**Inception Report Template**

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| **I. Program/Project** **Information** |
| 1. **Name** **of** **Program/Project**
 | *(if thematic evaluation, identify the theme and the component programs, if any, that will be evaluated)*  |
| 1. **Program/Project** **Location(s)**
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| 1. **Program/Project Duration**
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| 1. **Lead Government Agency**
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| 1. **Other Government Agencies**
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| 1. **Other Implementing Partners**
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| 1. **Alignment with the Philippine Development Goals** *(identify PDP Chapters relating to the program)*
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| 1. **Alignment with the Sustainable Development Goals** *(identify SDGs relating to the program)*
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| **II. Background and context** |
| *Describe the nature, scale, and context of the intervention that is being evaluated, including the critical social, economic, political, geographic and demographic factors that influenced its design and implementation.* |

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| **III. Evaluation bjective, purpose and scope** |
| *Clearly state the objectives of the evaluation, potential users of the evaluation findings and recommendations, including justification for the timing and usefulness of the evaluation* |

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| **IV. Evaluation criteria and questions** |
| *Outline the key evaluation questions grouped according to the OECD DAC criteria of i) relevance, ii) effectiveness, iii) efficiency, iv) sustainability, and v) impact* |

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| **V. Evaluation approach and methodology** |
| *Describe the overall methodological approach for conducting the evaluation, including data sources, sampling strategy, and data collection tools.* |

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| **VI. Evaluation matrix** |
| *Tool for evaluators as basis for planning and conducting an evaluation. It details evaluation questions per evaluation criteria, data sources, success indicators, as well as data collection and data analysis methods* |

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| Evaluation criteria | Key questions | Sub questions | Data sources | Data collection methods | Success indicators | Data analysis methods |
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| **VII. Schedule of key milestones** |
| *Include a table or Gantt chart listing all tasks and deliverables related to the conduct of the evaluation, including activities that involve the evaluation manager, commissioner, and ERG. Activities can be grouped according to the following phases:*1. *Desk review and inception report*
2. *Data collection mission*
3. *Evaluation report writing*
4. *Dissemination and communication*

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| Activity | Estimated no. of days | Date of completion | Data sources |
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