**Annex 1 to Standard ToR Evaluation: Table of Content Inception Report**

**Cover:** Project title and number; authors; Institution Name; date

1. **Introduction** (2 pages)
	* Background and context
	* Objective and scope of the evaluation
2. **Evaluation Methodology** ( 5-7 pages)
	* Evaluation questions
	* Indicators
	* Methods of Data Collection and Analysis methods
	* Sampling strategy
	* Evaluation planning matrix
	* Risks and Limitations to the evaluations
3. **Work Plan** ( 2 pages)
	* Timeframe & Deliverables
	* Work plan, including activities in field
	* Responsibility for each evaluation phase
4. **Logistics and Support** (1 page)
	* Specific assistance required from Caritas Germany & Caritas *(name of country partner)*
5. **Possible Annexes:**
	* Table of documents reviewed
	* Work Plan ( Mandatory)
	* Evaluation Matrix ( Mandatory)
	* Terms of Reference (Mandatory)
	* Document reviewed (Mandatory)
	* Draft Data Collection instrument (Mandatory)
	* Interview Questions ( If used)
	* Questionnaires (if used)
	* Short biography of the evaluator