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| **Ministry for Foreign Affairs of Finland**Development Evaluation Unit (EVA-11)Evaluation Manual 2018 | 15.2.2018 |
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| **Template: Letter of Introduction (Evaluation Team)*** This template can be used to inform about the launch of the evaluation and the evaluation team members. The Terms of Reference of the evaluation is annexed to the letter.
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# Letter of Introduction

To whom it may concern

**Evaluation on [subject of the evaluation]**

As a regular feature, the Ministry for Foreign Affairs of Finland launches evaluations of development policy, programmes and instruments. Subsequently, an Evaluation on [subject of the evaluation] has been launched.

The main objective of this evaluationis to…

The results of this evaluation…

To ensure impartiality and independence of the evaluation, an evaluation team from consulting company [Name of the company] was chosen to carry out the evaluation.

The team consists of the following members:

* [Mr./Ms. Name], Team Leader
* [Mr./Ms. Name, position]
* [Mr./Ms. Name, position]

The evaluation task necessitates the evaluation team to travel to [countries, places] to discuss with the relevant authorities and stakeholders. The field work will take place in [dates]. The experts shall cover all their expenses by themselves. A validation/debriefing workshop will be organized at the end of the field mission.

The Ministry for Foreign Affairs of Finland is much appreciative of your cooperation and assistance during the evaluation.

[Place, date]

[Signature]

[Name, position, unit]

[Stamps]

ANNEX 1. Terms of Reference