



TERMS OF REFERENCE

Final Evaluation

Project: “Improving cyber safety and internet literacy skills to help protect adolescents against human trafficking and exploitation in Vietnam”

Location: Hanoi city and Ha Giang province

Duration: Apr - Sep 2025

1. Introduction of Plan International Vietnam

Founded in 1937, Plan International is a development and humanitarian organization that advances children’s rights and equality for girls. We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organization, we work alongside children, young people, our supporters, and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children's rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national, and global levels using our reach, experience, and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 80 countries.

Plan International has been working in Vietnam since 1993. Our work supports marginalized children and youth, especially adolescent girls, to start life and grow up physically and mentally healthy and as adolescents so they are leading the way to shape their own future. We believe girls have the power to change the world. Our ambition, in the period of 5 years from 2021 – 2025, is to work alongside them and together take action so that 2 million girls in Vietnam can learn, lead, decide, and thrive.

2. Project Background

2.1. Rationale of project

With the support from Moondance Foundation, Plan International UK and Plan International Vietnam, the project “Improving cyber safety and internet literacy skills to help protect adolescents against human trafficking and exploitation in Vietnam” was approved. Together with the Ha Giang provincial Department of Education and Training (DoET), PIV aims to improve the knowledge and skills of adolescents on gender-based violence and staying safe online, so that adolescents can better protect themselves from online forms of abuse, human trafficking and exploitation. This vital project will support PIV to meet its country-level goals as well as complement its ongoing work in promoting gender equality; it will provide a crucial entry point to raising awareness of trafficking and child, early and forced marriage amongst adolescents in the target area.

2.2. The overall goal of project

In the first phase (10/2021-9/2024), the project's goal was "Equipping 7,500 girls and boys in Ha Giang with cyber safety skills and improved internet literacy to help reduce the rates of gender-based violence, human trafficking and child marriage among vulnerable adolescents". With one-year extension to September 2025, the project aims to equip 22,000 girls and boys in Ha Giang with cyber safety skills and improved internet literacy to help reduce the rates of online gender-based violence, human trafficking and child marriage among vulnerable adolescents.

2.3. Project's Outcomes and Results

To achieve above objective, the project aims to following outcomes/outputs by the end of September 2025:

Outcome 1: Girls and boys feel confident to challenge gender stereotypes and better protect themselves from online abuse, human trafficking and exploitation

- Output 1.1: Secondary students are encouraged and supported to challenge gender stereotypes and take actions to prevent gender-based violence, child marriage and human trafficking
- Output 1.2 (*new in the extension phase*): Parents and caregivers have increased knowledge on GBV and how to support their children

Outcome 2: Schools have increased capacity to build adolescents' awareness and skills to tackle gender- based violence, human trafficking and child marriage

- Output 2.1: Ha Giang DoET has completed E-learning models (together with supplemental modules) on GBV and being ready for scaling-up at 56 secondary schools in the originally targeted 4 districts
- Output 2.2: Teachers and school staff at 56 secondary schools (in original 4 target districts) have been trained to facilitate the E-learning models at their schools
- Output 2.3 (*new in the extension phase*): The full package of E-learning model on GBV is ready for replication at all secondary schools in all 11 districts in Ha Giang province

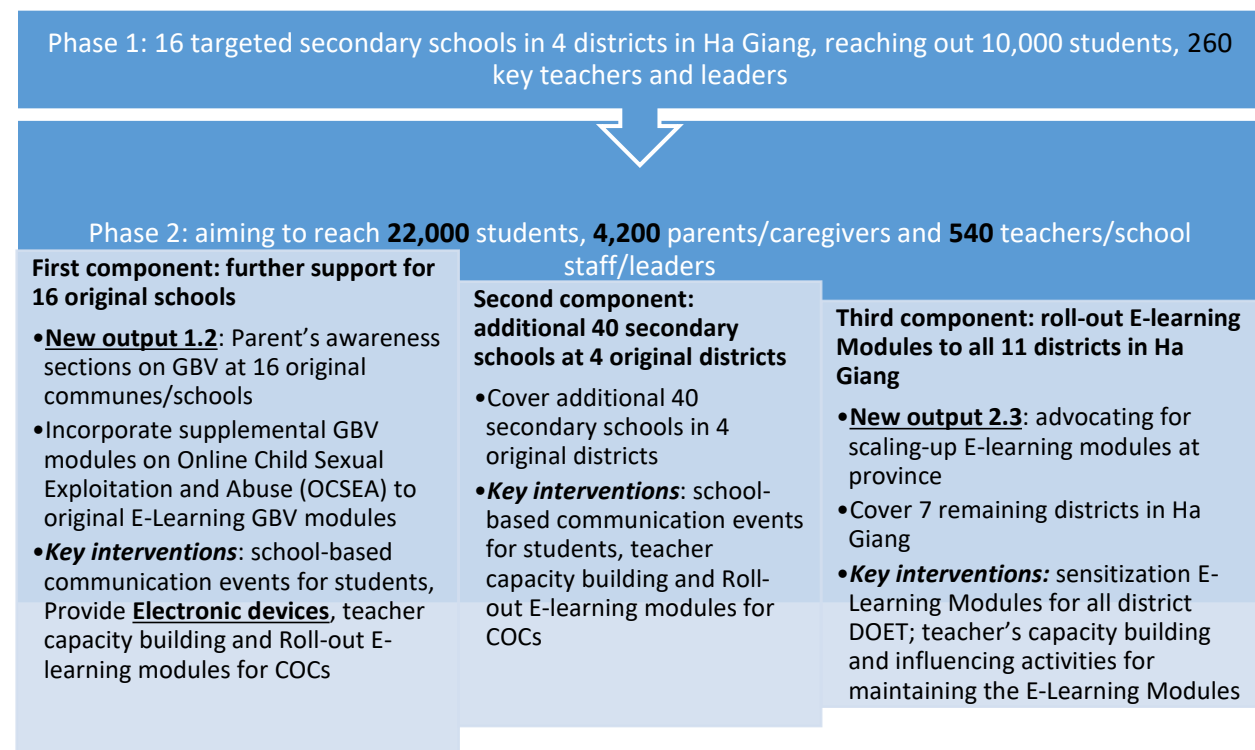
During the project implementation, a self-assessment for Phase I was implemented by Plan International Vietnam in September 2024.

2.4. Project's approach:

- Complete E-Learning Modules for young people and launch an e-learning portal on internet literacy to help protect adolescents from the risks of online abuse and grooming for trafficking and/or CEFM.
- Enhance children's agency through the COC model to be confident to change gender norms, be aware of their issues and seek support from teachers and parents as needed. They are expected to lead peer communication sections at their schools.

- Build the capacity of schools to protect the rights of ethnic minority children in particular from Online Child Sexual Abuse and Exploitation (OCSEA), human trafficking and child marriage and other forms of GBV.
- Strengthen the partnership with provincial DoET and line-agencies at district level to conduct training to raise awareness of gender-based violence, human trafficking and child marriage in target communities and schools. Ha Giang DoET will be responsible for maintenance and scaling-up the E-learning Modules at all schools.

2.5. Scope of project interventions:



2.6. Project implementation period:

- Phase I: 01/10/2021 – 30/09/2024
- Phase II: 01/10/2024 – 30/09/2025

2.7. Geographical coverage:

- Phase I: 4 districts - Meo Vac, Yen Minh, Hoang Su Phi and Xin Man district, Ha Giang Province.
- Phase II: 4 original districts, with e-learning modules expansion to 11 districts/ city in Ha Giang

2.8. Project’s Donor: Moondance Foundation and Plan International UK (UKNO)

3. Project Final Evaluation Focus

3.1. Purpose of the Final Evaluation

The final evaluation is conducted for three purposes, including: (1) To measure the indicators given in Appendix 1 at the End-line against Baseline, based on the M&E Framework; (2) To evaluate the project based on the OECD DAC Criteria and evaluation questions; (3) Identify key learning and recommendations from the implementation of the project activities and achievements that will be useful for future projects in the same sector.

3.2. Scope of work

The consultants are expected to lead the design and implementation of the final evaluation of the project:

- a. Finding the indicator results
- b. The assessment of the OECD DAC criteria:

Based on the data collection to be done by the consultants, the consultants will address the results of the project, and evaluate the interventions against the OECD DAC criteria as follow:

DAC criteria	Key questions
<p>Relevance</p> <p>The extent to which the interventions and their approaches were suited to the priorities and policies of the people and communities they were intended to benefit.</p>	<ul style="list-style-type: none"> • How have the project contributed to address cyber safety, human trafficking and exploitation in the project locations? • How relevant are the project’s interventions, approaches aligned with priorities of government/ local agencies and organizations? • How are the project’s interventions and approaches suited with priorities of girls, boys, young people and community, especially in the period of Covid-19 pandemic context?
<p>Coherence</p> <p>The compatibility of the project results with other policies and strategies</p>	<ul style="list-style-type: none"> • How aligned is the project with PIV’s strategy plan? • How aligned is the project with the national/ provincial programs and strategies on cyber safety for children? <i>(e.g: Program on protection of and support for children to interact in a healthy and creative manner in the cyber environment in the 2021-2025 period- Decision No.830/QD-TTg, dated June 1st 2021)</i>
<p>Effectiveness</p> <p>The extent to which, and the reasons behind, the achievement (or not) of the project’s objectives,</p>	<ul style="list-style-type: none"> • How are project’s progress achieved towards its objectives, outcomes, outputs? How do we know? What evidences do we have?

<p>and whether these are leading to unintended (positive or negative) consequences for anybody involved or affected by the interventions.</p>	<ul style="list-style-type: none"> • Which are the interventions proven effective in this phase? • Which interventions should be adapted and improved in the upcoming opportunities? • Which outcomes, outputs, interventions were missed in the implementation of the project’s interventions stated in the project’s proposal? • How many beneficiaries have been reached at the project goal and outcome, output levels? • To what extent has this project generated changes in the lives of targeted beneficiaries in relations to improving cyber safety and internet literacy skills of girls and boys in project locations by the project? Why? What are the key changes? • In relation to adolescent’s protection against human trafficking and exploitation, what changes have the project beneficiaries (girls, boys, teachers, school managers, parents/ caregivers, etc.) made in themselves and in their communities and in what ways? How has the project contributed to make these differences? • What internal and external factors contributed to the achievement and/or failure of the intended project goal, outcomes and outputs? How? • To what extent was the project successful in policy advocacy? Did we choose the right approach? If it was not successful, explain why? In case the project was successful in setting up new policies, is the legal or policy change likely to be institutionalized and sustained?
<p>Efficiency The extent to which financial resources were used economically and efficiently, potentially including cost-benefit ratios and alternative programming approaches</p>	<ul style="list-style-type: none"> • Are the project interventions and tools used cost-effective and value-for-money?

<p>Impact</p> <p>To establish causal attribution to any observed positive and negative, primary and secondary long-term effects observed.</p>	<ul style="list-style-type: none"> • How project have been contributed to changes of programs, policies, laws' enforcement at different levels? • Does the evidence indicate policy and social change? • Which project's models have been applied for other cities, programs by other local agencies and services?
<p>Sustainability</p> <p>The probability of continued long-term benefits to the target populations after the project or program has been completed. This might include the resource and capacity of partners or beneficiaries to continue the intervention after phase out.</p>	<ul style="list-style-type: none"> • What are the lessons learnt and key strategies of project for the future highlighted from the evaluation? • Are there any promising practices? If yes, what are they and how can these promising practices be replicated?
<p>Child rights, gender and inclusion:</p> <p>The extent to which the project or program applied gender and inclusion sensitive approaches and explicitly aimed for results that improve the rights of children and young people and gender equality</p>	<ul style="list-style-type: none"> • How does the project contribute to gender equality and inclusion? • How the project meets the gender transformative marker?

3.3. Target groups to be covered

This Final evaluation will cover representations of project stakeholders, government authorities, educators, community members, women and men, children and young people in Ha Giang province. The direct project participants include:

- Students at the aged 11-15 of Ha Giang secondary schools
- Teachers and school staff who are responsible for delivery E-Learning modules and support for COC's initiatives and school-communication events
- Parents/caregivers who are members of Parenting Clubs at communes and community members
- Local authorities and leaders of Ha Giang DoET and districts

4. Users of the Evaluation

The intended users of this data are Moondance Foundation, UKNO, Plan International Viet Nam, project stakeholders, and relevant partners.

Dissemination of findings:

Findings of the final evaluation will be shared among the project managers, team members for learning and improvement purposes. The (partial) report will also be disseminated to donor, the project stakeholders and beneficiaries in order to get their feedback/comments. Dissemination activities will be logistically organized by PIV through project's workshop among project partners, stakeholders and beneficiaries. The consultants will be invited to participate and do presentations.

5. Methodology

5.1. Methods for Data Collection and Analysis:

The project proposes to use a both quantitative and qualitative data collection methodologies at final evaluation to evaluate the success of the interventions. The selected consultants will be responsible for describing the overall evaluation design, developing tools, data sources to be used (including sampling), methodology and data collection tools that are best suited to the assignment and local context. The consultants/ experts are recommended to use multiple data collecting methods, such as:

- Desk review (external literature, key project documents): review the relevant documents, including the project proposal, resources and results framework, monitoring data, documentation, reports (narrative reports, self-assessment report for Phase I, etc.) and other relevant research.
- Direct observation
- Questionnaires
- Focus group discussions
- Key informant interviews

5.2 The key assignment stages and deliverables are as follows:

Stage 1: Desk review and Designing period:

- Review all project documents (project proposal and revisions, half-year progress reports, Internal Review report, etc.) to catch up with current situations and project progress
- Proposal of the final evaluation (inception report)
- Propose a detailed timeline to conduct activities
- Review Gender Marker Tools
- Revise/adapt the available tools and develop new tools for the final evaluation data collection
- Develop 3 consent forms, each for Children, their Parent/ caregivers, and Adults
- Pilot developed tools

- Prepare application for ethical review and ethics approval
- Develop a detailed plan for data collection at field
- Finalise report outline (*please refer to Appendix 2*)

Stage 2: Data collection period:

Sample

The consultants/ experts (team) are expected to propose an appropriate sampling methodology and size that are statistically valid and cost-effective, based on information provided by the project team to ensure that necessary information can be collected.

- All data, qualitative and quantitative collected through the study must be disaggregated by sex and age.
- Both the sample size and revised tools will be discussed and agreed with PIV project team before the commencement.
- Expectation for Confidence Level: 95%, e+-5%
- A sampling strategy should include a description of:
 - Sample size (or expectations of the consultant (s) in calculating it).
 - Necessary respondents' disaggregation, according to Plan International's Minimum Reach Disaggregation:
 - ✓ Reach type (direct, indirect)
 - ✓ Gender (M,F)
 - ✓ Age (under 18 years, 18 years and over)
 - Number and type of locations
 - Sampling approach.
- Sample size submitted to PIV should follow table format below:

Indicator	Data collection by consultant	Data collection methods	Tool		Sample			Notes
			Existent	To be reviewed and revised by consultant	Stakeholder	Location	Minimum number	
	Yes	Questionnaires	(x) KAP Survey	x	With men, women With adolescent girls and boys With people with disabilities (if any)	08 schools of 04 Districts: Xin Man, Hoang Su Phi, Meo Vac and Yen Minh	225 Teachers 360 Parents 380 Students	1 school/commune x 2 communes per district x 4 districts
	Yes	FGDs		x	With adolescent girls With adolescent boys With people with disabilities Local government staff and members of community-based child protection mechanisms	08 schools of 04 Districts: Xin Man, Hoang Su Phi, Meo Vac and Yen Minh	04 FGDs	
	Yes	KII with partners and stakeholders		x	Leaders of project partners and government agencies	Ha Giang province and 04 Districts: Xin Man, Hoang Su Phi, Meo Vac and Yen Minh	05 KIIs	
	Yes	Case study		x	With men, women With adolescent girls and boys With people with disabilities (if any)	08 schools of 04 Districts: Xin Man, Hoang Su Phi, Meo Vac and Yen Minh	02-03 case studies	

Stage 3: Report writing period:

- The first draft of report will get comments from PIV
- The second comprehensive report will be developed based on PIV's comments, and
- The final report will be made based on further comments from PIV and UKNO

6. Ethics and Child Protection

PIV is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Global Policy on Safeguarding Children and Young People. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

A risk assessment will be conducted by the safeguarding focal points and the consultant team before implementing the baseline survey to mitigate foreseen risks for children, youths and participants in the survey.

The selected consultant(s) will be requested to sign in Plan International Global Safeguarding Children and Young People policy and Anti-fraud, Anti-bribery and Corruption policy.

Level of Contact with Children:

***High level:** Interaction with children in consultations are required. The consultant must comply with Plan's child protection policy and standards throughout the research process*

Note: Before implementing data collection, the consultant must get Ethics Approval by a recognized university or a national ethics committee or PLAN-Ethics Review Team (Feedback from ERT will be provided within 3-4 weeks' timeframe from submission. For sensitive applications initial feedback may take longer, and there may be multiple rounds of feedback (with adequate time needed to action and review feedback/ revisions).

7. Key Deliverables

List key deliverables expected from the evaluator(s) during the evaluation process are as below:

- (i) Inception Report in English including:
 - An updated timeline;
 - An evaluation matrix
 - Detailed methodology, including draft sampling methodology and size;
 - Draft data collection tools;
 - Ethical review and ethics approval;
 - Consent forms for primary data collection;
 - (Draft) methods for data analysis;

- Brief justification of the methods and techniques used (including relevant underlying values and assumptions/ theories) with a justification of the selections made (e.g. Of persons interviewed).
- (ii) Final sampling methodology (including unit of sampling and sampling frame) and size
- (iii) Final Data Collection Tools, and set of forms which is deployed in Kobo Toolbox application (the account is provided).
- (iv) Cleaned Data (including data files (e.g. Excel, SPSS), transcripts of qualitative data, syntax/ code books etc.)
- (v) Final Evaluation Reports in both English and Vietnamese (including Executive Summary)
- (vi) Completed indicator table including values for all project indicators, comparing values of baseline, midterm and end line periods.
- (vii) Completed Gender Marker Tool in evaluation phase.
- (viii) Other Communication Products for Dissemination.

8. Timeline

The consultancy is estimated to be undertaken within **48** days beginning Apr 2025 and to be completed by Sep 2025.

A detailed timeline will be worked out jointly with the consultants after recruitment but a preliminary timeline for the key deliverables is:

Key stages/activities	Time frame (in 2025)	Estimated Days of work	Responsible	Individuals Involved
Advertisement and Consultant selection	04-13/04	N/A	PIV's Selection board	PM, Admin, Finance, PC
Revise proposal and sign contract.	14-15/04	N/A	Consultants, PC	PQD, FO, Admin, PM
I. PREPARATIONS		11 days		
Desk review and submission of Inception Report, including methods, data collection tools, Gender marker tool, timeline, etc. as above.	16-20/04	5 days	Consultants	PC, PQD, PM, GNO
Application for Ethics approval	21/04-28/04	3 days	Consultants	PC, PM
Preparations for Data Collection (fieldwork planning, training of enumerators)	25-27/04	3 days	Consultants, PC	PQD, PC, PO

II. FIELD STUDY		20.5 days		
Pilot tools and Data collection	28/04-10/05	12 days	Consultants	PPMs/PMs, PC, PO
Data Entry and Cleaning	10-15/05	4 days	Consultants	PC
Data Analysis	15-20/05	4.5 days	Consultants	PC
III. REPORT		16.5 days		
1 st submission of the 1 st draft report (Report in Vietnamese)	01-20/06	8 days	Consultants	PM/PPM, PQD, project team
2 nd Submission of the revised reports, based on comments from PIV (Including Final Evaluation Report translated into English)	21/6-12/8	4 days	Consultants	PM/PPM, PQD
Finalize reports (both EN/VI reports) based on comments from PIV and GNO. Submission of all deliverables.	September	4 days	Consultants	GNO, PC, PQD, PM
Presentation at sharing workshop	15-20 May	0.5 day	PC, Consultants	PM, PO
Management Response and Action Plan	Aug-Sep (TBC)	N/A	PIV's project team	PM, PQD

9. Budget

The consultants are required to propose a detailed budget for this consultancy together with the technical proposal, and submit to PIV for review and approval. The budget should include number of working days and daily rate in VND for the lead consultant(s) and in-country team members. The consultancy fee does not include traveling, field work and logistic costs that will be paid for directly by PIV.

Table of Payment Schedule:

Milestone	Amount to be Paid (%)
Submission of Inception report to PIV and upon Plan Vietnam's approval	30
Submission of final reports and remaining key deliverables (mentioned in Section 7) to PIV and upon Plan Vietnam's approval	70

10. Expected qualification and experience of consultants

Consultants are expected to obtain following qualifications and experience:

- Proven experience in carrying out project evaluations, especial evaluation gender, child rights, and women rights project/programme.
- Proficiency in qualitative methods of data collection.
- Proficiency in quantitative methods of data collection.
- Proven experience with data analysis.
- Proficiency in statistics.
- Advanced degree in social sciences, development studies, gender studies or relevant fields.
- Significant experience working in gender, monitoring and evaluation (baseline study, social research, use of participatory techniques).
- Knowledge on child rights and women rights.
- Knowledge on urban planning in Vietnam is preferred.
- Excellent writing and speaking skills in both English and Vietnamese languages.

11. Contact

Consultants/ experts who are interested in taking this consultancy, please submit the proposal package in English via email to: **van.phamthihong@plan-international.org**

Please send your application, referencing “Improving cyber safety and internet literacy skills to help protect adolescents against human trafficking and exploitation in Vietnam” project in the subject line, and including support documents as outlined to:

- Plan International Vietnam

Ad: 6th Floor, Capital Building, Lane 36, Giang Van Minh str., Kim Ma Ward, Ba Dinh Dist., HN

The deadline for submitting the proposal package will be no later than **23:59’, Apr 13th 2025**.

12. Applications

Interested consultant(s) should send proposal with the details as below:

a) Technical proposal:

- Detailed response to the TOR, including evaluation matrix
- Proposed methodology
- Proposed timelines
- Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
- CVs
- Samples of similar works done in the similar areas.

b) Financial quotation

Only short-listed teams will be contacted for interview.

APPENDIX 1: List of Indicators

OBJECTIVES		INDICATOR CODE	INDICATORS	BASELINE (2021)	ENDLINE OF PHASE 1 (9/2024)	Data Source
Goal/ Overall objective	Equipping 7,500 girls and boys in Ha Giang with cyber safety skills and improved internet literacy to help reduce the rates of gender-based violence, human trafficking and child marriage among vulnerable adolescents					
Outcomes/ Specific objectives						
Outcome 1	Girls and boys feel able to challenge gender stereotypes and better protect themselves from online abuse, human trafficking and exploitation	PROO1.1.1 (*)	% of CAY who demonstrate knowledge of child protection risks and behaviours	-Ha Giang 1 PU (Hoang Su Phi and Xin Man districts) : 28% - Ha Giang 2 PU (Yen Minh and Meo Vac districts) : 17%	-Ha Giang 1 PU (Hoang Su Phi and Xin Man districts) : 61% - Ha Giang 2 PU (Yen Minh and Meo Vac districts) : 19%	CSPV analysis conducted by PIV
		PROO1.4.1	% of CAY who report	-Ha Giang 1	<i>No data collected</i>	

		(*)	that they are confident to report a protection violation to a reporting structure	PU (Hoang Su Phi and Xin Man districts) : 98% -Ha Giang 2 PU (Yen Minh and Meo Vac districts) : 97%		
Outcome 2	Schools have increased capacity to build adolescents' awareness and skills to tackle gender-based violence, human trafficking and child marriage	PROO5.1.1 (*)	% of social service workers who are confident in their ability to manage and respond to cases of violence against children (VAC) and intimate partner violence (IPV)	-Ha Giang 1 PU (Hoang Su Phi and Xin Man districts) : 0% -Ha Giang 2 PU (Yen Minh and Meo Vac districts) : 0%	-Ha Giang 1 PU (Hoang Su Phi and Xin Man districts) : 0% -Ha Giang 2 PU (Yen Minh and Meo Vac districts) : 5%	

Remark (*):

- For AOGD indicators, the consultant has to follow the standard guidance in defining the numerators, denominators and calculations in AOGDs
- The percentage indicators: Report both count and percentage (numerator and denominator must be estimated).

APPENDIX 2: Report Outline

I) Structure of Inception Report (max 15 pages)

- 1) Background and Context of Project
- 2) Description of Project
- 3) Purpose of Final Evaluation
- 4) Final Evaluation Objectives and Scope
- 5) Final version of Evaluation Questions with evaluation criteria (evaluation matrix)
- 6) Description of evaluation team, including the brief description of role and responsibilities of each team member
- 7) Final Evaluation Design and Methodology
 - a. Description of overall evaluation design
 - b. Data sources (accesses to information and to documents) for Final evaluation
 - c. Description of Final evaluation data collection methods and analysis (including level of precision required for quantitative methods, value scales or coding used for qualitative analysis; level of participation of stakeholders through evaluation process)
 - d. Description of Final evaluation sampling (area and population to be represented, rationale for selection, mechanics of selection, limitations to sample); reference indicators and benchmarks, where relevant (previous indicators, national statistics, human rights treaties, gender statistics, etc.)
 - e. Limitations of the evaluation methodology proposed
- 8) Ethical considerations:
 - a) Safe guarding (of participants and evaluation team); and
 - b) Contention strategy and follow up
- 9) Work plan with the specific timeline and deliverables by evaluation team (up to the submission of finalized report)
- 10) Annexes:
 - a. Evaluation Matrix
 - b. Data collection Instruments (e.g.: survey questionnaires, interview and focus group guides, observation checklists, etc.)
 - c. List of documents consulted so far and those that will be consulted
 - d. List of stakeholders/partners to be consulted (interview, focus group, etc.)
 - e. Draft outline of final report

II) Structure of Final Evaluation Report (max 40 pages)

1. Title and cover page

- Name of the project
- Locations of the evaluation conducted (country, region)
- Period of the project covered by the evaluation (month/year – month/year)
- Date of the final evaluation report (month/year)
- Name and organization of the evaluators

- Name of the organization(s) that commissioned the evaluation
- Logo of Plan International

2. Table of Content

3. List of acronyms and abbreviations

4. Executive summary

- Brief description of the context and the project being evaluated;
- Purpose and objectives of evaluation;
- Intended audience;
- Short description of methodology, including rationale for choice of methodology, data sources used, data collection and analysis methods used, and major limitations;
- Most important findings with concrete evidence and conclusions; and
- Key recommendations.

5. Context of the project

- Description of critical social, economic, political, geographic and demographic factors within which the project operated.
- An explanation of how social, political, demographic and/or institutional context contributes to the utility and accuracy of the evaluation.

6. Description of the project

- Project duration, project start date and end date
- Description of the specific forms of violence addressed by the project
- Main objectives of the project
- Importance, scope and scale of the project, including geographic coverage
- Strategy and theory of change (or results chain) of the project with the brief description of project goal, outcomes, outputs and key project activities
- Key assumptions of the project
- Description of targeted primary and secondary beneficiaries as well as key implementing partners and stakeholders
- Budget and expenditure of the project

7. Purpose of the evaluation

- Why the evaluation is being done
- How the results of the evaluation will be used
- What decisions will be taken after the evaluation is completed
- The context of the evaluation is described to provide an understanding of the setting in which the evaluation took place

8. Evaluation objectives and scope

- A clear explanation of the objectives and scope of the evaluation.
- Key challenges and limits of the evaluation are acknowledged and described.

9. Evaluation Team

- Brief description of evaluation team
- Brief description of each member’s roles and responsibilities in the evaluation
- Brief description of work plan of evaluation team with the specific timeline and deliverables

10. Evaluation Questions / Evaluation Matrix

- The original evaluation questions from the evaluation TOR are listed and explained, as well as those that were added during the evaluation (if any).
- A brief explanation of the evaluation criteria used (e.g. relevance, efficiency, effectiveness, sustainability and impact) is provided.

11. Evaluation Methodology and limitations

12. Findings and Analysis per Evaluation Question

Evaluation Criteria	Effectiveness
Evaluation Question 1	To what extent were the intended project goal, outcomes and outputs achieved and how?
Response to the evaluation question with analysis of key findings by the evaluation team	
Quantitative and/or qualitative evidence gathered by the evaluation team to support the response and analysis above	
Conclusions	
Others	

Evaluation Criteria	Effectiveness
Evaluation Question 2	<ul style="list-style-type: none"> • To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels? • How many beneficiaries have been reached?
Response to the evaluation question with analysis of key findings by the evaluation team	

Quantitative and/or qualitative evidence gathered by the evaluation team to support the response and analysis above	
Conclusions	
Other	

***Please repeat the same template per evaluation question.*

13. Conclusions

Evaluation Criteria	Conclusions
Overall	
Effectiveness	
Relevance	
Efficiency	
Sustainability	
Impact	
Knowledge Generation	
Others (if any)	

14. Key recommendations

Evaluation Criteria	Recommendations	Relevant Stakeholders (Recommendation made to whom)	Suggested timeline (if relevant)
Overall			
Effectiveness			
Relevance			
Efficiency			
Sustainability			
Impact			

Child rights, gender and inclusion			
Others (if any)			

15. Annexes (mandatory)

- 1) Final version of Terms of Reference (TOR) of the evaluation
- 2) Evaluation Matrix
- 3) Final version of Results Monitoring Plan including Final values for all project indicators
- 4) Beneficiary Data Sheet
- 5) Additional methodology-related documentation
- 6) Lists of persons and institutions interviewed or consulted and sites visited
- 7) List of supporting documents reviewed
- 8) CVs of evaluators who conducted the evaluation