Evaluation Audit Trail Template

(To be completed by the Programme Management to show how the received comments on the draft mid-term report have (or have not) been incorporated into the final evaluation report. This audit trail should be included as an annex in the final evaluation report.)

To the comments received on (*18 June 2020*) from the Cluster Evaluation of UNITAR Training of Trainer related Programming

The following comments were provided in track changes to the draft mid-term evaluation report; they are referenced by institution ("Author" column) and track change comment number ("#" column):

Author	#	Para No./ comment location	Comment/Feedback on the draft mid-term evaluation report	Evaluator response and actions taken
Claudia Croci, PTPU	1	Executive Summary	I personally disagree with this. If you look at our core functions, TOT is a medium to fulfil all of them. This statement is also contradictory to how we are positioning ourselves, vis-à-vis partners and donors.	The use of the term 'explicit core function' was intended to reference ToT not being explicitly referenced as a core function in the strategic framework. Text revised accordingly.
Claudia Croci, PTPU	2	Executive Summary	It may be important to add a note at the beginning, clarifying – once more – that the findings refer to the evaluation period and that UNITAR has made significant progress in the area of TOT, becoming a leading agency in this area. Don't really want to confuse the reader.	Text revised accordingly in the foreword and adjusted here.
Claudia Croci, PTPU	3	4	See previous comment.	Text adjusted.
Claudia Croci, PTPU	4	16	The ToC is really not clear.	Text and ToC illustration revised
Claudia Croci, PTPU	5	21	Maybe worth mentioning that at that time having a results framework and ToC for each project wasn't a requirement.	Note added. Policy guidelines from 2012 required clearly specified results with measurable indicators.
Claudia Croci, PTPU	6	21	How is this possible?	The UNITAR Chief of Finance and Budget reported that it was impossible to provide financial reports for the ToT specific elements of the projects, as costs were often intertwined with other project elements.

Claudia Croci, PTPU	7	59	How is this possible? This may raise quite some concerns if the report is shared with donors. If it is the case, I recommend adding an explanation.	See above
Claudia Croci, PTPU	8	67	Not only national armed forces. We had a mix of participants from civilian, police and military.	Text adjusted accordingly.
Mihoko Kumamoto, HO	9	Overall	Thank you for the draft cluster evaluation of ToT related programme. I would like to congratulate you and your team for developing this report. I find this report comprehensive and constructive. The cluster approach of covering multiple projects managed by various programmes is particularly helpful as it facilitates peer-learning among programme units. Putting on my hat as Gender Focal Point, I would also like to congratulate that the report includes gender related analysis, which focuses mainly on gender parity (e.g. female representation out of all the participants). To make us a front-runner on GEEW, it would be even better to cover both parity aspect and substantive aspect to the extent possible (e.g., There are multiple ways to measure. For instance - whether the ToT modules covered GEEW, whether gender neutral language was used, etc.) Food for thought.	An analysis of gender neutral language in training material was unfortunately not part of the evaluation. It will however be considered for future evaluations.