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| **ANNEX II - WRITING THE INCEPTION REPORT** |

This document provides guidance to the evaluation consultants, in order to ensure that there is a common understanding of the Terms of Reference (TOR) and that there is clarity on the scope and approach of the evaluation. The inception report is a means of ensuring mutual understanding of the consultant’s plan of action and timeline for conducting the evaluation. It also provides an additional guarantee of adherence to, and interpretation of the TOR. The inception report should be maximum 20 pages and in English language.

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| 1. **ADHERENCE TO THE TOR**
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The inception report should describe the conceptual framework planned for undertaking the evaluation in line with the scope and purpose described in the evaluation TOR. The conceptual framework should be consistent with CACH Results Based Management (RBM) system and should address the following criteria proposed by the OECD: **relevance, effectiveness, impact, efficiency, and sustainability.** For each of the above-listed criteria, the CACH/TAKE team has included specific evaluation questions in the TOR, additional questions can be added as needed.

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| 1. **EVALUATION METHODOLOGY**
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The evaluation consultants should adequately describe the way that the chosen *data collection methods, data sources, sampling and indicators* will support the evaluation questions.

The inception report should include the *evaluation question matrix for the inception report*, attached as Annex III of this TOR.

It is important to check that methods draw on both *subjective and objective sources* of data, which can provide a balanced and insightful report.

The methodology must propose the measures being taken to ensure how the project’s contribution to cross cutting issues, notably on conflict sensitivity, gender, partner support and participation.

The methodology should include examining the project log frame, including identified risks and assumptions, the logical connection between levels of results and how the desired change contributes to Agenda 2030 SDG 8 and 4.

Choice of any *site visits* within the country by the evaluator, who is entitled to select locations randomly or based on selection criteria, should be specified in the report. Any workshops planned for data collection, interviews or discussions should also be documented.

The methodology section should also note the anticipated risks/limitations and should propose possible measures to overcome them.

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| 1. **WORKPLAN**
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The inception report must contain a work plan which indicates the phases of the evaluation, the timing, key deliverables, and milestones. A timeline, Gantt Chart or standard work process should be used. This helps in communicating the work plan and timelines and in keeping track of the evaluation’s progress. Any changes in the timelines proposed in the inception report should be formally communicated and agreed upon by the CACH/TAKE and the Evaluator(s).

SAMPLE TIMELINE TEMPLATE[[1]](#footnote-1)

Evaluation title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ACTIVITIES AND DELIVERABLES | MONTH I | MONTH II |
| Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 |
| 1. INCEPTION PHASE
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| 1. DATA COLLECTION PHASE
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| 1. REPORT WRITING PHASE
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| 1. **MATRIX OF EVALUATION QUESTIONS AND DATA SOURCES**
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As mentioned before, evaluation TORs typically list the key evaluation questions. An inception report is an opportunity to take a closer view of these questions, add and/or modify based on the initial review of documents and briefings. Evaluator(s) should also identify the evaluation questions (as in the TOR) that seem to be inconsistent with the scope of the evaluation or for which data sources seem to be inadequate and discuss them with the CACH/TAKE in advance.

The questions should be organized in the form of Evaluation Question Matrix (EQM) and presented as part of the inception report. EQM is a tool that organizes the evaluation questions and plans for collecting information to answer them by means of appropriate data collection techniques.

The matrix helps plan the evaluation throughout the conceptualization, stakeholder identification, fieldwork, data analysis and report writing phases.

The core components of an EQM are specified below:

* The evaluation questions to be answered, as per each evaluation criteria, which are found in the Terms of Reference. In preparing the EQM, the evaluation team can decide to break down the questions into sub-questions to better address the overall objectives of the evaluation.
* Indicators.
* The data sources and the data collection methods/instruments.
* The key stakeholders or informants to engage with to gather the information needed.

The structure of the EQM (Illustrative) is attached as Annex III of this TOR.

Interview protocols, survey outlines and other data collection protocols may be added to the inception report to supplement the details included in the EQM. The EQM is an evolving document like any other planning tool and is subject to updates as the evaluation progresses.

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| 1. ADHERENCE
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The Inception Report should include the consultant’s acknowledgement of the formatting requirements, especially with regard to:

* Formulating and presenting recommendations.
* Identifying and presenting lessons learned and filling in the appropriate templates.
* Identifying and presenting emerging good practices and filling in the relevant templates.

The CACH/TAKE should discuss the inception report with the evaluator(s) until all points are mutually understood and agreed upon.

1. To be updated/customized by the evaluation consultants. [↑](#footnote-ref-1)