Annex 1 : Table of Content Inception Report

Cover: Project title and number; authors; Institution Name; date

1. **Introduction** (2 pages)
   - Background and context
   - Objective and scope of the evaluation

2. **Evaluation Methodology** (5-7 pages)
   - Evaluation questions
   - Indicators
   - Methods of Data Collection and Analysis methods
   - Sampling strategy
   - Evaluation planning matrix
   - Risks and Limitations to the evaluations

3. **Work Plan** (2 pages)
   - Timeframe & Deliverables
   - Work plan, including activities in field
   - Responsibility for each evaluation phase

4. **Logistics and Support** (1 page)
   - Specific assistance required from Caritas Germany & Caritas *(name of country partner)*

5. **Possible Annexes:**
   - Table of documents reviewed
   - Work Plan (Mandatory)
   - Evaluation Matrix (Mandatory)
   - Terms of Reference (Mandatory)
   - Document reviewed (Mandatory)
   - Draft Data Collection instrument (Mandatory)
   - Interview Questions (If used)
   - Questionnaires (if used)
   - Short biography of the evaluator