

Declaration of Interest Relevant To Undertaking Evaluation Work for IEA-CGIAR

1. Have you been employed for a CGIAR Center, Research Program or central unit or participated in CGIAR governance during the past 10 years?

If yes, please give details of time, and nature of contract engagement.

2. Have you engaged in the activities of a CGIAR Center or Research Program, or CGIAR central unit during the past 5 years as a consultant or partner receiving funding?

If yes, please give details of time and nature of contract engagement.

3. Has anyone in your immediate family worked for the CGIAR (Center, Research Program, central unit) or been member in a CGIAR governing body during the past 5 years?

If yes, please give details of time and nature of contract engagement.

4. Have you applied for a position in the CGIAR (Center, Research Program, central unit) during the past 5 years?

If yes, please give details

6. Please give details of any other activity, engagement or relationship (including personal) that could constitute a potential conflict of interest.

Please provide any additional details

DECLARATION

I declare that the information provided above is true and complete.

Signed at _____ on _____

Signature: _____

CGIAR Independent Evaluation Arrangement Code of Conduct for Evaluation¹

The conduct of evaluators in the CGIAR system should be beyond reproach at all times. Any deficiency in their professional conduct may undermine the integrity of the evaluation, and more broadly evaluation in the CGIAR, and raise doubts about the quality and validity of the overall evaluation function.

This Code of Conduct applies to all evaluation staff and consultants used in IEA evaluations. It is intended as guidance to all evaluations commissioned in the CGIAR, including those commissioned and organised by CGIAR Centers and CGIAR Research Programs. The provisions of these Code of Conduct apply to all stages of the evaluation process from the conception to the completion of an evaluation and the release and use of the evaluation results.

To promote trust and confidence in evaluation, all IEA staff engaged in evaluation and evaluation consultants working for the IEA and/or other CGIAR entities and centers are required to commit themselves in writing to the Code of Conduct for Evaluation, specifically to the following obligations:

1. Independence

Evaluators shall ensure that independence of judgement is maintained and that evaluation findings and recommendations are independently presented.

2. Impartiality

Evaluators shall operate in an impartial and unbiased manner and give a balanced presentation of strengths and weaknesses of the program, project, policy or organizational unit being evaluated.

3. Conflict of Interest

Evaluators are required to disclose in writing any past experience, of themselves or their immediate family, which may give rise to a potential conflict of interest, and to deal honestly in resolving any conflict of interest which may arise. Before undertaking evaluation work with the IEA, each evaluator will complete a declaration of interest form.

4. Honesty and Integrity

Evaluators shall show honesty and integrity in their own behaviour, negotiating honestly the evaluation costs, tasks, limitations, scope of results likely to be obtained, while accurately presenting their procedures, data and findings and highlighting any limitations or uncertainties of interpretation within the evaluation.

5. Competence

Evaluators shall 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 complete successfully.

6. Accountability

Evaluators are accountable for the completion of the agreed evaluation deliverables within the timeframe and budget agreed, while operating in a cost effective manner.

¹ Adapted from the Code of Conduct for Evaluation in the United Nations System by the United Nations Evaluation Group

7. Obligations to Participants

Evaluators shall respect and protect the rights and welfare of human subjects and communities, in accordance with the UN Universal Declaration of Human Rights and other human rights conventions. Evaluators shall respect differences in culture, local customs, religious beliefs and practices, personal interaction, gender roles, disability, age and ethnicity, while using evaluation instruments appropriate to the cultural setting. Evaluators shall ensure prospective participants are treated as autonomous agents, free to choose whether to participate in the evaluation, while ensuring that the relatively powerless are represented. Evaluators shall make themselves aware of and comply with legal codes (whether international or national) governing, for example, interviewing children and young people.

8. Confidentiality

Evaluators shall respect people's right to provide information in confidence and make participants aware of the scope and limits of confidentiality, while ensuring that sensitive information cannot be traced to its source.

Evaluators shall respect confidentiality of information provided by the program, project or unit under evaluation if so requested and not disclose data, information, interim analyses, funding and reports without the consent of the Head, IEA.

9. Avoidance of Harm

Evaluators shall act to minimise risks and harms to, and burdens on, those participating in the evaluation, without compromising the integrity of the evaluation findings.

10. Accuracy, Completeness and Reliability

Evaluators have an obligation to ensure that evaluation reports and presentations are accurate, complete and reliable. Evaluators shall explicitly justify judgements, findings and conclusions and show their underlying rationale, so that stakeholders are in a position to assess them.

11. Transparency

Evaluators shall clearly communicate to stakeholders the purpose of the evaluation, the criteria applied and the intended use of findings. Evaluators shall ensure that stakeholders have a say in shaping the evaluation and shall ensure that all documentation is readily available to and understood by stakeholders.

12. Omissions and wrongdoing

Where evaluators find evidence of wrong-doing or unethical conduct, they are obliged to report it to the Head, IEA.

DECLARATION

I declare that I have read, and agree to commit to the Code of Conduct as stated above

Signed at _____ on _____

Signature: _____