

Structure Evaluations (Baseline, Mid-Term, Final Evaluation)

1. Executive Summary

- 1.1. Brief Summary (Project context & objectives of evaluation)
- 1.2. Key findings
- 1.3. Key recommendations

2. Table of Contents

- 2.1. Acknowledgments
- 2.2. Acronyms
- 2.3. Table of contents
- 2.4. List of Tables & Figures

3. Introduction

- 3.1. Project Background
- 3.2. Objectives of the study
- 3.3. Scope & Limitations of the study

4. Methodology

- 4.1. Summary Methodology
- 4.2. Operational Context
 - 4.2.1. Context of Study (time, geographical, incl. Map of study region with places of interest indicated)
 - 4.2.2. Field logistics
 - 4.2.3. Quality control
 - 4.2.4. Ethical considerations
- 4.3. Sample Design
 - 4.3.1. Sample Design
 - 4.3.2. Sample Size
 - 4.3.3. Selection Criteria
 - 4.3.4. Control group
- 4.4. Approaches (incl. list of approaches)
 - 4.4.1. Desk Review (list of literature, sources reviewed)
 - 4.4.2. Secondary Data collection (statistics, data collected by others)
 - 4.4.3. Household Survey
 - 4.4.4. Focus Group Discussions (FGD)
 - 4.4.5. Key Informant Interviews (KII)
 - 4.4.6. Physical Observations (qualitative & quantitative)
 - 4.4.7. UAV, flight & orbital Imagery
 - 4.4.8. Further...
- 4.5. Data processing & Analysis

- 4.5.1. Summary
- 4.5.2. Validation of data
- 4.5.3. Analytical Techniques (per indicator)
 - 4.5.3.1. Outcome Indicator 1
 - 4.5.3.2. Outcome Indicator 2
 - 4.5.3.3. Output Indicator 1
 - 4.5.3.4. Etc.

5. Key findings

- 5.1. General Findings (to understand project context)
 - 5.1.1. Household Demographic Characteristics
 - 5.1.2. Sociodemographic findings (if relevant)
 - 5.1.3. Socioeconomic findings (if relevant)
 - 5.1.4. Sociopolitical findings (if relevant)
 - 5.1.5. Further general findings (ecological, cultural, climatic, agricultural, etc.) if relevant (if relevant)
- 5.2. Findings Target Values (Logframe)
 - 5.2.1. Logframe with assessed values
 - 5.2.2. Findings per indicator
 - 5.2.2.1. Outcome Indicator 1
 - 5.2.2.2. Outcome Indicator 2
 - 5.2.2.3. Output Indicator 1
 - 5.2.2.4. Etc.
 - 5.2.3. Elaboration on project achievement
 - 5.2.4. Explanation of deviations from target values
- 5.3. Additional Findings of value
 - 5.3.1. Presence and activities of other actors
 - 5.3.2. Risks to the success of the project
 - 5.3.3. Side effects of the project in the project region/target group
 - 5.3.4. Etc.

6. Additional analyses (findings & recommendation)

- 6.1.1. Risk analysis
- 6.1.2. Project implementation/partner analysis
- 6.1.3. Stakeholder Analysis
- 6.1.4. Capacity and Opportunity analysis
- 6.1.5. Market analysis
- 6.1.6. Gender analysis
- 6.1.7. Sustainability Assessment
- 6.1.8. Further cross cutting issues, etc.

7. Conclusion and recommendations

7.1. Summary

7.2. Statement on the project results based on OECD/DAC evaluation criteria

- 7.2.1. Relevance
- 7.2.2. Coherence
- 7.2.3. Effectiveness
- 7.2.4. Efficiency
- 7.2.5. sustainability
- 7.2.6. impact

7.3. Recommendations

8. Annexes

- Terms of Reference
- bibliography
- Composition and independence of the evaluation team
- Evaluation timeframe and process
- Evaluation Matrix
- List of persons interviewed/ study participants
- List of documents reviewed/references
- Questionnaire and other data/information collection tools
- Collected data
- Minutes of the meetings
- Maps, tables, etc.
- Other, as required