|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Quality Assurance Checklist for Evaluation Inception Report | | | | | | |
| Evaluation Title: | | | | | | |
| 1. Evaluation Purpose - The Inception Report specifies the purpose of the evaluation and how it will be used. | | | | |  | |
| 2. Evaluation Objectives - The Inception Report includes clearly defined, relevant and feasible objectives. | | | | |  | |
| 3. Evaluation Context - The Inception Report includes sufficient and relevant contextual information. | | | | |  | |
| 4. Evaluation Scope - The Inception Report includes the scope of the evaluation. | | | | |  | |
| 5. Evaluation Criteria | | | | | | |
| 5.0 | | The Inception Report specifies the criteria that will be utilised to guide the evaluation. | | |  | |
| 5.1 | | The Inception Report specifies the evaluation criteria against which the subject to be evaluated will be assessed, including, for example, relevance, efficiency, effectiveness, impact and/or sustainability. | | |  | |
| 5.2 | | The Inception Report spells out any additional criteria of relevance to the particular type of evaluation being undertaken, such as evaluations of development, humanitarian response, and normative programmes. | | |  | |
| 5.3 | | The scope of the evaluation is feasible given resources and time considerations. | | |  | |
| 5.4 | | The Inception Report includes an assessment of relevant human rights and gender equality aspects through the selection of the evaluation criteria. | | |  | |
| 6. Tailored Evaluation Questions | | | | | | |
| 6.0 | | The Inception Report includes a comprehensive and tailored set of evaluation questions within the framework of the evaluation criteria. | | |  | |
| 6.1 | | The Inception Report contains a set of evaluation questions that are directly related to both the objectives of the evaluation and the criteria against which the subject will be assessed. | | |  | |
| 6.2 | | The set of evaluation questions adds further detail to the objectives and contributes to further defining the scope. | | |  | |
| 6.3 | | The set of evaluation questions is comprehensive enough that they raise the most pertinent evaluation questions, while at the same time being concise enough to provide users with a clear overview of the evaluation’s objectives. | | |  | |
| 6.4 | | Given the information available and the context of the evaluation, it will be possible to collect sufficient, evidence in order to answer the evaluation questions. | | |  | |
| 6.5 | | The Inception Report includes an assessment of relevant human rights and gender equality aspects through the selection of the evaluation questions. | | |  | |
| 7. Methodology | | | | | | |
| 7.0 | | The Inception Report specifies the methods for data collection and analysis, including information on the overall methodological design. | | |  | |
| 7.1 | | The Inception Report contains a clear and accessible methodological plan. Preferably, a standalone section, such as an Evaluation Matrix that is clearly delineated from other information contained in the Inception Report. | | |  | |
| 7.2 | | The Inception Report states the overall methodological approach and design for the evaluation. Examples of approaches include participatory, utilization-focused, theory-based and gender and human rights responsive. Examples of overall design include non- experimental, quasi- experimental and experimental. | | |  | |
| 7.3 | | The Inception Report specifies how a human rights and gender perspective will be incorporated in the evaluation design. | | |  | |
| 7.4 | | The Inception Report specifies an evaluation approach and data collection and analysis methods that are human rights based and gender sensitive and for evaluation data to be disaggregated by sex, ethnicity, age, disability, etc. | | |  | |
| 7.5 | | The data collection and analysis methods in the Inception Report are sufficiently rigorous to assess the subject of the evaluation and ensure a complete, fair and unbiased assessment. For example, there will be sufficient data to address all evaluation questions. | | |  | |
| 7.6 | | The evaluation methodology includes multiple methods (triangulation); preferably with analysis of both quantitative and qualitative data and with a range of stakeholders covered by the data collection methods. | | |  | |
| 7.7 | | Logical and explicit linkages are provided between data sources, data collection methods and analysis methods. For example, sampling plans are included. | | |  | |
| 7.8 | | The evaluation methodology takes into account the overall purpose of the evaluation, as well as the needs of the users and other stakeholders. | | |  | |
| 7.9 | | The evaluation methodology explicitly and clearly states the limitations of the chosen evaluation methods. | | |  | |
| 7.10 | | The Inception Report specifies that the evaluation will follow CoE Code of Conduct for Evaluation. | | |  | |
| 8. Evaluation Work Plan | | | | | | |
| 8.0 | | The Inception Report includes a work plan. |  | | | |
| 8.1 | | The Inception Report work plan states the outputs that will be delivered by the evaluation team, including information on the degree to which the evaluation report will be disseminated to stakeholders. |  | | | |
| 8.2 | | The Inception Report work plan describes the key stages of the evaluation process and the project timeline. |  | | | |
| 8.3 | | The Inception Report work plan establishes clear roles and responsibilities for evaluation team members, the commissioning organisation and other stakeholders in the evaluation process. |  | | | |
| 8.4 | | The Inception Report work plan describes the evaluation quality assurance process. |  | | | |
| 8.5 | | The Inception Report work plan describes the process, if any, for obtaining and incorporating evaluand comments on a draft evaluation report. |  | | | |
| 8.6 | | The Inception Report work plan includes an evaluation project budget. |  | | | |