EVALUATION SECTION CODE OF CONDUCT FOR EVALUATION STAFF AND EXTERNAL EXPERTS

Adapted by the Evaluation Section from the UNEG Code of Conduct and Ethical Guidelines for Evaluation.

To promote the trust and confidence in evaluation within WIPO, evaluation consultants working for the Evaluation Section are required to commit themselves in writing to the Code of Conduct for Evaluation specifically to the following obligations:

**Independence**
Evaluation in the United Nations systems should be demonstrably free of bias. To this end, evaluation consultants managed by the Evaluation Section are recruited for their ability to exercise independent judgment. Evaluation consultants working for the Section shall ensure that they are not unduly influenced by the views or statements of any party, that independence of judgment is maintained and evaluation findings and recommendations are consistent, verified and independently presented.

**Impartiality**
Evaluation consultants working for the Evaluation Section shall operate in an impartial and unbiased manner at all stages of the evaluation and give a comprehensive and balanced presentation of strengths and weaknesses of the activity or organizational unit being evaluated, taking due account of the views of a diverse cross-section of stakeholders. Evaluators shall guard against distortion in their reporting caused by their personal views and feelings.

**Credibility**
Evaluation consultants working for the Evaluation Section should prepare their reports based on reliable data and observations and ensure that reports show evidence of consistency and dependability in data, findings, judgments and lessons learned; appropriately reflecting the quality of the methodology, procedures and analysis used to collect and interpret data. They shall endeavor to ensure that each evaluation is accurate, relevant, and timely and provides a clear, concise and balanced presentation of the evidence, findings, issues, conclusions and recommendations.

**Conflicts of Interest**
Evaluation consultants working for the Evaluation Section shall avoid as far as possible conflict of interest so that the credibility of the evaluation process and product shall not be undermined. Conflicts of interest may arise at the level of the IAOD Evaluation Section, or at that of individual staff members or consultants. Conflicts of interest should be disclosed and dealt with openly and honestly.

Evaluation consultants working for the Evaluation Section are required to disclose in writing any past experience, of themselves, their immediate family, close friends or associates, which may give rise to a potential conflict of interest and to deal honestly in resolving any conflict of interest which may arise.
Evaluation consultants working for the Evaluation Section shall not have had any responsibility for the design, implementation or supervision of any of the activities that they are evaluating.

**Honesty and Integrity**

Evaluation consultants working for the Evaluation Section shall:

a. Accurately represent their level of skills and knowledge and work only within the limits of their professional training and abilities in evaluation, declining assignments for which they do not have the skills and experience to successfully complete.

b. Negotiate honestly the costs, tasks to be undertaken, limitations of methodology, scope of results likely to be obtained, and uses of data resulting from the evaluation.

c. Accurately present their procedures, data and findings, including ensuring that the evaluation findings are not biased to make it more likely that the evaluator receives further commissions from the Client.

**Accountability**

Evaluation consultants working for the Evaluation Section are accountable for the completion of the evaluation as agreed with the Client in the ToRs.

**Obligations to participants**

Evaluation consultants working for the Evaluation Section shall:

a. Respect people’s right to provide information in confidence and make participants aware of the scope and limits of confidentiality. Evaluators must ensure that sensitive information cannot be traced to its source so that the relevant individuals are protected from reprisals.

b. Respect differences in culture, local customs, religious beliefs and practices, personal interaction, gender roles, disability, age and ethnicity, and be mindful of the potential implications of these differences when planning, carrying out and reporting on evaluations, while using evaluation instruments appropriate to the cultural setting.

c. Keep disruption to a minimum while needed information is obtained, providing the maximum notice to individuals or institutions they wish to engage in the evaluation, optimizing demands on their time, and respecting people’s right to privacy.

**Rights**

In including individuals or groups in the evaluation, Evaluation consultants working for the Evaluation Section shall ensure:

a. Right to Self-Determination. Prospective participants should be treated as autonomous agents and must be given the time and information to decide whether or not they wish to participate and be able to make an independent decision without any pressure or fear of penalty for not participating.

b. Fair Representation. Evaluators shall select participants fairly in relation to the aims of the evaluation, not simply because of their availability, or because it is relatively easy to secure their participation. Care shall be taken to ensure that relatively powerless, ‘hidden’, or otherwise excluded groups are represented.

c. Compliance with codes for vulnerable groups. Where the evaluation involves the participation of members of vulnerable groups, evaluators must be aware of and comply with legal codes (whether international or national) governing, for example, interviewing
children and young people.

d. Redress. Stakeholders receive sufficient information to know a) how to seek redress for any perceived disadvantage suffered from the evaluation or any projects it covers, and b) how to register a complaint concerning the conduct of an Implementing or Executing Agency.

Confidentiality
Evaluation consultants working for the Evaluation Section shall respect people’s right to provide information in confidence and make participants aware of the scope and limits of confidentiality. Evaluation consultants working for the Evaluation Section must ensure that sensitive information cannot be traced to its source so that the relevant individuals are protected from reprisals.

Avoidance of Harm
Evaluation consultants working for the Evaluation Section shall seek to: minimize risks to, and burdens on, those participating in the evaluation; and seek to maximize the benefits and reduce any unnecessary harm that might occur from negative or critical evaluation, without compromising the integrity of the evaluation.

Accuracy, Completeness and Reliability
Evaluation consultants working for the Evaluation Section have an obligation to ensure that evaluation reports and presentations are accurate, complete and reliable. In the evaluation process and in the production of evaluation products, evaluation consultants working for the Evaluation Section shall:

a. Carry out thorough inquiries, systematically employing appropriate methods and techniques to the highest technical standards, validating information using multiple measures and sources to guard against bias, and ensuring errors are corrected.

b. Describe the purposes and content of object of the evaluation (program, activity, strategy) clearly and accurately.

c. Present openly the values, assumptions, theories, methods, results, and analyses that significantly affect the evaluation, from its initial conceptualization to the eventual use of findings.

d. Examine the context in enough detail so its likely influences can be identified (for example geographic location, timing, political and social climate, economic conditions).

e. Describe the methodology, procedures and information sources of the evaluation in enough detail so they can be identified and assessed.

f. Make a complete and fair assessment of the object of the evaluation, recording of strengths and weaknesses so that strengths can be built upon and problem areas addressed.

g. Provide an estimate of the reliability of information gathered and the replicability of results (i.e. how likely is it that the evaluation repeated in the same way would yield the same result?).

h. Explicitly justify judgments, findings and conclusions and show their underlying rationale so that stakeholders can assess them.

i. Ensure all recommendations are based on the evaluation findings only, not on their or
other parties’ biases.

**Transparency**

Evaluation consultants working for the Evaluation Section shall:

a. Clearly communicate to stakeholders the purpose of the evaluation, the criteria applied and the intended use of findings.

b. Ensure that stakeholders have a say in shaping the evaluation.

c. Ensure that all documents are readily available to an understood by stakeholders.
EVALUATION SECTION CODE OF CONDUCT

AGREEMENT FORM

To be signed by all consultants as individuals (not by or on behalf of a consultancy company) before a contract can be issued.

Agreement to abide by the IAOD Code of Conduct for Evaluation in the UN System

Name of Consultant:

Name of Consultancy Organization (where relevant):

I confirm that I have received and understood and will abide by the IAOD Code of Conduct for Evaluation in the UN System.

Signed at (place) on (date)

Signature: