

## E. Activities, Deliverables and Timeframe

Activity	Deliverable	Responsible parties	Due Date
Initial Planning Process	Signed Evaluation Contract	Interpeace	By one week after selection of evaluation team
	Sharing of relevant documents	Interpeace	By one week after selection of evaluation team
	Inception report inclusive of updated methodology, guiding questions, evaluation tools and evaluation workplan  The Inception report is expected to be informed by a Documentary review of relevant documentation, including the original and revised programme document; programme logical framework; programme reports and updates; reports of workshop proceedings; research outputs; and relevant audio-visual material produced for the programme.	Selected evaluation team	By one week after the signature of the evaluation contract
	Approved inception report, final methodology, evaluation tools and workplan.  Identification and facilitation of contact between evaluators and focal points at Interpeace and NCIC	Interpeace and NCIC	By one week after the submission of inception report
Field Work	Facilitation of travel to and within the programme areas Provision of logistical and security support, including arrangement of meetings with stakeholders as required by evaluation team	Interpeace and NCIC	Within one week of the submission of inception report and during the fieldwork
	Stakeholder interviews and focus group discussions: including with employees of Interpeace; NCIC; authorities in the programme areas as possible; institutions engaged by the programme; donor representatives; civil society organizations engaged by the programme and community members/youth/citizens/decision makers/media participating in programme activities. Indicators to assess the progress and impact of the programme, complementing existing progress markers and outcome statements, will be developed in consultation with Interpeace and NCIC.	Selected evaluation team with logistical and security support from Interpeace and NCIC	To conclude within 15 days of arrival in the Region
	Mid-term Progress report and presentation A preliminary report and a presentation is expected for Interpeace and NCICs' management and relevant staff at the end of the	Selected evaluation team	At the end of the field work.

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	fieldwork stage. The report is expected to be no more than 10 pages and shall summarise the progress of the evaluation, highlighting any changes to the evaluation schedule, and providing tentative findings.		
Reporting	Draft Report of Evaluation. Please see above for indicative evaluation questions and expected reporting structure.	Selected evaluation team	Within 15 days after completing the fieldwork
	Final Report of Evaluation taking into account comments on the draft report. Please see above for indicative evaluation questions and expected reporting structure below.	Selected evaluation team	Within 5 days after completing the fieldwork
	Management Response from the programme.	Interpeace and NCIC	Within one week of submission of final report

While Interpeace anticipates the use of the elements listed above, the list is not exhaustive. The evaluation may include additional elements and approaches as appropriate for responding to the final evaluation questions. The applicant is encouraged to suggest a comprehensive methodology that includes these elements and others that the evaluators deem fit for meeting the evaluation objectives. The methodology for data collection should be described in the proposals. The final list of elements will be discussed with the selected team of consultants.