GLOBAL ACCOUNTABILITY AND TRACKING OF EVALUATION USE (GATE) WEBSITE USER GUIDE

UN WOMEN

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Independent Evaluation Office (IEO)
UN Women
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Introduction

GATE stands for Global Accountability and Tracking of Evaluation Use. This system will enable the staff and external stakeholders to access evaluative information about the different programmes/projects undertaken by UN Women.

Effective follow-up to evaluations is important to ensure that learning and knowledge generated from evaluations is applied and internalized into UN-Women planning and ongoing programming. It is also central for ensuring accountability and transparency on how policy, programme and organizational challenges identified in evaluations will be addressed, by whom and by when.

In compliance with the UN-Women Evaluation Policy (UNW/2012/8) and based on audit recommendations, the Independent Evaluation Office developed the Global Accountability and Tracking of Evaluation Use (GATE) system to define roles and responsibilities with regards to follow-up and use of evaluation and provide tools aimed at strengthening accountability and learning. The evaluation management response (MR) provides a key mechanism for taking action on evaluation recommendations at various levels in order to improve the overall performance and quality of results of ongoing and future programmes and strategies.

The GATE website (https:\\www.gate.unwomen.org) was launched in 2013 to enable the dissemination of evaluations and tracking of the use of evaluation, ensuring that knowledge gained from evaluations becomes an integral part of the UN-Women accountability, transparency and organisational learning process. The GATE website home page also includes evaluations completed prior to 2012 that is stored on the "Former UNIFEM Evaluation Resource Centre (ERC)".

The GATE website enables staff and external stakeholders to access evaluative information about UN-Women's work and track the status of the evaluation plan and management response and action plans. Offices/Divisions are required to update the status of the implementation of evaluation plans and action plans for the management responses on a quarterly basis. The Independent Evaluation Office (IEO) reviews the trends, and reports on a biannual basis to the Senior Management and to the Executive Board on an annual basis.

GATE Website User Guide
This GATE Website User Guide should be read along with the UN-Women Independent Evaluation Office Guidance on Decentralized Evaluation Planning as part of Monitoring, Evaluation and Research (MER) plans, and other relevant documents.

UN-Women staff that are not M&E Focal Points: These users can search for reports using the main home page of GATE. The home page also contains evaluation report quality review ratings, evaluation resources and guidance documents. The GATE generates reports that should be used by UN-Women managers to monitor their evaluation plan and the implementation of management response. The GATE Website User Guide provides information on how these users can generate a report under the section titled, '*How do I track management response and key actions status and implementation of evaluation plans?*' on page 23. It also includes dynamic graphs on the status of key performace indicators on the evaluaiton fucntion.

M&E Focal Points, CO/MCO Representatives and RO and HQ Division Directors: In accordance with GATE guidance, all Regional Offices, Multi-Country Offices, Country Offices, and Headquarters Divisions should appoint an M&E Focal point. The M&E Focal Point is responsible for entering and uploading the evaluative information (i.e. evaluation plan, TOR, evaluation report, and management response) for their respective office to the GATE website. CO/MCO Representatives and RO and HQ Division Directors are responsible for approving all evaluative information uploaded.
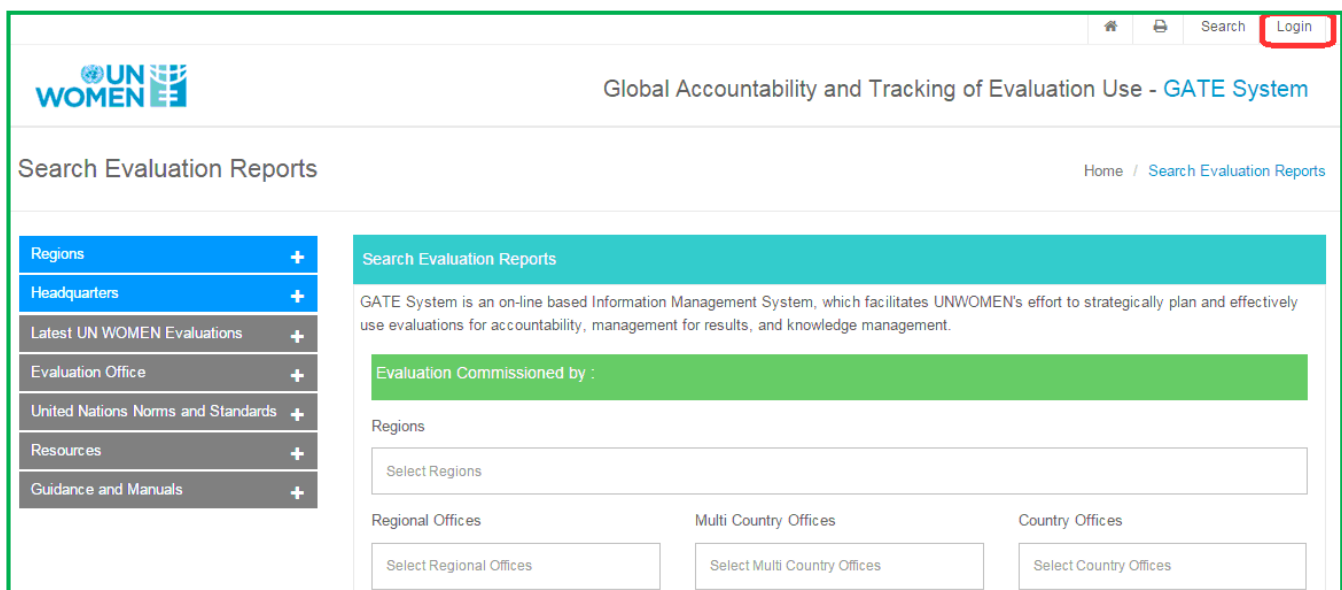
An overview of the evaluation process, steps in the GATE website, and responsibilities are outlined in the table below and detailed steps are outlined in the GATE Website User Guide. The UN-Women Independent Evaluation Office has also developed detailed handbook on evaluation outlining the key evaluation steps.

Overview of Evaluation Process			
Evaluation Stage	**Evaluation Steps**	**GATE Steps**	**Person Responsible**
Planning	1. Monitoring, Evaluation and Research (MER) plan is developed in alignment with the Strategic Note/Annual Work Plan (or other planning document). 2. Annual review of the evaluation plan.	• Create a new evaluation plan. • Update the plan.	• M&E Focal Point • Regional Evaluation Specialist Reviews • Representative approves • PRG Approves the MERP
Preparation	3. Evaluation TOR is developed and Evaluator is recruited.	• Upload the Evaluation TOR.	• M&E Focal Point • Regional Evaluation Specialist Reviews • Representative/Director Approves
Conduct	4. Evaluation data is collected, analysis is complete, and/or report is in drafting stage.	• Upload the inception report (optional)	• M&E Focal Point • Regional Evaluation Specialist Reviews • Representative/Director Approves
Completed	5. Evaluation Report is finalized and cleared by the office representative.	• Upload the final report.	• M&E Focal Point • Regional Evaluation Specialist Reviews • Representative/Director Approves
Follow-up/Utilization	6. Management Response must be developed within 6 weeks. 7. On a quarterly basis review progress on the action plan.	• Upload the management response and action plan. • Update the status of action plan.	• M&E Focal Point • Regional Evaluation Specialist Reviews • Representative/Director Approves

I. LOGGING INTO THE GATE WEBSITE

1. Visit the GATE website at: www.gate.unwomen.org.

2. The Left hand column of the GATE home page has a number of resources for M&E Focal Points. Please familiarize yourself with this information.

3. At any point you can return to this homepage by clicking on 'HOME' located in the upper-right hand corner of all pages.

4. To login, click on 'Login'.

NOTE: To be able to add information to GATE, M&E Focal Point / Approver login rights are required. If you are an M&E focal Point or Approver (Director/Representative/OIC) don't have a GATE username and password, please send an email to GATE@unwomen.org to request user access rights.

5. Enter your M&E Focal Point 'username' and 'password', which is basically your UN-Women email address and password.

6. If you forgot your password, click on 'Forgot password?' and an email with your password will be sent.

Sign in with your UN Women email address (john.doe@unwomen.org)

User name:

Password:

Sign In

If you have forgotten your password, please go to https://portal.unwomen.org to reset it
In case of difficulties with login please contact IST Help Desk at ictdesk.support@unwomen.org

7. Once you are logged in you will view your 'unit dashboard'. This is also called 'My GATE', and can be accessed at any time by clicking on 'My GATE' in the upper-right hand corner of the GATE website.
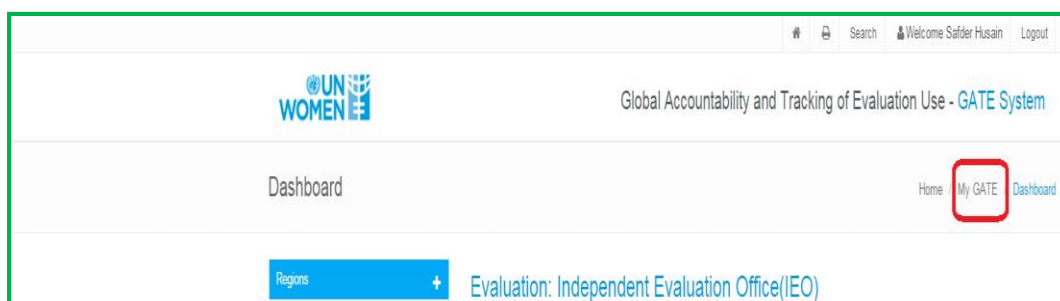
II. HOW DO I ADD A NEW EVALUATION PLAN?

1. An 'Evaluation Plan' in the GATE refers to the list of evaluations that are input into the GATE under 'Plan Detail', the information is based on the evaluation section of the Monitoring. Evaluation and Research (MER) plan. The <u>evaluation section</u> of the MER document can be optionally uploaded as supplementary documentation. See the screenshot below for an example of a GATE Evaluation Plan.

2. In order to add evaluation documents/information associated with your unit you must first create a new evaluation plan or associate the information with an already existing evaluation plan. To do this, first access your unit dashboard after successful login. This is also called 'My GATE', and can be accessed at any time by clicking on 'My GATE' in the upper-right hand corner of the GATE website.
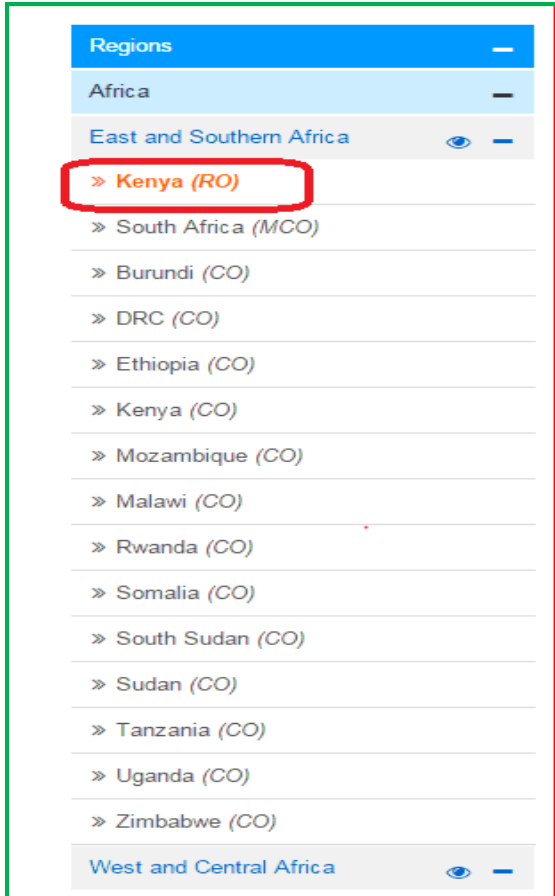

3. If you are assigned to manage more than one unit (i.e. country office), you need to select the unit to which you want to add the evaluation plan [not applicable in most cases].

4. Click on 'Add New Evaluation Plan' under 'Evaluation' table of the unit dashboard.
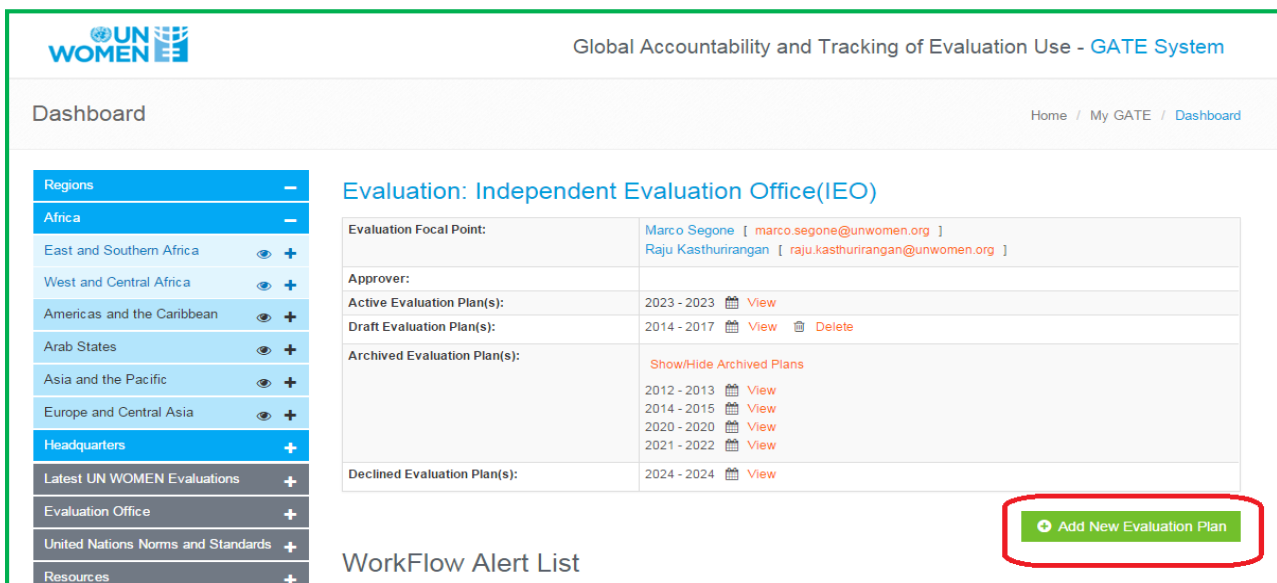
5. Enter the 'Start year' and 'End Year' for the new evaluation plan and click on 'Save Draft'.

NOTE: Evaluation Plan period should match the annual work plan of the unit.

New Program Period

Plan Details

Start Year:

--Select-- ▼

End Year:

--Select-- ▼

Save Draft   Cancel

6. Click on 'Edit Plan Details' after saving the Plan details.

Plan Details (2013 - 2013)

Commissioning Unit:	Kenya
Evaluation Plan Period:	2013 - 2013
Status:	Posted
Comments:	
Plan Document:	test upload and view.txt

✎ Edit Plan Details   ➕ Add Evaluation

7. Enter comments and attach the evaluation section of the MER plan as supplementary documentation. You may upload only one document. You may enter comments and attach the document if available, otherwise click on 'Update'.

Note: The Evaluation Office recommends that only the evaluation section of the MER plan is uploaded.

Edit Plan Details

Edit Plan Details

Evaluation Plan Period:

2012 - 2015

Comments:

[   ]

Describe evaluation planning process (Partners consulted and consultation mechanism)

Plan Document:

Choose File   No file chosen

➕ Add Evaluation   Update   Submit   Cancel

8. Enter the information for each evaluation separately. Click on '**Add evaluation'** to add evaluations to the draft evaluation plan.

Note: **Although you may have uploaded a plan document, in order for the system to track the evaluations you must enter the information for each evaluation separately. Click on 'Add evaluation' to add evaluations to the draft evaluation plan.**

Plan Details (2013 - 2013)

Commissioning Unit:	Kenya
Evaluation Plan Period:	2013 - 2013
Status:	Posted
Comments:	
Plan Document:	test upload and view.txt

📝 Edit Plan Details ⊕ Add Evaluation

9. In the '**New evaluation detail'** page, enter the details of the evaluation. Fields that have (*) next to it are mandatory fields.

Add New Evaluation

Basic Information

Commissioning Unit: Russian Federation

Relevant SN Outcomes:

> Enter the SN outcome associated with the project/ programme.

Office to Manage the Evaluation:

Russian Federation ⇕

Evaluation Plan Period: 2012 - 2014

Country:

Select Countries

Evaluation Details

*Title:

> Enter the title, Description and select the type of evaluation and Beijing area of concern.

Description:

Evaluation Type:

--Select-- ⇕   --Select-- ⇕

Beijing Area of Concern:

Select Beijing Area of Concern

UN Women SP Impact:

Callout: Select the Strategic Plan Impact Areas associated with the project/ programme being evaluated.

☐ Impact Area 1: to increase women's leadership and participation
☐ Impact Area 2: to increase women's access to economic empowerment and opportunities
☐ Impact Area 3: to prevent violence against women and girls and expand access to services
☐ Impact Area 4: to increase women's leadership in peace, security and humanitarian response
☐ Impact Area 5: to strengthen the responsiveness of plans and budgets to gender equality at all levels
☐ Impact Area 6: a comprehensive set of global norms, policies and standards on gender equality and women's empowerment is in place that is dynamic, responds to new and emerging issues, challenges and opportunities and provides a firm basis for action by Governments and other stakeholders at all levels

Programme Budget (US $):   Planned Evaluation Budget (US $):

Enter whole numbers only without comma

Callout: Please put 0 if the evaluation is in preparation stage or conduct stage and put the actual expenditure when the evaluation is completed.

*Actual Expenditure (US $):

Source of Funding:

Planned Initiation Date: *Planned End Date:

Callout: Select the current status of the evaluation (see step #11 below).

*Status:

preparation stage

10. Please select the '**Planned End Date'** of the evaluation, if there are any changes to the deadline during the conduct of the evaluation, the "planned end date" must be updated accordingly.

Note: If the planned end date is unknown, offices should estimate 4-5 months and this can be changed at a later date.

11. Please make sure to enter the 'Status', which is also important for monitoring purposes. The evaluation status options are:

Evaluation Status	Description
Planned	The evaluation is planned, but has not been initiated.
Preparation Stage	Includes the development of the TOR and the recruitment of the evaluator.
Conduct Stage	Includes the evaluation inception phase, data collection and analysis phase and/or the initial report drafting.
Completed	The final report has been cleared by the Office Representative.** (Actual Expenditure of Evaluation should be updated at this stage)
Cancelled	The evaluation was planned, but was cancelled due to unforeseen circumstances. Please enter comments under 'Remarks' as to why it was cancelled.

Postponed	The evaluation was planned, but was postponed to a later evaluation cycle due to unforeseen circumstances. Please enter comments under 'Remarks' as to why it was postponed.

Other Details

Mandatory Evaluation:

Joint Evaluation:

No

Key Evaluation Stakeholders:

Management Response:

No

Remarks:

Save Evaluation   Cancel

12. Click on '**Save Evaluation**' before leaving the page.
13. User can change the status of a saved evaluation as appropriate. Pleas refer Evaluation Status table above.

Note: For an evaluation of 'Completed' status, if the actual expenditure is zero for any evaluation, then a message box will pop up (refer below screen shot) warning the user.

Warning !!!   ✕

Actual Expenditure should be greater than 0 !

OK

14. Click on '**My Gate**' button to access the dashboard of the programme unit.

15. Next to the 'Draft Evaluation Plans' you will see the option to 'View', 'Submit' or 'Delete'. Click on the '**Submit**' button to send this evaluation plan to your Director for approval and activation.

16. You can also click on the 'View' button to review the evaluation plan and then click on the '**Submit'** button under the 'Tools' menu to send the evaluation plan for approval.

17. Once you submit the evaluation plan, an automated email will be sent to the respective Director for approval.

Note: All evaluation plans of Country Offices, Multi-Country Offices and Regional Offices are subject to approval by the respective Director/Representative of HQ Division, RO, MCO/CO. The evaluation plan (and associated evaluation documents) will only become publicly accessible upon approval by the Head of the respective office (HQ Divisions, RO, and MCO/CO.

III. HOW DO I UPDATE AN EXISTING EVALUATION PLAN?

1. Please note that offices are required to update the status of evaluation plans (as well as management response) in GATE on a quarterly basis. Information should not be deleted from the evaluation plan entered in GATE, but rather the 'status' of the planned evaluations should be updated, as described below.

NOTE: Any changes made to the plan should be discussed with the respective Director/Representative prior to entering them into GATE, as GATE does not enable the revised evaluation plan to be re-submitted for approval by the Head of Office (Director/Representative).

2. Follow steps 2-3 from the previous section on 'adding a New Evaluation Plan'.

3. To edit the existing evaluation plan, from your dashboard 'My GATE' click on 'View' next to the evaluation plan that requires updating.

4. This will take you into your plan detail. Click on '**Edit plan detail'** button.

5. You can replace the existing evaluation plan document by selecting '**Browse'** and '**Update'** to upload the new document.

NOTE: The GATE does not allow for two documents to be uploaded for the same period. Therefore, in order to enable tracking between the original plan and the updated plan, nothing should be deleted from the old document, but rather only the 'status' of the evaluations should be updated according to the table under step #7 below.

6. You are also required to individually update the evaluation details of each evaluation. Click on the 'Edit' button located in the last right hand column for the evaluation that requires updating.

7. Follow steps 8-11 from the above section "adding new evaluation" to update the details and status of the evaluation. **Do not delete any evaluations from the plan - only update the evaluation 'status' this is important for monitoring and accountability purposes**.

NOTE: Any changes made to the plan should be discussed with the respective Director/ Representative prior to entering them into GATE, as GATE does not enable the revised evaluation plan to be re-submitted for approval by the Director/Representative.

IV. HOW DO I ADD/EDIT EVALUATION REPORT QUALITY RATING?

1. All final evaluation reports uploaded and approved in the GATE will be quality assessed by the Independent Evaluation Office through an external reviewer using the UN-Women Global Evaluation Quality Assessment and Analysis System (GERAAS). Based on the assessment, an overall rating for the report will be given by an independent reviewer making use of a four-point rating system:

a.	Very Good
b.	Good
c.	Satisfactory
d.	Unsatisfactory

It provides practical feedback to individual offices on how to improve the quality and usefulness of future evaluations. The overall rating and the assessment of the strengths and weaknesses of the evaluation report gives an indication of the relative reliability of the results and determines the extent to which the report can be used with confidence to feed into future programming and to serve other purposes.

NOTE: Rating on the quality of evaluation reports in the GATE should be updated by the Administrator. One uploaded by the administrator, the rating and the review document will be made publicly available including for external users.

2. Follow previous section III to View Evaluation plan and Edit Evaluation.

3. Click on the 'Edit' button located in the last right hand column for the evaluation that requires rating.

Evaluations

Click on the evaluation Title to add/edit information on a particular evaluation, including the associated evaluation documents

Legends : ERQD = Evaluation Report Quality Document , MR = Management Response

Title	Type	Impact Area	Region / Countries	Joint Evaluation (Yes/No)	Planned End Date (mm/yyyy)	Status	MR*	ERQD *	Evaluation Report Quality Rating	Edit
test fin report 9	Joint Evaluation Managed by UN Women-Cluster Evaluation	Impact Area 1 Impact Area 2	ETHIOPIA	No	01/2015	Completed	Yes 👁 🗑		Not Rated	✎

4. Click on Add/Edit Evaluation Report Quality Rating button at the bottom of Edit Evaluation.

⊕ Add / Edit Evaluation Report Quality Rating

Rating Document	Rating Remarks
Not Rated	

Very Good	The report that has all the features of being credible, addressing the evaluation questions, based on evidence, and, adheres to UNEG adapted UN Women Evaluation Report Standards in an excellent manner. The report can be used with confidence and is considered a good example.
Good	The report adheres to UNEG/UN Women evaluation standards, has good analysis and credible recommendations. The report can be used with confidence.
Satisfactory	The report meets requirements with regard to quality but some elements are missing or inadequately addressed. The report has useful information.
Unsatisfactory	The report has serious limitations and hence caution should be exercised when using the findings or recommendations for learning, accountabilityor other purposes

1. Select the Evaluation rating (see below table), enter Rating remarks, upload rating document and click on save button.

Add / Edit Rating

Title:

test fin report 9

Evaluation Rating:

Not Rated

Rating Remarks:

Rating Document:

Choose File   No file chosen

Save   Close

V. HOW DO I UPLOAD EVALUATION REPORTS AND TORS?

1. Evaluation TORs and Reports should be uploaded to an active evaluation plan (i.e. you must first create an evaluation plan in order to upload documents, see the above section on adding a new evaluation plan). The Evaluation Policy requires that evaluation reports are uploaded within **6** weeks of completion of the evaluation.

2. To upload a TOR or an evaluation report, login to GATE at www.gate.unwomen.org.

3. Click on the '**View'** button next to the 'Active Evaluation plan' listed on your dashboard.

4. Click on the evaluation title for which you want to upload a document.

5. Expand Tools and under Tools on the right hand side, click the appropriate upload option. 'Other' could include an inception report, for example. **All documents should be reviewed for quality assurance by the Regional Evaluation Specialist prior to uploading.**
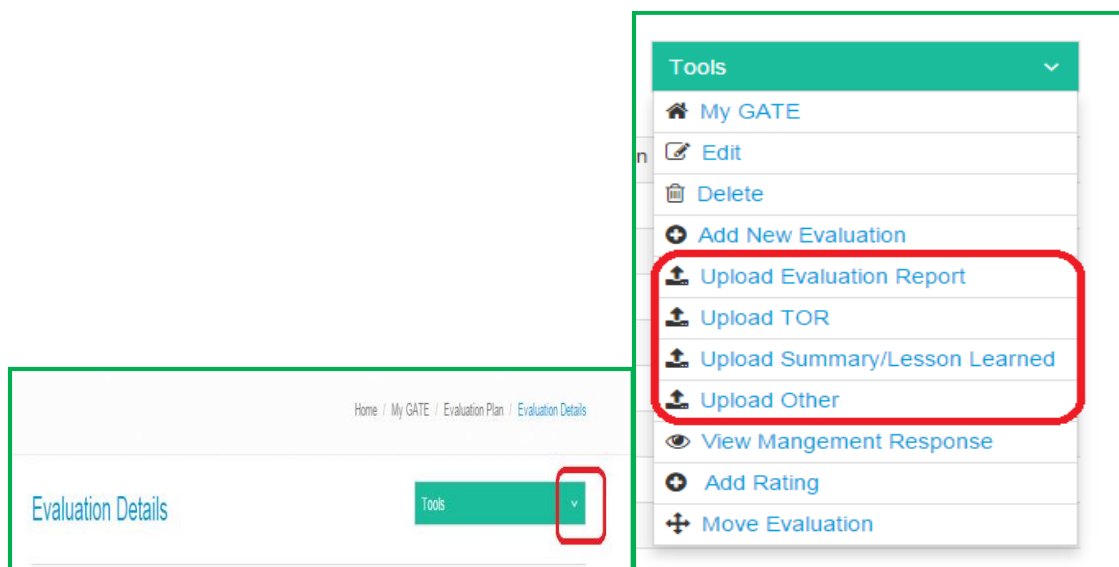
6. The 'Author' for the TOR will be your respective office, while the 'Author' of the evaluation report is the evaluation consultant(s) or company hired.

7. Once you have uploaded the document it is automatically submitted for approval (i.e. you do not need to click 'submit').

Note: While approving an evaluation report, if the Actual Expenditure is Zero for an Evaluation then a message box will pop up as below screen shot.

Warning !!!   ✕

Actual Expenditure should be greater than 0 !

OK

8. All documents uploaded in GATE are subject to approval by the respective Director/Representative. Reports are posted in the public view only after the report is approved by the Director/ Representative.

9. The Document of type report will be directly uploaded into the Gender Equality System.

VI. HOW DO I ADD/ UPDATE MANAGEMENT RESPONSE AND KEY ACTIONS?

1. To add or update the management response (MR), login to GATE {www.gate.unwomen.org}

NOTE: The Evaluation Policy requires that a MR is developed for all evaluations within 6 weeks of completion of the evaluation report. The system will generate automatic reminders if the MR is not uploaded within this timeframe.

2. Click on the 'View' button next to the 'Active Evaluation Plan'.

3. Click on the evaluation title for which you wish to add a management response.

Evaluations

Click on the evaluation Title to add/edit information on a particular evaluation, including the associated evaluation documents

| Title	Type	Impact Area	Region / Countries	Joint Evaluation (Yes/No)	Planned End Date (mm/yyyy)	Status	Management Response	Rating	Edit
Thematic evaluation of VAW across EHARO sub-region	Thematic Evaluation	Impact Area 3		No	12/2010	completed	Yes 👁 🗑	Good	✏
Evaluation of UN Women support to International Conference on the Great Lakes Region (ICGLR)	Final Evaluation-Thematic Evaluation	Impact Area 4		No	10/2013	completed	Yes 👁 🗑	Not subject for review	✏
Test		Impact Area 3		No	11/2014	preparation stage	No ⊕ Add	Good	✏

4. Click the '**Add Management Response'** button under the 'Tools' menu of the evaluation detail page.
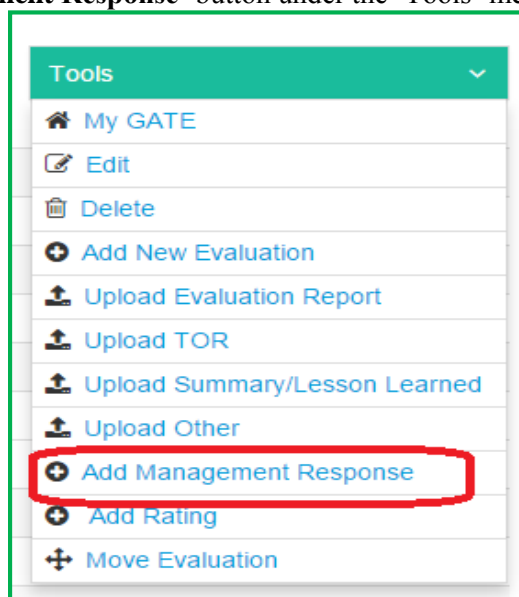
5. First click on '**Add'** button overall management response under 'Tools' menu of Management Response Detail page to enter the overall management response to the evaluation.

6. To '**Delete'** management response click on the delete button.

Note: Delete button is enabled only after adding a new management response.This option is given only to Administrator.

Management Response

Commissioning Unit:	Kenya
Evaluation Plan:	2014 - 2014 , Kenya (CO)
Evaluation Title:	Test Actual Exp Warning
Evaluation Type:	Evaluability Assessment-Organizational Performance Evaluation
Unit Responsible for Providing Management Response:	Kenya
Overall Management Response: Test Amanagement Delete Button	Edit Delete
Management Response Status:	Draft

➕ Add New Recommendation

7. Click on '**Add New Recommendation'** button to enter individual recommendations and corresponding management response.

8. For each recommendation you need to click '**Save and Add New'** button to save the recommendation and add a new recommendation and click the '**close'** button.

Add New Recommendation

*Recommendation:	Management Response:

Save and Add New   Save and Close   Close

9. Once individual recommendations and their management responses are entered, you should add key actions to each of the individual management responses from the 'management response detail' page.

Recommendation : 1

Recommendation:	123
Management Response:	123

Key Actions   ➕ Add Key Action

	Responsible	Deadline	Status	Comments	Edit Key Action
123	123	2014/12	Overdue-Not Initiated		✎

10. Click on '**Add New Key Action'** button to insert key action. You can enter more than one key action for each recommendation.

NOTE: This is a critical step because the management response cannot be considered complete until all recommendations/management responses have 'key actions' associated.

11. Ensure to add all action detail, including the person/team responsible, deadline for the action and the status of the action (see table below). This is very important because the system tracks the status of the key actions according to the deadline.

NOTE: The M&E Focal Point will receive an automated reminder to update the status of the actions on a quarterly basis (every 3 months). It is very important that this information is updated, as the Evaluation Office drafts a report that is based solely on the information that is entered in the GATE website. The report is submitted to the Executive Director on a biannual basis and to the Executive Board on an annual basis.

Key Action Status	Description
Initiated	Your office has initiated action.
Not Initiated	Your office has not yet initiated any action.
Completed	Your office has completed this action.
No Longer Applicable	Your office may select 'no longer applicable' if the context of the programme/situation has changed and the action is no longer relevant. This is subject to review by the respective Regional/HQ Director and comments should be entered to explain the reason.
Overdue	This is an automatically generated key action status based on the deadline entered. Although this action may have been initiated, it has not been 'completed' by the established deadline. The GATE will generate automated reminders until this action has been updated.
No deadline established	This is an automatically generated key action status based on whether a deadline has been entered. It is required to enter a deadline.

12. Once all management response and key actions are added, it can be submitted for approval.

NOTE: Management Response can be submitted for approval only when corresponding evaluation report has been uploaded to the evaluation plan. The respective Director/Representative will receive an automated email that the Management Response has been submitted.

# VII. HOW DO I UPDATE THE STATUS OF THE MANAGEMENT RESPONSE KEY ACTIONS?

1. The M&E Focal Point will receive an automated reminder to update the status of the 'key actions' on a quarterly basis (every 3 months). This is key information that is reported to the Senior Management on a biannual basis and to the Executive Board on an annual basis.

NOTE: The M&E Focal Point should also update the 'evaluation status' (i.e. preparation stage, conduct stage, completed, postponed, cancelled), including the expected deadline, of all evaluations entered in the evaluation plan to ensure that the information is accurate and up to date (follow steps above under section III. How do I update an existing evaluation plan?).
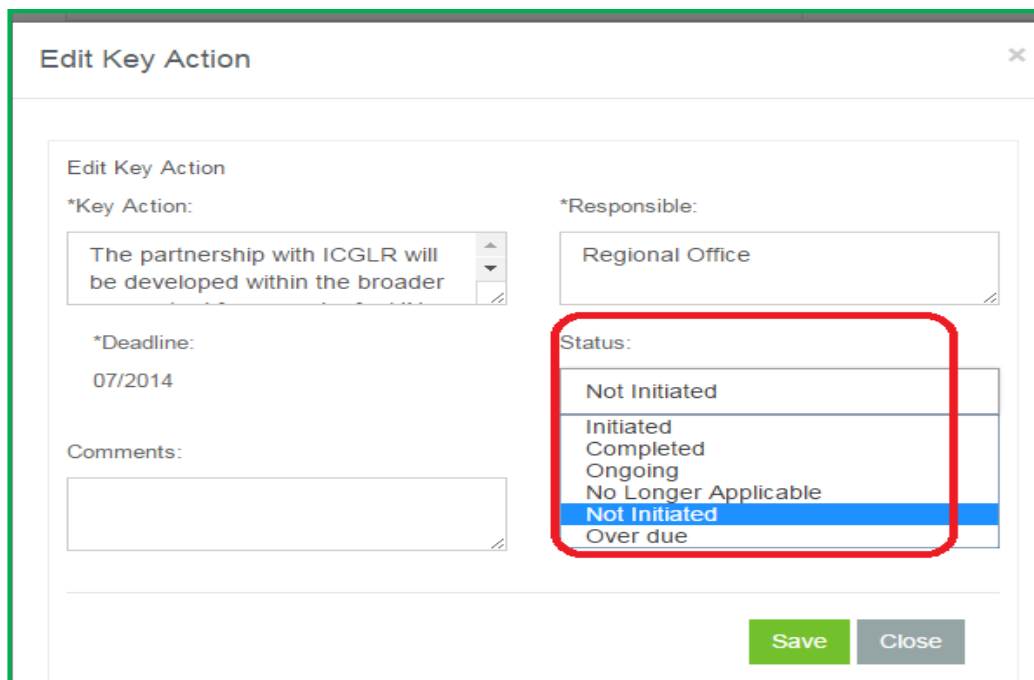
2. To update the key action status of a management response, click on 'Edit Key Action' button of the key action.

3. On edit key action page, select the 'status' of the key action (see table in the previous section in Step 9). Comments should be provided to explain the circumstances of the status of the action. Click 'save' prior to leaving the page.

VIII. AS REGIONAL/DIVISION DIRECTOR OR AS REPRESENTATIVE FOR MCO/CO, HOW DO I APPROVE EVALUATION PLAN, REPORTS AND MANAGEMENT RESPONSE?

1. All evaluation plans, TORs, Evaluation Reports and Management Responses submitted on the GATE website are subject to approval process by the Directors of Regional Office/HQ Division Director or Representative for MCO/CO before they are made accessible to the public.

2. The Director/Representative will receive an automated email notification when a document has been submitted for approval by an M&E Focal Point.

3. On the 'My Gate' page of the Approver (Director/Representative) unit, there is a Dashboard that provides a list of items waiting for approval under 'Workflow Alerts List'.

4. To approve a new evaluation plan, click on the 'Plans Submitted' button.

5. Click the Approve/Decline button to review the plan.

Newly Submitted Plans Waiting For Approval

Operational Unit	Evaluation Plan	Status	Last Updated (mm/dd/yyyy)	Last Updated By	Approve / Decline
Slovakia	2012 - 2013	Waiting for approval	12/09/2014	safder.husain@unw omen.org	📅
Vietnam	2014 - 2014	Waiting for approval	12/09/2014	ly.phuong@unwom en.org	📅
Mali	2014 - 2017	Waiting for approval	12/09/2014	zan.fomba@unwom en.org	📅
Mozambique	2014 - 2015	Waiting for approval	12/09/2014	ondina.da.barca.vie ira@unwomen.org	📅

6. Click on the 'Approve plan' or 'Decline' button, based on the review process. If you decline the evaluation plan, you may leave comments for the M&E Focal Point on the rationale.

NOTE: The Evaluation plan must be approved prior to approval of other documents (TOR, report, etc), as even if other documents are approved in GATE they will only become publicly available once the evaluation plan is approved.

Plan Details (2014 - 2017)

Commissioning Unit:	Mali
Evaluation Plan Period:	2014 - 2017
Status:	Waiting for approval
Comments:	This evaluation plan covert 2014-2017 period. It will be update every year through fund mobilised by country office.
Plan Document:	MERPMALI2014_2017_En.docx

⊘ Approve   ⊗ Decline   ✎ Edit Plan Details   ⊕ Add Evaluation

Approve Evaluation Plan   ✕

Are you sure, you want to Approve this Evaluation Plan?

Approve   Cancel

Decline Evaluation Plan   ✕

Are you sure, you want to Decline Evaluation Plan?

Comment

[   ]

Decline   Cancel

7. To approve the evaluation report and management response, go back to 'My Gate' in the top right hand corner. Click on the 'Reports/TORs submitted' button or 'management response submitted' button and follow similar steps. For each approval action you will need to return to the 'My Gate' page in order to take the appropriate action.

Note: M&E Focal Points are automatically informed via email regarding the approval/rejection of the evaluation plan, reports and management response.


Note: The Management response cannot be submitted for approval unless the "overall management response" box is completed i.e. with "accepted" to show management has approved. Only once this has been filled can the "submit" button be selected.

IX. REPORTS AND CHARTS - HOW DO I TRACK MANAGEMENT RESPONSE AND KEY ACTIONS STATUS AND IMPLEMENTATION OF EVALUATION PLANS?

1. The GATE system provides reports on the main GATE homepage under 'Reports' sub-section in the left hand navigation bar. These reports are publicly accessible.

2. The first report 'Evaluation Coverage and Status of Management Response' should be used for tracking management response and key action implementation.
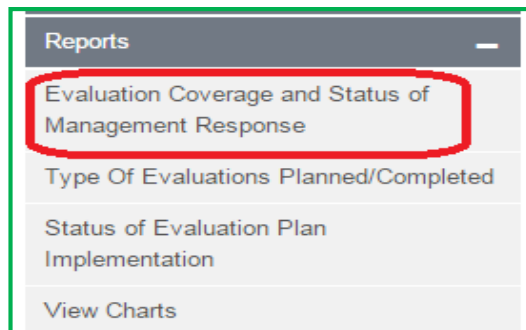
3. The report provides an option to track implementation of management response for both 'corporate evaluations', managed by the Independent Evaluation Office, as well as 'decentralized evaluations', managed by all other offices. Select the appropriate level of evaluation from the drop-down menu.

4. This report also provides further filter options such as type, status, Planned Year, etc.

5. You may also export the search results to excel for further analysis.

6. The second report, 'Type of Evaluations Planned/Completed', provides an overview of planned and completed evaluations by evaluation type.
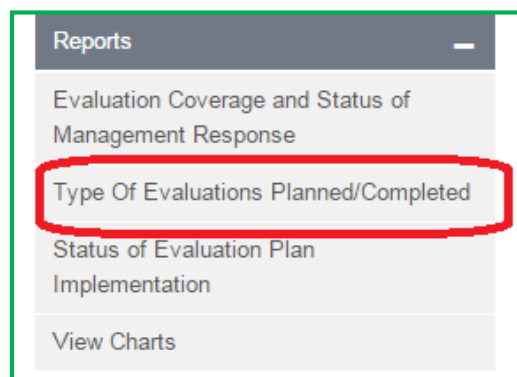
7. The report lists the number of evaluations planned and completed by evaluation type for the active evaluation plan, units are listed in alphabetical order. This report also shows the number of evaluations with management response.
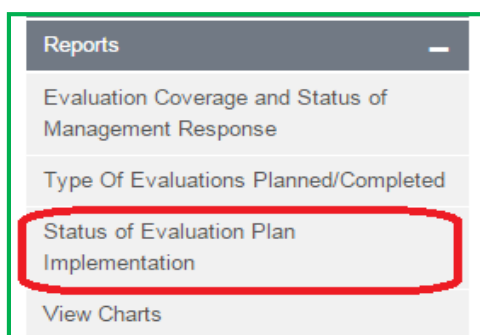
Type of Evaluations Planned/Completed

Evaluation Unit Name	Latest Evaluation Period	Evaluation Planned	Regional Evaluation Planned	Cluster Evaluation Planned	Country Level Evaluation Planned	Programme Evaluation Planned	Other Evaluation Planned	Regional Evaluation Completed	Cluster Evaluation Completed	Country Level Evaluation Completed	Programme Evaluation Completed	Other Evaluation Completed
*		0	0	0	0	0	0	0	0	0	0	0
Afghanistan	2013 - 2013	2	0	1	0	1	0	0	1	0	1	0
Albania	2012 - 2013	0	0	0	0	0	0	0	0	0	0	0
Algeria		0	0	0	0	0	0	0	0	0	0	0
Anguilla		0	0	0	0	0	0	0	0	0	0	0
Antigua and Barbuda		0	0	0	0	0	0	0	0	0	0	0
Argentina		0	0	0	0	0	0	0	0	0	0	0
Armenia		0	0	0	0	0	0	0	0	0	0	0
Aruba		0	0	0	0	0	0	0	0	0	0	0
Azerbaijan		0	0	0	0	0	0	0	0	0	0	0
Bahamas		0	0	0	0	0	0	0	0	0	0	0
Bangladesh		0	0	0	0	0	0	0	0	0	0	0
Barbados		0	0	0	0	0	0	0	0	0	0	0
Belize		0	0	0	0	0	0	0	0	0	0	0

8. The third report, 'Status of Evaluation Plan Implementation', provides an overview of planned evaluations by evaluation status (i.e. preparation stage, conduct, completed, cancelled, or postponed).

9. The report lists the number of evaluations planned by evaluation status for the active evaluation Plan, units are listed in alphabetical order. The report also provides the evaluation plan implementation rate (number of completed evaluations / number of planned evaluations) and the management response rate (number of evaluations with management response / number of completed evaluations).The results can be filtered by region and can also be exported to excel for further analysis.
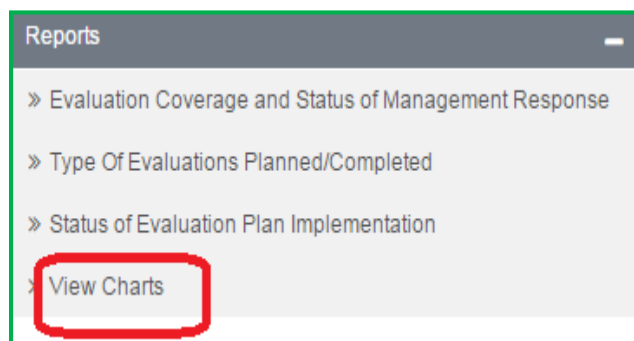
Status of Evaluation Plan Implementation

Region	Programme Unit	Current Evaluation Plan Period	Planned (A)	Preparation Stage (B)	Conduct Stage (C)	Complete d (D)	Postponed (E)	Cancelled (F)	Completed Reports With Management Response (G)	Plan Implementation Rate ((D/A)*100)	MR Implementation Rate ((G/D)*100)
Global	*	-	0	0	0	0	0	0	0	0 %	0 %
Asia and the Pacific	Afghanistan	2013 - 2013	3	1	0	2	0	0	2	67 %	100 %
Europe and Central Asia	Albania	2012 - 2013	0	0	0	0	0	0	0	0 %	0 %
Asia and the Pacific	Bangladesh	-	0	0	0	0	0	0	0	0 %	0 %
Americas and the Caribbean	Bolivia	2016 - 2016	1	0	1	0	0	0	0	0 %	0 %

10. The View Charts lists 4 categories in which 7 graphs/charts are categorized for further analysis of data and to provide a consolidated view. Below are the 4 categories
a) Resources for Evaluation Function
b) Evaluation Planning and Implementation
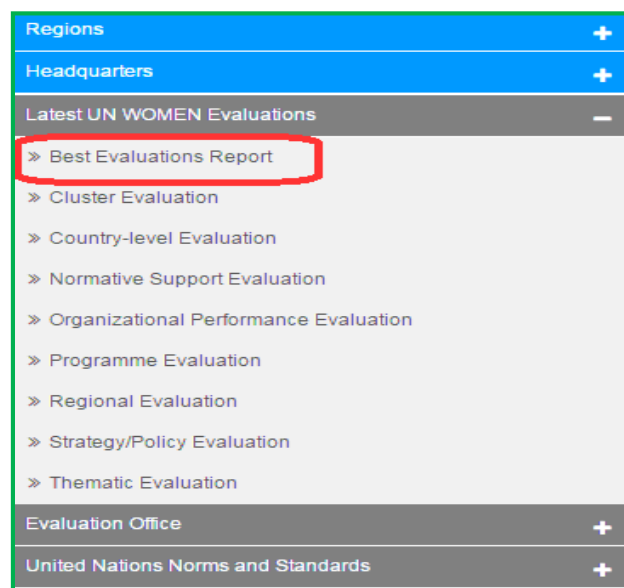c) Quality of Evaluations
d) Use of Evaluation

Financial Investment in Evaluation - Year (2015)
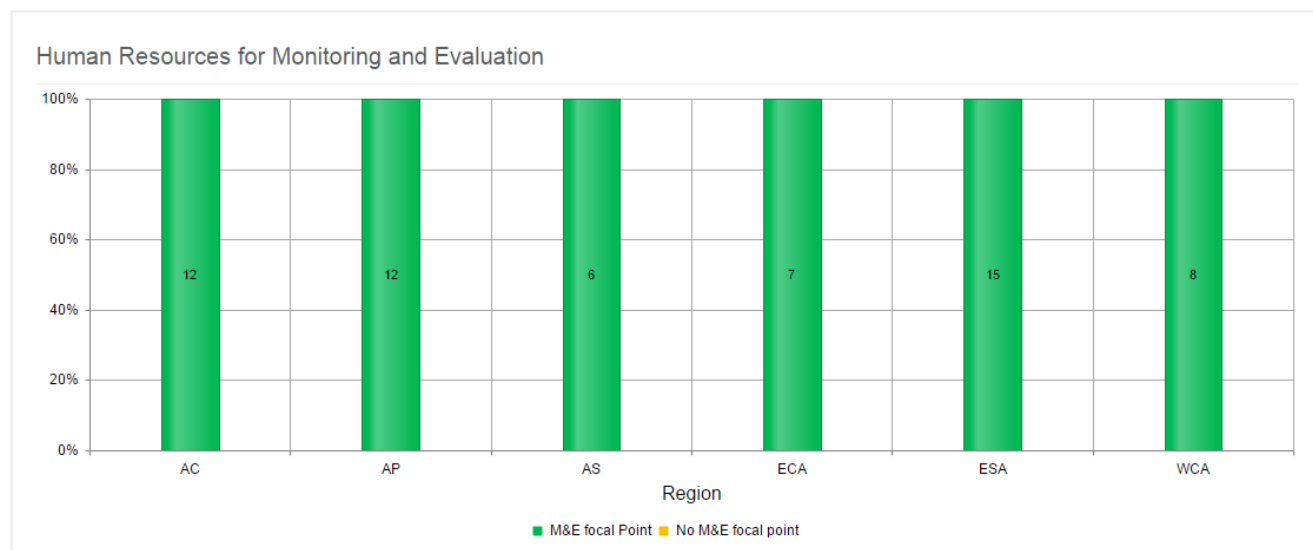
11. The GATE system also provides **Best evaluations Reports** on the main GATE homepage under 'Latest UN Women Evaluations' sub-section in the left hand navigation bar.

12. Best evaluations are evaluations that have been rated Very Good through the UN Women Global Evaluation Analysis and Assessment System (GERAAS). This rating gives an indication of the relative reliability of the results and determine the extent to which the report can be used with confidence to feed into future programming, scaling up and to sever other purposes.

13. The results can be filtered by Offices, SP Impact Areas and Evaluation type. The report can also be exported to excel for further analysis.

X. EMAILS

The GATE system will send emails to the Focal points/Approver/Admin based on various activitites that are done in process of Evaluation plan Flow. These will be configured in the GATE system and managed by the Administrator.

The GATE system has been configured to send some action based emails –
1. Evaluation Document Approve / Decline
2. Evaluation Document Submit
3. Evaluation Plan Approve/Decline

Along with these the GATE system is also configured to send some scheduled mails to intended audience as per described in the GATE system

1. **The M&E Focal Point will receive an automated reminder to update the status of the actions on a quarterly basis (every 3 months). It is very important that this information is updated, as the Evaluation Office drafts a report that is based solely on the information that is entered in the GATE website. The report is submitted to the Executive Director on a biannual basis and to the Executive Board on an annual basis.**

2. **Management Response can be submitted for approval only when corresponding evaluation report has been uploaded to the evaluation plan. The respective Director/Representative will receive an automated email that the Management Response has been submitted.**

3. **The M&E Focal Point should also update the 'evaluation status' (i.e. preparation stage, conduct stage, completed, postponed, cancelled), including the expected deadline, of all evaluations entered in the evaluation plan to ensure that the information is accurate and up to date (follow steps above under section III. How do I update an existing evaluation plan?).**

XI. HOW DO I SEEK TECHNICAL SUPPORT?

If you require technical support with the GATE website, such as with login, difficulties saving information, uploading or receive an error message, please contact: GATE@unwomen.org.

Regional and Headquarters Evaluation Specialists are available for guidance regarding evaluation planning, design, conduct and follow-up. They also monitor the status of evaluations for their respective region and are in regular touch with M&E Focal Points and the relevant Director in this regard.

Region	Evaluation Specialist
Africa	caspar.merkle@unwomen.org
Arab States	mona.selim@unwomen.org
Asia and the Pacific	yumiko.kanemitsu@unwomen.org
Europe and Central Asia	isabel.deza@unwomen.org
Americas and the Caribbean	laura.gonzalez@unwomen.org
Headquarters	messay.tassew@unwomen.org