

## Terms of Reference – Annex 3

### Annex 3: Template for Work Plan - Timeframe

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