## *Une image contenant texte Description générée automatiquement*

## STANDARD OUTLINE FOR THE METHODOLOGICAL NOTE

## COVER PAGE

**Title:** Evaluation of the [Project Name] project

**Scoping note:**

**Date:**

**Name of consultant/team of consultants:**

The report should not exceed 20 pages and may be structured according to the following indicative outline:

## 1. TABLE OF CONTENTS AND LIST OF ACRONYMS

## 2. PRESENTATION OF PROJECT CHARACTERISTICS (2 TO 4 PAGES)

## Project narrative / Project implementation timeline

## • Implementation context elements to be taken into account in the evaluation

## • Project rationale and objectives

## • Theory of change / Project intervention logic[[1]](#footnote-1) (operating procedures, objectives, content, and expected achievements)

## • Stakeholder analysis

## • Monitoring and evaluation procedures

## • Description of the work carried out by the evaluators (document review: project documents, activity reports, etc., and, where applicable, exploratory interviews):

## • Clarification of the intervention objectives and translation into a hierarchy of expected changes

## • Preliminary assessment of the internal consistency of the intervention

## • Identification of the initial assumptions that guided the design of the project and that will enable its validity to be assessed retrospectively;

## 3. UNDERSTANDING THE EVALUATION REQUEST

## Purpose of the evaluation

## • Geographical and temporal scope of the evaluation

## • Type of evaluation: summary (accountability-oriented) or formative (learning-oriented)

## • Evaluation criteria

## 4. PRESENTATION OF PRELIMINARY WORK (2 PAGES)

## • Report on the documents consulted, the people interviewed, and preliminary observations

## • Development of evaluation questions

## 5. EVALUATION MATRIX

## See annex 4. The evaluation matrix is the core of the scoping note.

## 6. PROPOSED METHODOLOGY

## • Detailed and justified description of the means envisaged for collecting and analyzing data

## • Explanation and justification of any differences from what was envisaged in the TORs

## • Strengths and limitations of the proposed methodology

## • Potential difficulties and means envisaged to address them

## 7. DETAILED AGENDA

## 8. POTENTIAL ISSUES TO BE DECIDED BY THE STEERING GROUP

## 9 APPENDICES

## • List of documents consulted

## • List of people interviewed

## • First draft of data collection protocols (interview guides, observation grid, workshop facilitation guide, etc.), including sampling methods.

1. If the project logic needs to be reconstructed [↑](#footnote-ref-1)