

Terms of Reference - Annex 1



Annex 1: Table of Content Inception Report

1. **Cover:** Project title and number; authors; Institution Name; date
1. **Introduction** (2 pages)
 - a. Background and context
 - b. Objective and scope of the evaluation
1. **Evaluation Methodology** (5-7 pages)
 - a. Evaluation questions
 - b. Indicators
 - c. Methods of Data Collection and Analysis methods
 - d. Sampling strategy
 - e. Evaluation planning matrix
 - f. Risks and Limitations to the evaluations
1. **Work Plan** (2 pages)
 - a. Timeframe & Deliverables
 - b. Work plan, including activities in field.
 - c. Responsibility for each evaluation phase
1. **Logistics and Support** (1 page)
 - a. Specific assistance required from Caritas Germany & Caritas and WARDI
1. **Possible Annexes:**
 - a. Table of documents reviewed.
 - b. Work Plan (Mandatory)
 - c. Evaluation Matrix (Mandatory)
 - d. Terms of Reference (Mandatory)
 - e. Document reviewed (Mandatory)
 - f. Draft Data Collection instrument (Mandatory)
 - g. Interview Questions (If used)
 - h. Questionnaires (if used)
 - i. Short biography of the evaluator