Outline structure for Terms of Reference for an Evaluability Assessment

1. Why and for whom the evaluation is being done

- Background information about the project, program or policy, including objective, strategy and progress to date
- Purpose(s) of the Evaluability Assessment, that may include one or more the following:
    - Core purposes – to assess
        - Evaluability of the project design
        - Availability of relevant information and capacity of systems to deliver same
        - The practicality and utility of an evaluation, given the nature of the project and the context in which an evaluation could take place
    - Supplementary purposes
        - To propose refinements to project, program or policy design
        - To propose the development and improvement of M&E systems
        - To propose options for an evaluation design, including
            - Timing
            - Evaluation questions
            - Evaluation methods
            - Resources and expertise
- Primary intended users and uses of the Evaluability Assessment
- Key Evaluability Assessment questions.
    - See tables on pages 18-21 as a menu offering choices here

2. How the Evaluability Assessment will be accomplished

- Overall scope and approach
    - At what stage in the project cycle will this Evaluability Assessment take place?
        - See page 11 of the main report
    - Is this a mandatory or voluntary Evaluability Assessment, and if the latter, initiated by whom?
    - How is it expected that the results of the Evaluability Assessment will be used?
- Evaluability Assessment methodology
    - Will this be the first step in an evaluation by the same parties, or an independent prior step that may inform ToRs for a subsequent evaluation by other parties?
    - Will this be a desk review or will evaluators also need contact with project participants in situ?
    - What process steps will be essential?
        - See page 15 of the main report
    - Will checklists be required? If so, with what sort of specifications?
    - What are the risks that need to be considered and managed?
        - See page 26 of the main report
- Evaluability Assessment outputs (See page 24-25 of the main report)
    - Assessment of projects design including recommendations that will make it more evaluable
    - Assessment of data availability and the systems & capacities to make it available, including recommended changes that will improve evaluability
    - Assessment of the context

- Is an evaluation practically possible? What is needed to make it so (including timing, people & resources required)?
- Is there demand for an evaluation? Which stakeholder interests can or should be addressed? What evaluation questions and designs could meet their needs, given the project design and likely data availability?

3. Who will undertake the Evaluability Assessment and accountabilities

- Professional qualifications, experience and expertise required for the evaluator or evaluation team.
- Roles and responsibilities of the parties, including processes for signing off on the evaluation plan and reports
- Ethics and standards guidelines that may be relevant
- Conflict of interest and eligibility constraints

4. Milestones, deliverables and timelines for the Evaluability Assessment

- What deliverables are required and when - for example, detailed Evaluability Assessment plan, inception report, progress report, interim report, draft final report, final report
  - See page 24, for a list of possible outputs
- Timelines
  - And any associated payment schedule

5. What resources are available to conduct the Evaluability Assessment?

- Budget (if organization's policy allows this to be stated)
- Existing data description, with relevant references in annex if needed
- Key contact persons
- Relevant policies to be referred to

6. Annexes

- Essential background reading to accompany ToRs: References and essential full texts
- Award criteria: How proposals will be assessed, if part of a competitive tender