tearfund

Programme/Project Evaluation Terms of Reference (ToR)

Page 1 is for internal use only. It is not to be included in the advert for a consultant.

Overview

Project title:	
Summary of project (max 300 words):	
Location and region:	
Evaluation Coordinator/Manager (internal):	
Country Director/Programme Manager:	
Lead evaluator (internal/external):	
Internal ToR reviewers:	
Project implementer (who is doing the project):	

Budget

Description	Nominal	£ GBP
International flights		
Domestic flights		
Consultancy fees: __days @ £__ per day		
Travel		
Accommodation and meals: __days @ £__ per day		
Equipment eg airtime, tablets		
Miscellaneous eg visa		
Utilisation and dissemination		
Total		

Terms of Reference

1. Background of the project and rationale for the evaluation

2. Goal, objectives and questions

a) Evaluation goal

b) Evaluation objectives and questions

3. Scope

4. Methodology

5. Ethics

Will the evaluation involve human participants (eg surveys, interviews, FGDs, case studies, participatory methods, storytelling, observations etc)?	Yes/No (delete as appropriate)
Will the evaluation involve the collection and/or the analysis of secondary data that is not publicly available?	Yes/No (delete as appropriate)
Will the evaluation involve the analysis of secondary data that has the potential to harm vulnerable groups, communities and/or organisations?	Yes/No (delete as appropriate)
Will the evaluation involve analysing records where an individual's information has not been anonymised?	Yes/No (delete as appropriate)

If you have answered YES to any of these questions, it is good practice to complete an ethics risk assessment.[1]

Is the ethics risk assessment complete?	Yes/No (delete as appropriate and provide a hyperlink)

6. Governance and accountability

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[1] A template for an ethics risk assessment can be found in Daehnhardt, Madleina and Cathy Bollaert (2021) *Doing research ethically – principles and practices for international development practitioners and evaluators,* Teddington, London: Tearfund and Christian Aid https://learn.tearfund.org/en/research-and-policy/how-we-research

7. Timetable/schedule

Approximate Date (MM/YYYY)	Activities planned

8. Evaluation output

9. Dissemination plan

Stakeholder/audience	Outputs (reports, presentations, infographics?)	Will they need the outputs translated? If so, indicate language(s)	What will they use the findings for?
Internal stakeholders or audiences (groups within the organisation who have interest in the evaluation findings)			
External Stakeholders (those outside the organisation who have an interest in the evaluation findings)			

10. Assessment of the evaluation

The evaluation will be assessed against the Bond Evidence Principles (Voice and Inclusion, Appropriateness, Triangulation and Contribution and Transparency).

11. Sign-off

Presuming that an ethical risk assessment was required for this evaluation (see Section 5), the Research ToR should only be signed off if the assessment is complete and a valid hyperlink is provided to the completed assessment under Section 5.

Evaluation ToR prepared by (name, job title, date)	
Evaluation ToR signed off by (name, job title, date)	