Indicative content of evaluation inception reports

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**Main body of the report:**

- Evaluation background
- Revised / updated theory of change and logframe of the evaluated programme / intervention
- Evaluation purpose and specific objectives
- Scope of the evaluation (timeframe, funding, geographical areas, population etc.)
- Description of the inception phase
- Summary of the outcomes of / findings from the meetings, data collection & analysis activities, and research carried out during the inception period
- Comments, interpretation, or adjustments on the ToR
- Evaluation criteria and final evaluation questions (including knowledge gaps identified and recommendations drawn from previous evaluations & studies)
- Hypotheses to be tested
- Consistency with or any change from the initial ToR?
- Conceptual framework - notably: How the evaluation will address issues of complexity
- Eval design and overall methodology
- Data to be collected
- Data source (documents to be reviewed, stakeholders to be consulted through interviews, FGD, surveys etc.) including how key information will be triangulated
- Data collection methods: stakeholder survey, field visits and observation plan, document review and M&E advisory work etc. use of smartphones etc.
- Identification of potential bias (e.g. from respondents) and how they will be managed
- Sample and sampling method
- Description of data collection instruments (actual tools in annex)
- Enumerators' training and pilot testing of survey tools (if applicable)
- Enumerators' supervision & support
- Other methods used for quality assurance of collected data
- Data analysis methods (how data will be coded, displayed, processed, aggregated, synthetized, compared...use of quantitative and qualitative data analysis methods, how to assess UNICEF's contribution to results e.g. causal contribution analysis, rival hypothesis etc.) taking into account the need to triangulate key information, judgmental statements or findings
- Any methodological and organizational limitations that need to be resolved prior to starting data collection or acknowledged throughout the evaluation process (other than triangulation and bias), or any risk and how they will be mitigated
- How equity and gender will be taken into account
- Identification of anticipated or actual ethical issues throughout the evaluation project as well as the measures and methods adopted to mitigate against these issues (methods or practices to ensure the avoidance or minimization of harm and stress to participants; security matters and protection protocols utilized - both for enumerators and people interviewed; obtention of informed consent / verbal assent from participants; protection of privacy of participants; confidentiality and anonymity of data collected; absence of benefit or compensation offered to interviewees; training of enumerators in these issues and on enumeration/communication skills; official ethical review and registration at clinicaltrials.gov if appropriate).
- Work plan with description of deliverables and time-line, including provision of time for UNICEF, the evaluation steering committee, reference group or other stakeholders to provide feedback at each stage; and including final workshop for formulating or finalizing recommendations
- Logistics and support needed from UNICEF or other partners
- Evaluation communication & dissemination plan by category of primary and secondary audience, to ensure evaluation uptake and use beyond the commissioning office
- Final report template or outline

**In annex:**

- Full evaluation matrix linking eval criteria to questions, to hypothesis, to data to be collected, to data source, to data collection methods and sampling (and possibly to criteria or standards that will be used by the evaluation team to make a judgement on whether or not UNICEF as performed well in each particular evaluation question)
- Data collection tool: detailed and comprehensive enough for collecting all data needed and answering all evaluation questions
- Enumerators' interview/survey guide (if applicable)