

# User's Guide

## WHAT IS IT?

The purpose of *i-eval* Discovery is to encourage evaluation use and organizational learning by providing user-friendly access to all of the ILO's **evaluation reports** and their related **recommendations**, **lessons learned** and **emerging good practices**. An interactive mapping feature visually displays information that can also be tailored to meet specific needs. All information is linked to source data from the ILO's *i-Track* database whereby *i-eval* Discovery functions as its graphic interface. Users are also able to access it via smartphone or tablet.

## HOW DOES IT WORK?

There are four overarching types of information that can be accessed through *i-eval* Discovery: (1) evaluation reports; (2) lessons learned; (3) emerging good practices; and (4) recommendations. In order to meet specific needs of users, all information can be filtered by the **year** that the evaluation was completed, its **theme(s) and sub-theme(s)**, the **region/country** in which a specific project/programme took place, in addition to the **evaluation's category, nature and timing**. These filtration capabilities are displayed in the left margin. Once filters are selected, they will be shown in the "filters" bar at the top of the screen. Results are shown through a map or by a list which can be expanded to display more detailed information, such as who was the evaluation's manager, which source provided funding, the responsible ILO administrative and technical units, among other items. Importantly, each evaluation record has a downloadable link to the full report and its summary. All **writing in blue** is "clickable," indicating that more detailed information on a specific topic is available.

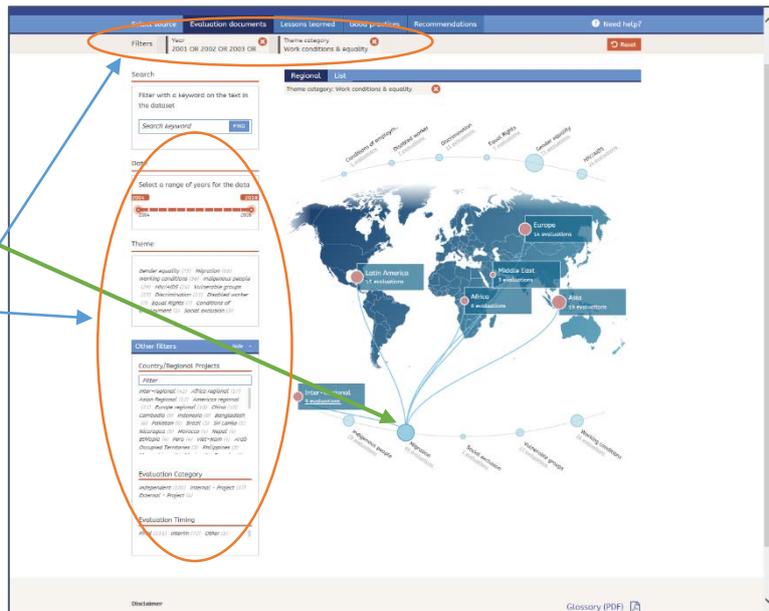
The following offers an example of a step-by-step guide on how to search for evaluation reports (the same process can be followed to search for lessons learned, emerging good practices and recommendations).

1. Click on evaluation reports
2. Select the year range of interest with the slider scale (*in this case 2010-15*)
3. Select the theme of interest (*in this case: work conditions & equality*). *The size of the bubbles indicates the volume of reports for each region.*

The screenshot displays the ILO Evaluation Resource Center interface. At the top, there is a navigation bar with tabs for 'Select source', 'Evaluation documents', 'Lessons learned', 'Good practices', and 'Recommendations'. Below this is a search bar and a date range selector set to '2010 OR 2011 OR 2012 OR'. The main content area is divided into a left sidebar with filters and a right main area with a world map and a list of results. The filters include 'Search', 'Date', 'Theme', and 'Other filters'. The world map shows data points for various regions, with 'Work conditions & equality' highlighted as a selected theme. The list of results shows 'Year-Regional: 14 evaluations' and 'Work conditions & equality' with a count of 14 evaluations.

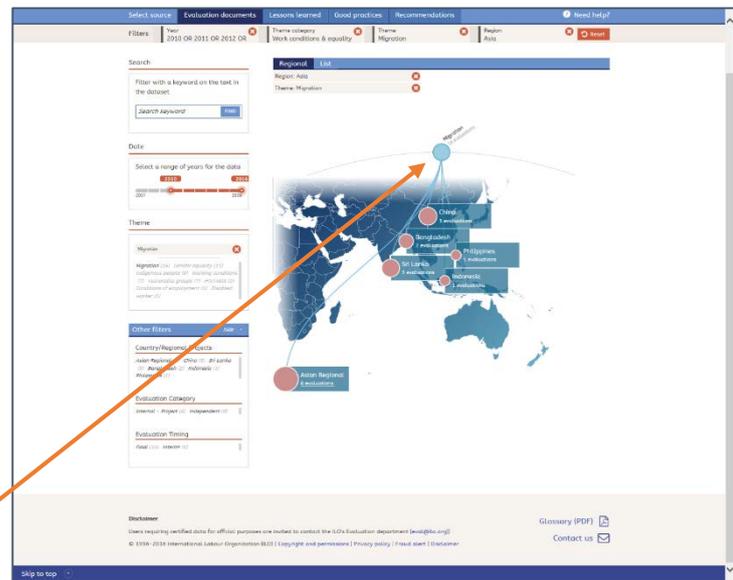
- Each theme has sub-themes. Click on the blue bubble that is associated to “work conditions & equality” to access all of the twelve sub-themes. Click on any one to gain more specific evaluation reports (*in this case, “migration”*).

Desired filters will be shown in two areas: at the top of the screen and on the left bar.



- Results show that there are a total of 56 evaluation reports from 2010-15 that are related to “migration” in all five regions. To view evaluation reports for any region, simply click on the red bubble that hovers over the region of interest (*in this case, “Asia” – a detailed picture of the region is now in focus*). There are 16 evaluation reports spread across various countries that are related to the specific criteria.

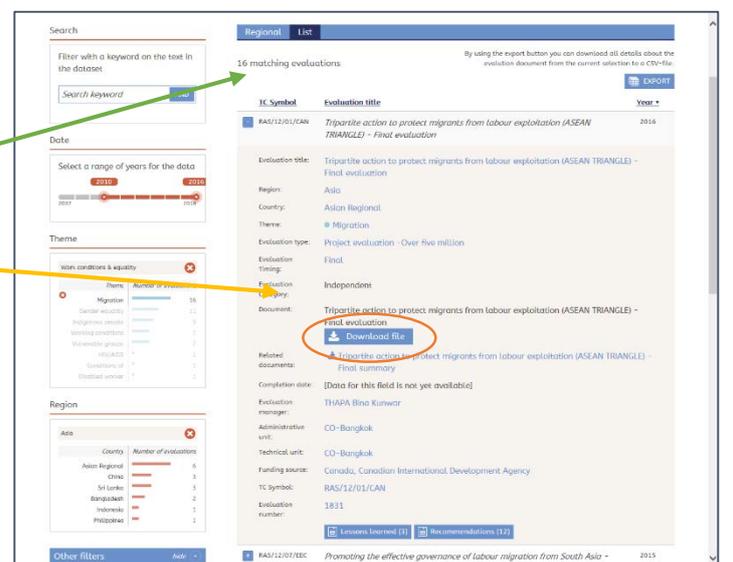
- To view the reports for a specific country, click on the bubble that hovers over the country of interest, or if you would like to view all the results for a region, click on “16 evaluations” under the “migration” sub-theme.



- A list of all reports will appear. Each result will show the evaluation report’s title, the year it was completed and its TC Symbol. More detailed information is displayed once you click on any specific record.

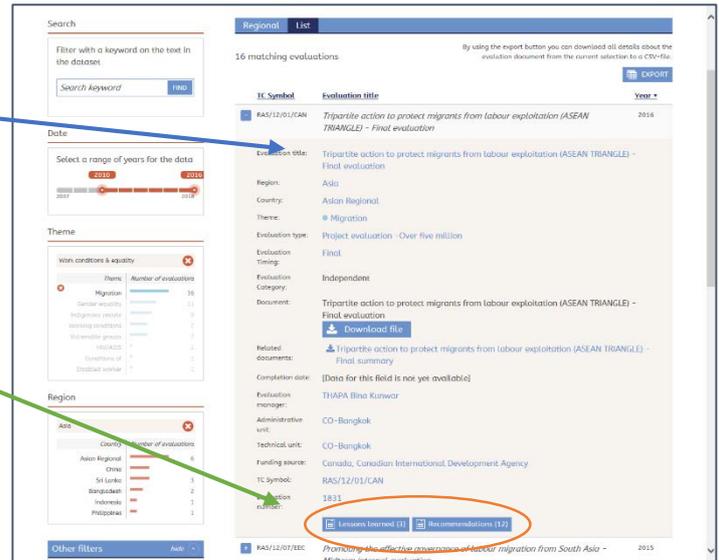
- Download the full evaluation report and the summary here.

- Results can be organized by year (ascending or descending), and alphabetically by title and TC Symbol.



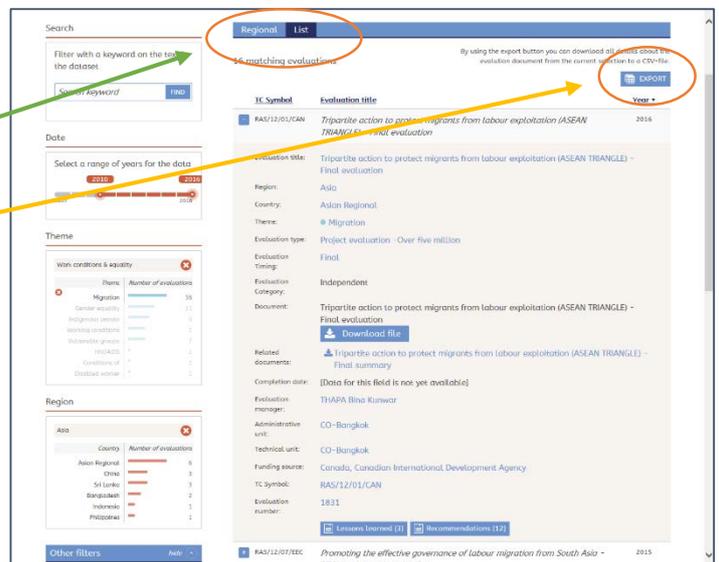
10. All writing in blue provides more detailed information once it is "clicked".

11. Most evaluation records also have corresponding lessons learned, emerging good practices and recommendations which are found at the bottom of the evaluation record.



12. Move interchangeably between the mapping feature and the full list of results.

13. Results can also be exported in a user-friendly Excel format. Data can be tailored to meet specific criteria.



For questions and comments, please email: [eval@ilo.org](mailto:eval@ilo.org)