International Labour Organization

▶ Evaluation Office

▶ **Checklist 1.1: Elements of good project design**

▶ **Date:** January 2021, v.2 (v.1 - 2017)

This checklist is part of ▸ *Guidance note 1.1 Project Design and Theory of Change*

Parameters for designing a sound project/programme | Check

A sound context analysis is in place that provides ample insight into the operational environment in which the project is situated.

The normative and social dialogue context, as applicable, is explicitly mentioned

Gender and inclusion (especially of people with disabilities and of specific vulnerable groups) concerns are well analysed in the context

Problem analysis that justifies the need and objectives of the project is done. (Tools such as cause-effect diagrams or problem tree can be used to better present the core ideas)

The relevance and alignment of the project to national priorities, ILO's overall mandate and specific P&B Outcomes; link to relevant SDG targets and indicators; and Decent Work Country Programme (if applicable) and relevant UN Development Assistance Framework/Programme is clearly described

Relevant lessons from past experience, especially from evaluations are described and considered when project strategy and results are being framed

A **Theory of Change** is designed, reflecting the pathway to project objectives (see *Guidance note 1.1 Project Design and Theory of Change*)

Strategies for each of the component is narrated

A **logical framework** clearly depicting the level of results (Outputs, Intermediate Outcomes, Outcomes, Impact) and relevant indicators[1] for each level is in place. The Logframe should be completely aligned with the Theory of Change.

Activities are logically linked to expected outputs

Critical assumptions and risks are documented and described in terms of their potential impact on project results

Gender equality and inclusion related targets and indicators are clearly reflected in the logframe

Project management structure is defined

Potential coherence and coordination with other relevant programmes (ILO programmes, national programmes and/or programmes by other UN/ development agencies) is described, as applicable

Stakeholders are described, along with their expected role and engagement with the project

Beneficiaries groups are clearly identified, including in terms of gender (e.g. male/female/other), age (e.g. children, adolescent, youth, old age); community affiliation (e.g. vulnerable social groups, specific ethnic groups, refugee groups etc)

Monitoring and evaluation plan is in place, with demarcated milestones (baselines, mid-line, evaluability assessment, periodic evaluation, end of the project evaluation etc), as applicable

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1. A common tip for testing the soundness of indicators is that indicators should be SMART (Specific, Measurable, Attainable, Relevant and Time-bound).