**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