

Terms of Reference – Annex 3



Annex 3: Template for Work Plan - Timeframe

Activities & Deliverables	Date
Meeting and briefing with Evaluation consultant and WARDI and Caritas Germany	
Desk Review and write the Inception Report (if applicable)	
Submission of the Inception Report	
Meeting of evaluation consultant, WARDI, Caritas Germany; and approve of Inception Report.	
Preparation on the mission on the ground	
Travel	
Work in Field: <ul style="list-style-type: none"> • Kick- off –; Endline; Validation Workshop/ Meeting • Interviews with beneficiaries; Key informant interviews, Focus Groups • Surveys 	
Travel	
Write and prepare Draft Report	
Approve Draft Report	
Submit Final Report, summary report incorporating feedback	
Final Report approved	
Presentation of findings to WARDI and Caritas Germany	