Terms of Reference - Annex 1

Annex 1: Proposed Table of Contents for the Inception Report

1. **Cover: Project title, tender reference, consultant/firm, authors and submission date**
1. **Introduction and Study Context (approximately 2 pages)**

a. Background, proposed project, eight candidate villages and key climate, food security and WASH challenges

b. Purpose, objectives, scope and expected use of the feasibility study

1. **Feasibility Study Methodology (approximately 5–6 pages)**

a. Study questions aligned with the TOR and proposed project outputs

b. Assessment criteria, provisional indicators and target-validation approach

c. Desk review, household surveys, FGDs, KIIs, site assessments, data analysis and triangulation

d. Sampling strategy, village coverage, sample-size justification and inclusion of vulnerable groups

e. Study matrix linking questions, evidence sources, tools, respondents and analysis methods

f. Research ethics, informed consent, safeguarding, data protection, limitations and risk mitigation

1. **Work Plan and Deliverables (approximately 2 pages)**

a. Detailed schedule within the maximum 22 working days (7 December 2026–7 January 2027)

b. Fieldwork, technical site assessments, stakeholder validation, analysis, draft and final reporting

c. Team composition, assigned responsibilities, quality assurance and review milestones

1. **Logistics, Coordination and Support (approximately 1 page)**

a. Field access, security, transport, required documents and coordination with WARDI and Caritas Germany

1. **Supporting Annexes to the Inception Report**

a. List of documents and existing technical evidence reviewed

b. Detailed work plan and assignment schedule (mandatory)

c. Feasibility study question/evidence matrix (mandatory)

d. Terms of Reference and approved scope (mandatory)

e. Proposed village and water-system site-assessment checklist (mandatory)

f. Draft data-collection instruments and informed-consent procedures (mandatory)

g. Interview and focus-group discussion guides (mandatory where applicable)

h. Household questionnaire, sampling framework and data-management plan (where applicable)

i. CVs and roles of proposed key experts (mandatory)