

**Results-Based Self-Assessment for Project Closure: Data Collection Template**

**Instructions:** The template has two sections. In the first section, please provide basic project data (i.e., Project Title, Brief description of the project, Project Leader/Branch, etc.). Subsequently, the second section serves to collect data along key assessment criteria. For each assessment criteria you will find a set of questions and one umbrella question (marked in blue). For each question fill-in the **relevant answers/information**. This means providing: (i) **The Assessment (a narrative based on supporting examples)**, (ii) Concrete Supporting Examples, (iii) Data Sources for verification and (iv) Ranking (see the header marked in orange). Only umbrella questions require ranking as you will see indicated in the template with the ranking ranging from the lowest (“highly unsatisfactory”) the highest (“highly satisfactory”) result.

**Tip: Start with assessments/responses at the level of sub-Questions (i.e. sub-Assessment Questions -AQs) and then provide synthesised assessments/responses at the level of umbrella Questions (i.e. umbrella Assessment Questions -AQs)**

(Note: For the purpose of this Template “Expected Accomplishments/Results” and “Outcomes” are identical terms.)

If you have any questions or need further information to complete this template, please**, Rosa Muraguri-Mwololo, Program Division**

[**Rosa.muraguri-mwololo@unhabitat.org**](mailto:Rosa.muraguri-mwololo@unhabitat.org)

**Note:**

**This project closure data should be as accurate as is humanly possible given it will be used of by any future UN-Habitat evaluators and in annual program results-reporting.**

**The Data Collection Template**

**Five-point Scale Ranking System - -Highly Unsatisfactory (HU), : Unsatisfactory (U): Moderately Satisfactory (MS): Satisfactory (S): Highly Satisfactory (HS)**

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| --- | --- | --- | --- | --- | --- |
| **Assessment Criteria** | **Assessment Questions: Umbrella Assessment Questions and Assessment sub-Questions (i.e. umbrella AQ and sub-AQs)** | **Provide the Assessment- A narrative based on supporting data EVIDENCE**  *(Maximum 250 words for the umbrella AQ and 75 words for the sub-AQs)*  *Data evidence can be Quantitative (number-based or statistical) or qualitative (anecdotal /stories of change). Avoid yes or NO responses.*  *Where question is not applicable indicate - N/A* | **Provide data Sources for verification of your data EVIDENCE.** *(eg, Specify Documents/reports names of individuals, institutions or locations where evidence can be observed.* | **Provide ranking (HU, U, MS, S & HS)**  **(***Only at the level of umbrella EQ!)* | **Comments and Ranking by Project Monitoring Leader- Program Division (HU, U, MS, S & HS)** |
| **Relevance & Project Design**  **(umbrella AQ)** | **The extent to which the project design reflects needs and interests of relevant stakeholders:** |  |  |  |  |
| **Relevance & Project Design**  **(sub-AQs)** | The extent to which the objectives of the project were consistent with :   1. UN-Habitat priorities (What priorities (EAs & *WP outputs*) of UN-Habitat is the project responding to?) | *Give data evidence to support your claim* |  |  |  |
| 1. National development Objective and national strategy? | *Give data evidence to support your claim* |  |
| 1. Beneficiary problems, interests and needs (How is it addressing needs/problems and interests of target groups/beneficiaries?) | *Give data evidence to support your claim* |  |
| 1. How is it taking into account country and donor policies? | *Give data evidence to support your claim* |  |
|  | Is the project’s result-chain (activities, outputs and outcomes)/ Logframe logical and sufficient in a way that enables an achievement of project objective? And project objectives defined in measurable ways (quantitatively and/or qualitatively)? | *Give data evidence to support your claim* |  |  |  |
|  | Were indicators of achievement appropriate and adequate in measuring the performance of the project, and were they been revised at any point during the project implementation? | *Give data evidence to support your claim* |  |  |  |
|  | To what extent were the risks monitored and managed? | *Give data evidence to support your claim* |  |  |  |
| Did risks or assumptions  change in the course of the projects implementation? | *Give data evidence to support your claim* |  |
| Did the identified risks affect the implementation of the project in any way? | *Give data evidence to support your claim* |  |
| **Efficiency-**  **(umbrella AQ)** | **Were the achievements reasonable in relation to the used resources?** | *Give data evidence to support your claim* |  |  |  |
| **Efficiency**  **(sub-AQs)** | What were the actual start-up and completion dates compared to the original plan? | *Give data evidence to support your claim* |  |  |  |
|  | Were the required resources (money equipment, personnel) provided in a timely manner and in quality and quantities required? | *Give data evidence to support your claim* |  |  |  |
|  | Did the contractual framework (incl. the procurement procedures) clear and does it facilitate the project implementation? | *Give data evidence to support your claim* |  |  |  |
|  | Was the required expertise available? | *Give data evidence to support your claim* |  |  |  |
| Was the project supervision done? How many times? | *Give data evidence to support your claim* |  |
|  | Were resources utilised according to the planned activities and outputs or changes occurred? What was the implementation rate overall? | *Give data evidence to support your claim* |  |  |  |
|  | To what extent was the project implemented in a cost–effective manner? | *Give data evidence to support your claim* |  |  |  |
| **Effectiveness in solving identified problem. (umbrella AQ)** | **To what extent the project achieved its planned Outcomes (EAS) & objective?** |  |  |  |  |
| **Effectiveness (sub-AQs)** | What has been actually achieved in comparison with what was planned? | *Give data evidence to support your claim* |  |  |  |
|  | Were the outputs achieved, of a good quality, and did they contribute to the intended outcomes? | *Give data evidence to support your claim* |  |  |  |
|  | Who is benefitting from the project and how? | *Give data evidence to support your claim* |  |  |  |
|  | To what extent is this project restoring dignity, promoting peace and bringing prosperity to the affected targeted group? |  |  |  |  |
|  | Were there any unintended positive or negative effects? | *Give data evidence to support your claim* |  |  |  |
|  | Were there any external/internal factors outside control of UN-Habitat that influenced outcomes of the project positively or negatively? | *Give data evidence to support your claim* |  |  |  |
|  | Was the project implementation coordinated with other relevant UN agencies and international donors in order to enhance complementarity and avoid duplication? | *Give data evidence to support your claim* |  |  |  |
|  | Was policy dialogue with the recipient country government existent and did it facilitate an achievement of planned outcomes? | *Give data evidence to support your claim* |  |  |  |
| **Sustainability Outlook (umbrella AQ)** | **To what extent will the project keep gains made by the project/or is sustainable?** |  |  |  |  |
| **Sustainability Outlook (sub-AQs)** | What are the prospects for continuation of sustaining change created by this project after the project completion? | *Give data evidence to support your claim* |  |  |  |
|  | To what extent are beneficiaries currently having ownership of the project? What was the level of participation of the beneficiaries in planning, implementing and monitoring of the project? | *Give data evidence to support your claim* |  |  |  |
|  | Did the project enhanced capacities of the involved actors to continue the project activities even without UN-Habitat’s involvement? | *Give data evidence to support your claim* |  |  |  |
| **Cross-cutting Issues(umbrella AQ)** | **To what extent the project effectively addresses the cross-cutting issues?** |  |  |  |  |
| **Cross-cutting Issues(sub-AQs)** | How has gender roles been taken into considerations in the project’s activities and has the project enhanced gender equality? | *Give data evidence to support your claim* |  |  |  |
|  | Has the project been youth-inclusive and enhanced youth livelihoods? | *Give data evidence to support your claim* |  |  |  |
|  | How has the project been sensitive towards environmental impacts (incl. climate-change mitigation/adaptation)? | *Give data evidence to support your claim* |  |  |  |
|  | How did the project actively contribute to the promotion and implementation of human rights principles? | *Give data evidence to support your claim* |  |  |  |
| **Impact Outlook (umbrella AQ)** | **To what extent is the project likely to have long-term effects?** |  |  |  |  |
| **Impact Outlook (sub-AQs)** | Describe the expected possible long-term changes and assess whether these changes can be attributed to the project. | *Give data evidence to support your claim* |  |  |  |
| Was a beneficiary participatory approach utilized in this project? |  |  |  |  |
| Does the project have a poverty reducing effect? | *Give evidence to support your claim* |  |  |  |
|  | To what extent did is this project restoring dignity, promoting peace and bringing prosperity to the affected targeted group? |  |  |  |  |
|  | Who are beneficiaries of these potential long-term changes? | *Give data evidence to support your claim* |  |  |  |
|  | Are there at this stage any external/internal issues which can influence the project long-term effects? | *Give data evidence to support your claim* |  |  |  |
| **Lessons Learnt** | What did you learn (that went well or did not go well) that surprised you or you did not expect in the implementation of this project? | *Give data evidence to support your claim* |  |  |  |