

A quick self-test to assess your ToR drafting practice

THE CHAPTER “CONTEXT OF THE EVALUATION” WHEN DRAFTING YOUR EVALUATION TOR

1. Description of the action	Do you adapt existing/past action documents with an updated analysis or transforming future tense in past tense?	Yes	No
2. Intervention logic.	Do you annex the logframe to the ToR? Do you describe the intervention logic/ results chain? Do you explain the evolution of the intervention logic since the design?	Yes	No
3. Background.	Do you add weblinks/annex to background information on the intervention to evaluate?	Yes	No
4. Previous ROM evaluations	Do you mention them? Do you explain why and when they took place? Do you list them in the documents that will be shared with the evaluators?	Yes	No

THE CHAPTER “DESCRIPTION OF THE EVALUATION” WHEN DRAFTING YOUR EVALUATION TOR

5. Reference group participation	Do you usually have your reference group already set up when you are drafting your ToR? having them consulted to decide on the evaluation objectives and focus, having them commenting/proposing evaluation questions...	Yes	No
6. Focus & scope of the evaluation	Do you tailor standard template text to your need? Is the scope specific enough?	Yes	No
7. Type of evaluation	Do you differentiate and specify the type of evaluation between ex-ante/baseline / mid-term / final / ex-post evaluation?	Yes	No
8. Phase description	Do you adapt the evaluation phase description of the template to your specific needs? Do you give importance to and tailor the description of the dissemination phase?	Yes	No
9. Crosscutting issue	Do you integrate crosscutting issues in your evaluation description? Do you integrate cross cutting issue in the evaluation objectives or in the evaluation questions?	Yes	No
10. Evaluation criteria	Do you adapt the standard text of the evaluation criteria to be prioritised? Do you prioritize some criteria to fit to your particular needs or to the timing of the evaluation?	Yes	No

THE CHAPTER “EVALUATION QUESTIONS” WHEN DRAFTING YOUR EVALUATION TOR

11. Formulation of the evaluation questions	Do you ensure a coherence between your evaluation objectives, the prioritized evaluation criteria and the evaluation questions? Do you involve the reference group in the definition of the evaluation questions? Do you formulate open-ended questions?	Yes	No
12. Number of evaluation questions	Do you know the number limit your evaluation questions to 10? Do you use sub-questions?	Yes	No

THE CHAPTER “EXPERTISE REQUIRED” WHEN DRAFTING YOUR EVALUATION TOR

13. Evaluation experience	Do you request professional evaluators and not only sector-expertise? Do you impose evaluation expertise for the team leader position?)	Yes	No
14. Number of workdays and duration	Do you use a benchmark to help you quantifying the number of days your evaluation team? Do you differentiate number of workdays and duration of the contract, leaving enough time?	Yes	No
15. Global price approach	Do you describe the expertise required by team and not by individual profile? Do you specify the minimum number of days per expert category?	Yes	No