

Terms of Reference - Annex 1

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