**Recommended Template for an inception report**

The evaluation team uses this guidance to prepare an inception report. Not for all evaluations a detailed inception report will be required, e.g. if the evaluation itself only covers a few days. For larger and more complex evaluations, it is strongly recommended to write an inception report after the desk study period and introductory briefing.

Please ensure that the report uses the font as is and without Italics and that graphs, tables, maps etc. contain alternative text to make the report accessible.

The report should be concise (max. 5 pages plus annexes as needed) and focus on the suggested methodology. It shall be written in English, French or Spanish.

Each report needs to include the CBM logo as in this template; additional logos of partner organisations and/or consultancy can be added. The name of the consultant company or the evaluators shall be included.

All evaluation related decisions, activities and final documents shall be documented in ProMIS.

The cover page shall include the following:

**Evaluation Inception Report** of (insert project name here)

**Authors of report:**

**Published date:**

## **Cover Page** (can be used again for final report)

|  |  |
| --- | --- |
| **Project ID and Name** |  |
| **Project Location, Country** |  |
| **Implementing Organisation** |  |
| **Project start & end dates; phase of project** |  |
| **Total cost of project** |  |
| **Evaluation Purpose** |  |
| **Evaluation Type (mid-term, final, ex-post)** |  |
| **Contact person of commissioner (Implementing Organisation/CBM)** |  |
| **Names of the Evaluation Team members** |  |
| **Primary Methodology** | Insert only the main methodology, details to be outlined in text |
| **Evaluation Start and End Dates** | Dates as stated in Contract and agreed during Inception Meeting |
| **Recipient of Final Evaluation Report** | As indicated in Contract |
| **Date of inception report submission** |  |

**Inception Report**

1. Background and Context of Evaluation (from TOR; 0.5 to 1 page)
2. Scope of Evaluation (coverage: components, phases, entire programme/project, partner/s, location/geographical coverage, time frame etc.) (from TOR)
3. Objective of Evaluation and stated criteria as per TOR
4. **Suggested Approach and Methodology** (as developed by evaluator/s)

* Specific evaluation questions and guidance for analysis
* Evaluation Matrix (eval question, how to answer them, to be answered by whom?)
* Data collection and methods for analysis, incl. suggested tools (questionnaires etc.)
* Measures to ensure ethical and responsible data management and to ensure privacy/anonymity of respondents

1. Roles and responsibilities in the process – what has been agreed? Incl. team members, Implementing Organisation Staff, CBM Staff, facilitator, interpreter etc.
2. Short description of suggested time schedule for components of evaluation (desk study, field phase etc.)
3. Risks and limitations and potential mitigation mechanisms
4. Brief on measures taken on Compliance with Commissioner’s (partner organisation or CBM) Code of Conduct, Child Safeguarding and Data Security/Privacy Policies

**Annexes:**

* Analysis/Evaluation Matrix
* Draft tools such as interview questionnaires etc.
* List of interviewees, participants in surveys, focus groups or others
* Sampling method applied
* Preliminary schedule
* List of documents that will be consulted
* Theory of Change/Logframe