

Milestone	Indicative Timing	Activity	Lead Responsibility	Key Deliverable
Contracting and onboarding	Week 1	Contract signing, onboarding, and initial briefings	Mercy Corps; External Consultant	Signed contract
Inception phase	Weeks 1–2	Document review, consultations, and refinement of the review design, methodology, workplan, and analytical approach	External Consultant	Inception Report
Inception review and approval	Week 3	Review and approval of inception report	Mercy Corps; External Consultant	Approved Inception Report
Desk review and field preparation	Weeks 3–4	Review of programme documents, MEL data, analytical studies, and preparation for agreed fieldwork	External Consultant	Desk review synthesis / fieldwork plan
Primary data collection	Weeks 4–6	Agreed primary data collection activities, including interviews, discussions, consultations, and other approved methods	External Consultant	Field notes / interview records / collected evidence
Analysis and synthesis	Weeks 6–7	Data organization, analysis, triangulation, and synthesis of findings	External Consultant	Preliminary findings
Emerging Findings / Planning Brief	Week 8	Preparation of preliminary findings and priority recommendations for work planning	External Consultant	Emerging Findings / Planning Brief
Draft reporting	Week 9	Preparation and submission of draft MTR report	External Consultant	Draft MTR Report
Review and validation	Week 10	Validation and learning session; collection of feedback	Mercy Corps; External Consultant; selected stakeholders	Validation presentation / feedback notes
Final reporting and dissemination	Weeks 11–12	Incorporation of feedback, finalization of report, and submission of final deliverables	External Consultant	Final MTR Report, presentation slides, recommendations matrix