# STANDARD OUTLINE FOR INCEPTION REPORTS

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*(Manual “Evaluation Management”, Step 6: Approve inception report)*



**Note** The inception report (IR) should be concise with only 4–6 pages for the main text without cover page, table of contents, abbreviations and annexes.

*In order to get more information on each section, please click on the small arrow () next to the headlines to see an explanatory text.*

## COVER PAGE

States the type of report (IR), the type of the evaluation (midterm or final), the title of the project that is evaluated, project number, country, name of the evaluator(s)/company, date, Welt-hungerhilfe and the partner organisation as the commissioning parties

## TABLE OF CONTENTS

**ABBREVIATIONS AND ACRONYMS (if applicable)**

## INTRODUCTION (max. 1 page)

### Background and context

Provide a brief summary of the project, including the project background, the project objective, time frame, invested resources and the implementing and funding organisations.

### Purpose and scope of the evaluation

State the purpose and scope of the evaluation, in line with the ToR. What are the objec­ tives of the evaluation, who are the intended users, what is the geographical coverage and the time frame covered?

### Suggested adaptations to the terms of reference

Provide a brief feedback on the feasibility of the ToR. Will it be possible to answer all evaluation questions (EQ) with the available information and resources? Have any questions been added or deleted during the discussion process? Is there a need to specify / unpack overarching evaluation questions? If yes, what are your suggestions?

## METHODOLOGY (2–3.5 pages)

### Evaluation design

Describe the overarching logic of how the evaluation will be organised in order to answer the EQ. Some evaluation designs are better at answering particular EQ.

### Methods of data collection and analysis

Present all data collection and analysis methods that will be applied during the evalua­ tion (e.g. document analysis, questionnaires, interviews, focus group discussions, surveys, direct observation).

**Note:** It is important not to confuse designs and methods. Design refers to the struc­ turing of the data gathering and analysis, and method refers to how the data is gathered. For example, the evaluation design could be a “randomised control trial”, whereas the method used in this evaluation design is an online survey.

### Sampling (if applicable)

Elaborate on the sampling techniques that will be applied for the different data collection methods (e.g. random, stratified or opportunity sampling). Critically reflect on the statis­ tical relevance of the sample size and the risks of sampling errors.

### Limitations to the evaluation design/methodology

Ideally, the evaluation design / method is determined solely by the EQ. And, no evalua­ tion design is perfect. The constraints imposed by timing, budget, data availability and so on limit the options. The options chosen, and the reasons for doing so should be noted in both the IR and final reports.

## WORK PLAN (max. 1 pages)

Present a timeline including key activities, deliverables, deadlines and responsibilities.

## ROLES AND RESPONSIBILITIES WITHIN EVALUATION TEAMS (max. 1 page) – IF APPLICABLE

If the evaluation is conducted by a team, the roles and responsibilities within the team are defined.

## ANNEXES

* As mandatory annexes, the evaluator(s) should attach the ToR, an evaluation matrix, and draft data collection tools according to the proposed methods (e.g. questionnaire, guides / key questions for semi-structured interviews and focus group discussions).
* The evaluation matrix is an essential tool for planning and organising an evaluation. There are many different templates for the evaluation matrix and evaluator(s) can select or design the most adequate for the assignment.
* Minimum requirements for the evaluation matrix are the listing of the evaluation questions and the suggested methods for answering the questions. Many matrixes list assessment criteria / areas of observation to clarify the understanding of the evaluation question, sourc­ es of information and sampling.
1. Terms of reference (mandatory)
2. Evaluation matrix (mandatory)
3. Draft data collection tools (mandatory)

Questionnaires (if applicable)

Key questions for semi­structured interviews (if applicable) Other data collection tools (if applicable)