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| **Ministry for Foreign Affairs of Finland**Development Evaluation Unit (EVA-11)Evaluation Manual 2018 |  |
| 7.6.2020 |
| **Template: Inception Report for an Evaluation*** This template is a tool to support the drafting of the Inception Report for an evaluation. The format may be modified, but it should always include a short overview of the programme to be evaluated, initial findings of the desk study, and the detailed evaluation plan with detailed evaluation questions and methods.
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# Inception Report

1. **OVERVIEW OF THE PROGRAMME TO BE EVALUATED**

Short overview of the programme’s background, scope, objectives and key approaches.

1. **INITIAL FINDINGS AND CONCLUSIONS OF THE DESK STUDY**

Summary of the initial findings and issues. In case relevant, the summary may be presented by using the evaluation criteria.

1. **PLAN FOR THE IMPLEMENTATION OF THE EVALUATION**

Detailed evaluation questions based on the ToR

Elaboration of the methodology

* Definition of the methods for data collection (additional analyses of documentation, field surveys, samples of stakeholders to be consulted, participatory methods, etc.)
* Definition of the methods for data analysis and processing

Detailed work plan and division of labour within the team

* Detailed schedule including the data collection, analyses and reporting
* List of stakeholders to be consulted, major meetings

Reporting plans and schedules, including the first outline of the final report; and

Any other issues to facilitate the evaluation process.

**ANNEXES**

List of documentation

Stakeholders to be consulted; contact information

Detailed travel plan

Detailed evaluation matrix (see template below)

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| **Evaluation Criteria (e.g. OECD DAC)** | **Evaluation question related to each criterion in the ToR** | **Detailing the ToR evaluation questions, if necessary** | **Indicators for the questions for each criterion** | **Source of data and/or methods for collecting data**  |
| **Relevance** |  |  |  |  |
| **Impact** |  |  |  |  |
| **Effectiveness** |  |  |  |  |
| **Efficiency** |  |  |  |  |
| **Sustainability** |  |  |  |  |
| **Coherence** |  |  |  |  |