lessons
<p>UNEG members are kept informed of ongoing trends</p> <p>Contribution to National Evaluation cap.dev.</p>	4. Liaison with OECD DAC for potential dissemination and capacity development	Task Force will keep informed on OECD DAC progress and activities and propose relevant collaborations	Online interaction	Co-coordinators (FAO, WIPO)	OECD DAC EvalNet	From Oct.2019 onwards (after publication of new criteria)	n.a.	n.a.	n.a.	Updates are regularly provided to members whenever there are developments (e.g. draft version approved by EvalNet was circulated)

Stronger evaluation functions of UNEG members	5. UNEG 2020 EPE session on lessons learned from application of new criteria	Task force will assign a focal point for leading the design of an EPE session	Online interaction	Will be decided later	OECD DAC EvalNet	From March 2020	n.a.	n.a.	n.a.	Two Task Force members are in the EPE OC and will act as focal points. Tentative title and content of EPE session will be provided in Feb 2020
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Annex 1

Collaboration with other UNEG Working Groups – focal points

UNEG WG	Responsible Task Force Member	Remarks
UNSDCF Task Force	Mikal Khan (FAO)	
Gender Equality and Human Rights WG	Katherine Aston (UNODC)	
Partnership WG	Mikal Khan (FAO)	
Evaluating policy influence	Mikal Khan (FAO)	
Humanitarian IG	Ada Ocampo (UNICEF)	
National Evaluation Capacity Development IG	Ada Ocampo (UNICEF)	
Professionalization	Ada Ocampo (UNICEF)	
System wide evaluations WG	Peter Wichmand (ILO)	
SDGs WG	Peter Wichmand (ILO)	

SO1 Decentralised Evaluation Interest Group

Coordinators: Julie Thoulouzan (WFP) & Valentina Prospero (UNICEF)

Outputs	Activities/ Thematic focus	Modalities	Responsible & collaborating agencies	External partners	Timeframe
Output a: Exchange of experiences and best practices through webinars focused on priority themes	Securing and tracking staffing and financial resources for decentralized evaluations	DEIG webinar	All DEIG members	N/A	October 2019
	Quality Support mechanisms for Decentralized Evaluations: Internal vs Outsourced approaches	DEIG webinar	All DEIG members	N/A	Jan 2020
	Safeguarding the impartiality of Decentralized Evaluations and addressing potential breaches	DEIG webinar	All DEIG members	NA	March 2020
	Topic to be identified	DEIG webinar	All DEIG members	NA	May 2020
	Topic to be identified	DEIG webinar	All DEIG members	NA	July 2020
	Topic to be identified	DEIG webinar	All DEIG members	NA	Sept 2020
Output b: Map key features of UN DE Functions		Online matrix populated by DEIG members	All members	UN agencies not represented in the DEIG	May 2020
Output c: Document key lessons on selected elements of the DE function		Series of 2 pagers	All members		Sept 2020
Output d: Support evaluation partnerships	Invite Regional Evaluation Networks to present their joint initiatives	Webinar	UN Regional Evaluation Networks (UNEDAP, etc)	N/A	tbc
Output e: Establish synergies with other UNEG Working Groups on relevant themes including: - UNDAF Task Force (on links between UNDAF and decentralized evaluations) - WG on Evaluation Professionalization (on Evaluation Capacity Development) - SDGs Working Group - Joint Evaluation Interest Group	Sharing of workplans Organization of joint webinars		All DEIG members + other UNEG WGs	N/A	From Oct 2018 onwards

Outputs	Activities/ Thematic focus	Modalities	Responsible & collaborating agencies	External partners	Timeframe
Output f: Continue populating document/information repository on shared platform	N/A	Document upload	All members	Ongoing	N/A

SO2 Professionalization Working Group

Coordinators: Craig Russon (ILO), Lukasz Wieczerzak (OPCW), Ada Ocampo (UNICEF)

The Professionalization Working Group fomented UNEG's vision to advance the professionalization of evaluation within the UN system. It also promotes adherence to the norms and standards through the development of a professional competency framework for UN evaluators (ECF). Finally, the Working Group aims to strengthen the strategic, technical and managerial skills of UN evaluators by facilitating the exchange of knowledge and experiences.

Pillar 1: Enhancing Global Uptake of the ECF

This pillar is focused on promoting the use of UNEG Evaluation Competency Framework (ECF) in practical and effective ways. The pillar will bring a comparative study of resources and recognition schemes to a quality conclusion. The WG will also make a call for expressions of interest among UNEG members to promote the integration of ECF in their corporate competency frameworks through cooperation/ discussion with their respective HR departments.

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget required	Expected contribution
SO2: Promoting professionalization of evaluation	ECF resources and recognition scheme report	Bring closure to report	Consultancy	UNITAR and UNICEF		July 2019 to May 2020	\$10,000 for consultancy (spent)	Staffing time PWG members
	Integration of ECF in HR documents and processes promoted	Collaborate with UN Agencies	Advisory	ILO		July 2019 to May 2020	Staffing time WG members	Staffing time WG members
Pillar 1 UNEG Budgetary Requirement								\$0

Pillar 2: Enhanced KM and CD of Professionalism

This pillar is focused on enhancing knowledge management in support of professionalization. The pillar will gather and structure information on existing evaluation training and professionalization initiatives. Such information could include learning outcomes aligned to the competencies in the ECF and a tool for accessing learning solutions or resources to meet the competencies. This information will be uploaded to a module to the UNEG website created to make it easily available to UNEG members and others so that they can borrow from it to strengthen their training programmes. At the same time, the working group will explore options for collaboration with other entities who could more easily manage a global information hub with this and other information.

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget required	Expected contribution from UNEG funds
SO2: Promoting professionalization of evaluation	Enhanced knowledge management in support to professionalization initiatives	Collect and structure information on UN and other organizations' training announcements, curricula, modules, publications, and professionalization initiatives	Information gathering	WFP, UNDP, IOM with inputs from the other agencies represented in the WG	n/a	July 2019 to May 2020	Staffing time WG members	
		Add module to UNEG website to house this information	Web-programming		n/a	July 2019 to May 2020	Staffing time WG members and \$5,000 for consultancy (web-programming)	\$5000
		Regular updates of the UNEG site	Information gathering and web-programming		n/a	July 2019 to May 2020	Staffing time WG members	
		Explore options for collaboration with other entities who could manage a global information hub	Networking/advocacy		IOCE, Eval-partners	July 2019 to May 2020	Staffing time WG members	
Pillar 2 UNEG Budgetary Requirement								\$5,000*

* Approved in the 2018-2019 work plan budget.

Pillar 3. Global Dialogue

This pillar is focused on enhancing the PWG's Global dialogue by participating in the events of other organizations (e.g. AEA, CES, IDEAS, FIFE) in order to promote the dialogue around developing an international set of evaluation competencies (e.g. this pillar would help to disseminate the results of the comparative study mentioned in the discussion of Pillar 1).

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget required	Expected contribution
SO2: Promoting professionalization of evaluation	Enhance the ECF global dialogue	Present and/or participate in the events of other organizations	Conference and meetings	OPCW, UNICEF, TBD	VOPEs	July 2019 to May 2020	Staffing time WG members	Staffing time WG members
Pillar 3 UNEG budgetary requirement								\$0

SO2 Evaluating Policy Influence and Normative Work Interest Group

Coordinators: Felix Herzog (UNESCWA) and Veridiana Mansour Mendes (FAO)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap
Knowledge and capacities on evaluating policy influence are enhanced	Active and effective peer support mechanism	Participants exchange their experiences related to past, future and ongoing evaluations that involve policy influence, normative work, and SDGs	Online/phone interactions	ESCAP, ESCWA, FAO, GEF, ILO, IOM, OIOS, OLA, UNAIDS, UNCDF, UNDSS, UNFPA, UNOCT, UNWOMEN, WHO, WIPO		2019-20	-	-	-
		Periodic meetings to discuss the experiences, challenges and good practices, and to provide comments on the documents shared by the members of the group	Online/phone interactions	All		2019-20	-	-	-
	Development of a package of evaluation methodologies and tools to test in ongoing and future evaluations	Compilation of relevant guidelines and material related to policy theories and evaluation methodologies	Desk review; personal/professional interactions	All	TBD	2019-20	-	-	-
		Establish partnerships with other UNEG WG and external partners to discuss methodological challenges and trends	Online/phone interactions	All	TBD	2019-20	-	-	-

SO2 National Evaluation Capacity Development Interest Group

Coordinators: Ada Ocampo (UNICEF) and Renata Mirulla (FAO)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap
SO3: Influencing policy-making and operational work through evaluation Supporting National Evaluation Capacities	Output 1: A strategic guidance on the “how, what and why” of UNEG’s involvement in NECD	<ul style="list-style-type: none"> - TOR - Background documents - Identification of consultant/s - Consultations - Report - Dissemination 	Internal consultation Recruitment of consultant/s Wide dissemination	UNICEF UN Women (TBC) ILO (TBC)	EvalSDGs CLEAR Others?	Nov 2019 – Feb 2020	\$25,000	\$0	We expect contribution from participating agencies.
	Output 2: A platform/space for sharing and exchanging experiences and resources of UNEG members and external partners	<ul style="list-style-type: none"> - Coordination for possible use of UNEG platform - Explore some other platforms (alternatively) - Call for submissions of experiences and resources - Selection of cases and resources - Dissemination 		UNITAR Collaboration from FAO UNICEF		October 2019 – June 2020			
	Output 3: Contribution to global dialogue on NEC	Session at NEC Conference October 2019 Session at FIFE		UNICEF UNDOC FAO		October 2019 – June 2020			

SO2 Methods Interest Group

Coordinators: Andrew Fyfe (UNCDF), Tina Tordjman-Nebe (UNICEF)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)
Staff methodological competencies enhanced	Knowledge exchange sessions culminate in set of 2-page summaries	Series of eight interest group meetings	Skype meetings (every second Wednesday of the month)	Responsible: Coordinators; Collaborating: All members	Discussants TBD	September 2019 – April 2020	Staff time	
		Write-up on how method was applied and challenges/mitigation strategies	Email communication and drafting	Presenting agencies, with support from coordinators and discussants	Discussants TBD	September 2019 – April 2020	Staff time	
Broader engagement and interest in methods within UNEG	Learning and publication based on interest group meetings is shared at EPE	Editing/design/publishing of 2-page summaries	In-house resources or LTA from volunteer agency	Volunteer(s) from among coordinators	n/a	May 2020	\$2000	\$2000
		EPE session, Professional Development Workshop (TBD)	Interactive workshop format	Responsible: Coordinators; Collaborating: All members	n/a	June 2020	Staff time; agency funds for travel/DSA	
Budgetary total								\$2000

SO2 EPE 2020 Organizing Committee

Coordinator: Claudia Ibarguen (UNESCO)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe
A relevant, stimulating and well attended Evaluation Practice Exchange (EPE) as part of UNEG Evaluation Week in June 2020	Arrive at a stable UNEG 2020 organizing committee composed of volunteers and IG members	Participate in IG meetings to communicate decision at AGM of IG involvement in EPE	Skype	UNESCO		Sep 2019
		Reach out to each IG convener and other participants.	Skype/email	UNESCO		Sep 2019
	Define the overarching theme of EPE 2020	Discuss with UNEG Chairs	Skype	EPE 2020 OC	OECD?	Oct 2019
		Propose possibilities to the EPE 2020 OC	Skype/email			Oct 2019
	Identify the topics for the EPE sessions	Scan previous EPE's map sessions in the past 2-3 years	Desk	UNESCO		Oct 2019
		Generate a list of potential topics	Desk/Skype	EPE 2020 OC		Oct 2019
		Launch a survey to gather ideas	Computer based	UNESCO/UNEG Secretariat		Oct-Nov 2019
	Obtain commitment from volunteers and IG participants to lead each session	Call for expression of interest	Desk/email	EPE 2020 OC	OECD	February 2020
		Selecting person/team to lead each session	Skype/email			
	Agree on specific delivery modalities for each session	Discuss with session leaders	Skype/email	EPE 2020 OC		April 2020
		Document the modality	Desk			
	Arrange venue for each session			UNESCO/UNEG Secretariat		

SO2 Evaluating Capacity Development Interest Group

Coordinators: Lavinia Monforte (FAO) and Katinka Koke (UNITAR)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe
Approach to evaluate Capacity Development among UNEG members is more systematic. Contributing to SO1	Develop a common evaluation tool for UNEG members to evaluate Capacity Development	Exchange on approaches and methodologies to evaluate Capacity Development	Exchange on approaches and methodologies to evaluate Capacity Development enriching the FAO proposed Capacity Development Evaluation Framework so that it could be applicable to and adopted by other UN Agencies, not as an FAO but as a UNEG tool. The goal is to develop a version that can be jointly presented at UNEG 2020 by the interest group fostering its adoption by presenting on its practical use. This will in turn enhance the adoption of a systematic approach to evaluate CD among UNEG members.	Leader: tbd Collaborating agencies: ESCAP, FAO, UNITAR, UN Women, WIPO	NA	September 2019 - April 2020
		Piloting the CD Framework and other relevant methodologies	Members of the CD Interest group should facilitate the piloting (in their Offices) of the Framework, as well as of any another relevant methodology/ approach shared, in order to collect practical examples to be included in the Framework itself. The goal is to enhance the use of dedicated methodologies and to capitalize on practical examples. This area also includes the potential evaluation itself has to enhance capacities (practical examples and lessons learnt).	Leader: tbd Collaborating agencies: ESCAP, FAO, UNITAR, UN Women, WIPO	NA	November 2019 - April 2020
		Facilitate discussion and exchange	The Interest group is also meant to regularly provide a platform where members can exchange on practices adopted and get feedback on challenges faced when evaluating CD. Non-members can reach out to the group coordinators should they wish to share their experience and receive feedback on an ad hoc basis,	Leader: tbd Collaborating agencies: ESCAP, FAO, UNITAR, UN Women, WIPO	NA	September 2019 - April 2020
		Research on non-UN resources	Research on non-UN resources that could enrich the work of UNEG members in assessing CD and reaching out (involve) them as necessary (such as regional evaluation organizations)	Leader: tbd Collaborating agencies: ESCAP, FAO, UNITAR, UN Women, WIPO	tbd	September 2019 - April 2020

SO3 System-wide Evaluation Working Group

Coordinators: Susanne Frueh (UNESCO), Alan Fox (UNDP)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget required	Expected contribution (from UNEG Funds)	Funding Gap
1.Improved capacity and mechanisms for independent evaluation of the UN development system established and functioning	1.1 Interim secretariat for SWE established, with staff and consultants funded through UNEG.	<ul style="list-style-type: none"> Secure funding Finalise staff secondment 	HR: secondment	<ul style="list-style-type: none"> SWE Secretariat, UNEG Secretariat, UNDP, UNESCO, UNICEF 	<ul style="list-style-type: none"> SG ExO & Transition Team, UK/DFID 	Secondment completed 7/19	\$295,000 (DFID 1)		0
	1.2 Updated SWE policy developed and approved	<ul style="list-style-type: none"> Policy drafting, Review & revision Submission and approval 	Strategic Planning and policy development	<ul style="list-style-type: none"> SWE Secretariat UNDP WG agencies 	<ul style="list-style-type: none"> UN Secretariat transition team ECOSOC 	1st draft policy 9/19 Policy discussions: NY, Rome, Geneva 10/19 Finalised 11/19	\$5,000 (DFID 1)		0
	1.3 Multi-donor funding facility established	<ul style="list-style-type: none"> Design, review and finalise MPTF 	Financial planning	<ul style="list-style-type: none"> SWE Secretariat, UNEG Secretariat, UNDP 	MPTFO	1st draft 10/19, fund in place 11/19	0	0	0
2. Enhanced UN evaluation system carrying out SWEs of the SDGs, resulting in improved UN SDG support delivery and accelerated SDG achievement	2.1 Plan established for UN system-wide evaluations 2020 – 2030	<ul style="list-style-type: none"> Draft, review, revise and establish SWE plan 2020-2030 Obtain UNEG agency commitments to participate 	Planning & consensus building	<ul style="list-style-type: none"> SWE Secretariat, UNEG Secretariat, WG member agencies 	JIU, IAHE	1st draft plan 11/19, Finalised 12/19	0	0	0
	2.1 Pilot SWE Activities	<ul style="list-style-type: none"> Up to 4 SWE activities of UNEG member 	Call for proposals	<ul style="list-style-type: none"> SWE Secretariat 	DFID and other donors	November	\$150,000	tbd	tbd

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget required	Expected contribution (from UNEG Funds)	Funding Gap
		“coalitions” started		and WG chairs • UNEG all					
	2.2 SWE Fund in place, and funding targets achieved	<ul style="list-style-type: none"> Establish “Friends of SWE” group Secure 1st funds 	Advocacy, Fundraising & Fund management	<ul style="list-style-type: none"> SWE secretariat, MPTFO, UN agencies 	Member States	Donor group outreach 11/19, Fund launch 12/19	\$9.5m thru 2030	\$0	\$9.5m
	2.3 SWE(s) on SDGs carried out by UNEG coalitions, and presented to decision makers for response and action	<ul style="list-style-type: none"> Receipt and review of UNEG coalition proposals for SDG SWEs funded from MDTF SWE implementation 	Fundraising & Fund management Evaluation management	<ul style="list-style-type: none"> SWE secretariat UNEG Secretariat Coalition(s) of UNEG members 	<ul style="list-style-type: none"> UNCTs UN Secretariat 				
	2.4 SWE policy and programme carried out effectively	<ul style="list-style-type: none"> Set and monitor activities and budget Data collection and analysis Annual reporting SWE presentations to management and ECOSOC Recruit short-term staff 	Programme management	SWE Secretariat	<ul style="list-style-type: none"> UN Member States / ECOSOC 	2020 - 2030	\$50,000 (per year = \$500,000, for data analytics & web portal) \$50,000	\$50,000 include within the overall SWE fund \$50,000	\$450,000
Budget total								\$100,000	

SO3 Evaluation Use Interest Group (EUIG)

Coordinators: Adan Ruiz Villalba (WIPO) & TBD

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)
1. Dissemination of knowledge and good practices on evaluation use to relevant stakeholders	1.1 Final Version of the document: Evaluation Use in Practice	1.1 Refine and editing of the document Evaluation Use in Practice	Members in kind contribution	EUIG members	n/a	September - December 2019	n/a	n/a
	1.2. Short Video on the contents of Evaluation Use in Practice	1.2.1 Develop the script 1.2.2 Select the application 1.2.3 Produce the video 1.2.4 Disseminate the video	Members in kind contribution	EUIG members	n/a	December – 2019-March 2020	n/a	n/a
	1.3. Two pager of infographic on the content of Evaluation Use in Practice	1.3.1 Identify the relevant information 1.3.2 Produce the infographic 1.3.3 Disseminate the infographic	Member in kind contribution	EUIG members	n/a	September-December 2019	n/a	n/a
	1.4. Webinars among UNEG members on how these good practices can be applied in different organisational contexts and stakeholders (not only evaluation staff)	1.4.1 Select the topics to cover 1.4.2 Select the main speakers 1.4.3 Arrangements of invitations and on-line connection 1.4.4. Facilitate the webinars	Member in kind contribution	EUIG members	n/a	December 2019- April 2020	n/a	n/a
2. Increase knowledge on approaches to measure the impact of evaluation in the U.N	2.1 Concept paper on framework and/or practical guidance and approaches on measuring the impact of evaluation using behavioural science	2.1.1 TOR development 2.1.2 Selection of consultant 2.1.3 Theory review 2.1.4 Development of the framework 2.1.5 Comments	Leader: WIPO EUIG members	EUIG members and Methodology Interest Group	Consultant: TBD	Jan- June 2020	\$15,000	\$5,000

		2.1.5 Incorporation of comments 2.1.6 Final product						
3.Synergize knowledge and collaboration opportunities to advance knowledge on evaluation use	3.1 Connect with working groups on Evaluation Policy and Methodology	3.1.1 Compare lines of work 3.1.2 Identify space for synergies 3.1.3 Act on synergies and complementarities	Leader: WIPO EUIG members	EUIG members Methodology Interest Group And Evaluation Policy Group	n/a	October 2019- May 2020	n/a	n/a
Budget requirement								\$5000

SO3 Humanitarian Evaluation Interest Group

Coordinators: Shravanti Reddy (UN Women), Henri van den Idsert (UNHCR), Jane Mwangi (UNICEF)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap
Strengthened evaluation of humanitarian/development nexus areas within the UN system.	Develop a relevant evaluation guide to support evaluation of humanitarian/development nexus	<ul style="list-style-type: none"> Agree on revisions for the HP guidance including objectives, content and structure. Mobilize resources Draft ToR for the consultancy on the guidance. Identify agency evaluations to use/pilot guide including H-D nexus evaluations. 		UNFPA, IOM, UN Women, UNHCR, UNDP	ALNAP	2020-2021	\$25,000	\$10,000	\$15,000
Improved capacity on humanitarian/development nexus evaluation.	Develop content for 'learning event' on H-D nexus to be presented at UNEG 2020 & other (possibly next AEA)	<ul style="list-style-type: none"> Engage existing efforts by ALNAP in mapping evidence gap in HE, link to HDN evaluations Engage actors outside UNEG to identify lessons/practices around coherence/complementarity (HDN) 		OIOS, UN Women, UNICEF		2020	Travel Costs		TBD
Budget requested								\$10,000	

SO3 Joint Evaluation Interest Group

Coordinators: Alexandra Chambel (UNFPA), Dawit Habtemariam (WFP), Michele Tarsilla (UNICEF)

Introduction: With the 2030 Agenda defining partnerships as a tool for the achievement of the SDGs, the undertaking of joint evaluations takes momentum thus the opportunity of creating this interest group. A joint evaluation is a joint evaluative effort by more than one entity of a topic of mutual interest, with the degree of 'jointness', varying from cooperation in the evaluation process, pooling of resources to combined reporting (UNEG, Resource Pack on Joint Evaluations, 2014). There are different types of joint evaluations: (i) among UN entities and development partners (ii) country led evaluations (jointly with the government); (iii) system wide evaluations (e.g. UNDAF, JIU); Inter-Agency Humanitarian Evaluations. This group will focus on the first two.

Outcomes	Outputs	Activities/ Thematic focus	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget required	Expected contribution
Outcome 1: Advance in conceptualization, framing and learning on how JEs can contribute to inform UN reform, with a particular focus on Agenda 2030	Output (a): Exchange of learning experiences and good practices focused on relevant themes through: (1) webinar panel discussions and (2) the production of short notes on concrete examples (maybe case studies and related learning) produced by members of the group	Why doing JEs? Tips on how to frame JEs within and outside of your Organisation	JEIG webinar	Led by UNICEF and as many other agencies as possible	N/A	Late October 2019	N/A	N/A
		Joint management and governance mechanisms: examples of joint corporate evaluations	JEIG webinar	Led by WFP and UNAIDS and as many other agencies as possible	N/A	December 2019	N/A	N/A
		Bottlenecks, recurrent practical challenges and ways those can be mitigated	JEIG webinar	Led by UNFPA, UNICEF and as many other agencies as possible	N/A	February 2020	N/A	N/A
		Drafting ToR of JE: Some preliminary guidelines		Led by UNICEF and as many other agencies as possible		March 2020		
		Adding the evaluators' perspective on conducting JEs		Led by UN Women and as many other agencies as possible		April 2020		
		Other themes to be determined						
	Output (b): Establish synergies with UNSDCF Evaluation Task		Sharing of workplans	All Members and especially JEIG Coordinators	N/A		From Oct 2019 onwards	N/A

Outcomes	Outputs	Activities/ Thematic focus	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget required	Expected contribution
	Force and with DEIG for the decentralized JEs		Organization of joint webinars when relevant	And Coordinators from the other UNEG WGs				
	Output (c): Create and populate a document repository on a shared platform (google drive)	N/A	Document upload; Storage of presentations and recordings	UNFPA + all members	N/A	Ongoing	N/A	N/A
	Output (d): Organize a session on JEIG at EPE 2020	Focus of the session to be determined		All members	May /June 2020	N/A	All members	N/A

Partnerships Working Group (PWG)

Coordinators: Harvey Garcia (FAO) and Katinka Koke (UNITAR)

Outcomes	Outputs	Activities	Modalities	Responsible & collaborating agencies	External partners	Timeframe	Indicative budget	Expected contribution (from UNEG funds)	Funding gap
<p>1. Improved implementation of UNEG's Partnership Strategy and partnership building.</p> <p>2. Increased knowledge of UNEG PWG members and UNEG members on partnerships.</p>	<p>2.1. A discussion paper outlining lessons and possible partnership scenarios is developed.</p> <p>2.2. Capacities of the UNEG PWG members on partnership-building and partnership-maintenance are built and contributing to the work on partnership in UNEG.</p>	<p>For 1.1.</p> <p>(1). Reflection within the PWG.</p> <p>(2). Gathering feedback from current and potential partners.</p> <p>(3). Drafting of paper and presentation to EG.</p> <p>(4). Monitoring and reporting on UNEG partnership.</p> <p>For 1.2.</p> <p>(5). Sharing of experiences in partnership through "Short Partnership Conversations about lessons, challenges and Best Practices" through Skype/Webinars with existing partners, potential partners or related institutions.</p>	Internal meetings, coordination with UNEG WG and various partners	ESCAP FAO PAHO/ WHO UNESCO UNICEF UNITAR UNWOMEN	UNEG Partners	4 th Quarter 2019	NA	NA	NA
<p>3. Improved cooperation between UNEG and its partners.</p>	<p>3.1. Partnership agreements are formalized between UNEG and its partner.</p> <p>3.2. UNEG and its Working Groups are</p>	<p>For 2.1.</p> <p>(1). Support UNEG members and WGs in consolidating and formalizing existing partnerships.</p> <p>(2). For 2.2. Identify needed support for UNEG WG in</p>	Internal meetings, Coordination with UNEG WG and various partners	ESCAP FAO PAHO/ WHO UNESCO UNICEF UNITAR UNWOMEN	UNEG partners and potential partners	<p>(2.1. and 2.2.) continuous throughout 2019-2020</p> <p>(2.3.) 4th Quarter</p>	NA	\$5,000 (tbc)	NA

	supported by the PWG in engaging new and emerging partnerships. 3.3. A UNEG partnership database and/or UNEG providers database is/are developed and used.	engaging emerging partnerships. (3). Reach out to potential new UNEG partners. For 2.3. (4). Follow up on the Partnership Survey. (5). Design and implementation of the database within available means.		and other relevant agencies and UNEG WGs		2019-1st Quarter 2020			
4. Widened perspectives of UNEG members on evaluation topics.	4.1. The Partnership Event at the EPE 2020 is supported by PWG. 4.2. The PWG supports strategic partnership engagement with relevant Evaluation Societies/Institutions.	For 3.1. (1). Organisation of a partnership panel discussion at the EPE 2020. For 3.2. (2). Mapping out opportunities for UNEG (i.e. Evaluation Society conferences, etc.); (3). Production of relevant UNEG materials; (4). Organizing partnership side events in relevant conferences.	Internal meetings, Coordination with UNEG WG and various partners; Holding side events	ESCAP FAO PAHO/ WHO UNESCO UNICEF UNITAR UNWOMEN and other relevant agencies and UNEG WGs	UNEG partners and potential partners	4th Quarter 2019-2nd Quarter 2020	\$40,000	\$15,000	\$25,000
Budget request								\$20,000	

Summary UNEG Projected Expenditure 2019/2020

Strategic Objective/ Working Group	WG Work Plan overview	Requested Budget	Comments	Approved budget
SO1 Ethics and Code of Conduct Working Group	Producing annotated outlines of the updated guidelines and code, based on mapping and review recommendations	\$7,500	Total USD20k. WFP have already contracted a consultant to work on an annotated outline of the document.	\$20,000
	Consultant fees, travel/DSA for a drafting workshop	\$5,000		
	Peer-reviewing, revising and producing the final draft of the updated guidelines and code	\$7,500		
SO1 OECD DAC Evaluation Criteria Task Force	Development of draft UNEG guidance or updates of UNEG documents (TBC – base on result of assessment of the need for revision of UNEG documents)	\$15,000	The TF needs to be explicit about documents should be updated, at which point funding can be discussed. Some work should be led by the relevant UNEG TF.	
SO1 Peer Review Working Group	Conduct of UNEG professional peer reviews and other assessments of evaluation functions (estimate 2 PR initiated in 2019 and 2 in 2020).	\$60,000	Approved as part of the Chair's suggestion to allocate \$15k per PR (UNESCO, ICAO, IOM and WFP).	\$60,000
SO1 UNSDCF Working Group	Consultation and liaison with UNDCO to set up the institutional mechanism and interim arrangements (Regular / ad hoc consultations with UNDCO, possibly including one travel to NY)	\$3,000	As previously agreed, travel costs for WG members are not covered from the UNEG budget.	
	2-3 pilot UNCF evaluations led by UNEG evaluators	\$80,000	TBD. Could be an opportunity to test regional support platforms?	
SO1 Human Rights and Gender Equality WG	Edit and design of the meta-synthesis	\$5,000	Approved	\$5,000
SO2 Professionalisation Working Group	(Pillar 2) Add module to UNEG website to house information on UN and other organizations' training announcements, curricula, modules, publications, and professionalization initiatives	\$5,000	Cost to be borne by UNEG Secretariat website funding	
SO2 Methods Interest Group	Editing and printing of the 2-page summaries from the webinars	\$2,000	Approved	\$2,000
SO3 Evaluation Use Interest Group	Concept paper on framework and/or practical guidance and approaches on measuring the impact of evaluation using behavioural science	\$5,000	Approved	\$5,000
SO3 Humanitarian Evaluation Interest Group	Develop a relevant evaluation guide to support evaluation of humanitarian/ development nexus	\$10,000	Approved	\$10,000

Strategic Objective/ Working Group	WG Work Plan overview	Requested Budget	Comments	Approved budget
UNEG Evaluation Week 2020	To pay the costs of hosting the AGM and EPE (room rental, refreshments, audio/visual etc).	\$50,000	Approved	\$50,000
Partnership Working Group	Support UNEG members and WGs in consolidating and formalizing existing partnerships.	\$5,000 (TBC)	Propose: 1) \$10,000 for the Partnership Forum 2) \$5,000 for production of UNEG materials	\$15,000
	Organisation of a partnership panel discussion at the EPE 2020; Mapping out opportunities for UNEG (i.e. Evaluation Society conferences, etc.); Production of relevant UNEG materials; Organizing partnership side events in relevant Evaluation conferences.	\$15,000		
Total		\$419,500		\$167,000

Budget approved at the AGM 2019

Total tentative budget 2019/2020	
UNEG Secretariat	\$175,000
UNEG Work Programme 2019/2020	\$167,000
Total proposed UNEG budget 2019-2020	\$342,000

UNEG Secretariat Work Plan 2019-2020

Ongoing

Support to UNEG Chair and Executive Steering Committee:

- Convene ESC meetings, and ESC and WG meetings
- Prepare and finalise meeting minutes
- Contribute to the conceptualisation of the Secretariat function
- Identify and analyze key issues potentially requiring the UNEG Chair's attention and collective action or position as needed
- Assist with the finalisation of the UNEG Work Programme 2019-2020

Coordination with WG coordinators and members

- Encourage and facilitate the use of SLACK by WGs
- Advise on working practices
- Assist with dissemination of WG publications and materials

UNEG fund management

- Track membership contributions
- Track expenditures from the UNEG fund
- Identify best practices for and coordinate payments from the UNEG fund with UNDP

Communication and knowledge management

- Manage the content of the UNEG website, including the event calendar, vacancy announcements etc.
- Maintain UNEG's social media presence on Facebook and Twitter
- Maintain Lyris email membership lists
- Develop the content and format of the UNEG newsletter
- Manage and quality assure UNEG publications

Other

- Liaise with stakeholders and partners
- Monitor relevant work of other networks, i.e., ECG, OECD/DAC EvalNet

September 2019 – June 2020

- Support the hosts of the UNEG EPE and AGM during the preparatory stages and during the event.
- Prepare the UNEG Financial and Annual reports for presentation at the AGM 2020

May – June 2020

- Follow up to the UNEG EPE and AGM, including preparation of the AGM report
- Assist with the constitution of the UNEG WGs post AGM2020

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