

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"> • Kick-off – ; Mid-term; 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 <i>[Insert local partner country]</i> and Caritas Germany	