

TEMPLATE: DESIGN REPORT FOR UNFPA COUNTRY PROGRAMME EVALUATIONS

After an initial review of relevant documentation, the evaluation team will prepare the Design Report. The Design Report provides the conceptual and analytical framework of the evaluation, establishes the key evaluation questions and refines the methodology, including providing specific information on data collection tools, data sources, and analysis methods. The Design Report is also a means to ensure a mutual understanding of the conduct of the evaluation between the evaluation manager and the evaluation team.

⇒ *The Design Report is prepared and drafted by the **evaluation team** after their preliminary review of relevant documentation.*

The Design/Inception Report of the evaluation should follow the below structure:

1. Introduction
2. Country Context
3. UNFPA Response and Country Programme
4. Methodological Approach
5. Evaluation phases, work plan, deliverables, management structure and quality assurance
6. Annexes

Note that this template is grounded in and expands upon the 2013 “Handbook: How to Design and Conduct a Country Programme Evaluation at UNFPA.” Kindly refer to the Handbook for additional guidance and specific examples, as needed. The Handbook can be found here:

<https://www.unfpa.org/EvaluationHandbook>

1. INTRODUCTION: PURPOSE, OBJECTIVES AND SCOPE OF THE EVALUATION

This section should describe and further elaborate on the purpose, objectives and scope of the evaluation presented in the terms of reference.

This section should describe the purpose of country programme evaluations (CPE) generally and provide a concise overview of the specific objectives of the CPE within the country context.

The scope of the evaluation should be included in this section, consisting in a short and straightforward description of the area of work being evaluated as well as the geographical scope and timeframe of the evaluation.

Finally, this section should note that the evaluation was commissioned by the country office, and state the aim of the design report as well as its role in the design phase.

2. COUNTRY CONTEXT

This section should detail the wider country context, including relevant social, political and economic data, language and cultural traits, demography, geographic location, etc. The country's situation and development challenges vis a vis UNFPA programmatic areas should be included as should national strategies to respond to these challenges.

This section should also include the country's progress towards the achievement of relevant internationally agreed development goals (including the MDGs, SDGs and the ICPD benchmarks).

Finally, information on official development assistance (ODA) and the role of external assistance (currently and over time) should be discussed. The main donors / ODA providers should be included.

3. UNFPA STRATEGIC RESPONSE AND COUNTRY PROGRAMME

This section should situate the country programme within the broader UN System's framework and UNFPA's corporate strategic/normative framework.

UNFPA's response through the particular country programme should be detailed, including the main elements of the country programme as set forth in programming documents as well as the underlying intervention logic (i.e. the links among activities, outputs and outcomes). The geographical coverage of the programme, as well as the evolution of the programme over time, should also be explained.

A detailed financial analysis of the programme budget by output and outcome should be included, clearly distinguishing between resource targets set out in the country programme document (CPD) and the actual resources mobilized during the programme cycle. Implementation rates should also be included.

4. METHODOLOGICAL APPROACH

This section should provide a clear and detailed description of the evaluation's approach and methodology (i.e. a theory based approach, outlining the intervention logic leading to a reconstructed theory of change of UNFPA support). How the methodology is gender and human rights responsive should also be laid out (as should any limitations toward implementing a gender and human rights responsive evaluation).

This section should include the evaluation questions and the evaluation criteria to which they respond, noting that an evaluation question may correspond to multiple criteria. OECD-DAC evaluation criteria (relevance, effectiveness, efficiency, and sustainability) should be used and, as relevant, two additional criteria: added value and coordination with the UNCT. An explanation as to why each question was selected should be included.

Consider referring to Annex I of “Integrating Human Rights and Gender Equality in Evaluation: Towards UNEG Guidance” for guidance on criteria and questions that are gender and human rights responsive.

An evaluation matrix (the primary analytical tool of the evaluation) should be presented, linking the evaluation questions to the evaluation criteria. Evaluation questions should be broken down into assumptions (aspects to focus upon) and attendant indicators. Evaluation questions should be linked to data sources and data collection methods.

Data collection and analysis methods and the stakeholder map (including the methodological approach for stakeholder selection) should be included. A description of how gender and human rights were considered vis a vis data collection and analysis methods, as well as stakeholder selection should be included. Consider referring to Table 3.2 (Tailoring common methods to address human rights and gender equality) on page 40 of “Integrating Human Rights and Gender Equality in Evaluation: Towards UNEG Guidance” for guidance tailoring data collection methods appropriately. The document can be found here: <http://www.uneval.org/document/detail/980>

Finally, any limitations and risks to the evaluation should be discussed. This section should explain data gaps and any issues affecting data quantity and quality. Factors that may restrict access to key sources of information should also be listed. Relevant limitations to implementing a gender and human rights responsive evaluation should be included, as well.

Mitigation measures to address limitations should be detailed and, in cases where limitations are unable to be addressed, a brief explanation on the extent to which the validity and credibility of the evaluation results could be affected should be provided.

5. EVALUATION PHASES, WORK PLAN, DELIVERABLES, MANAGEMENT, AND QUALITY ASSURANCE

This section should detail the overall evaluation process and its stages. It should present a detailed work plan for each phase/stage of the evaluation, including expected deliverables per stage set against appropriate and realistic timelines.

It should also detail the team composition and establish clear roles and responsibilities for the evaluation manager, the team leader and the team itself. As appropriate, details on field work, including specifications on logistic and administrative support, should be included, as should the budget required.

This section should, additionally, outline the management and governance arrangements of the evaluation and clearly describe the approach to quality assurance.

6. ANNEXES

Annexes may differ, but could include:

- Terms of Reference*
- Evaluation Matrix*
- Templates or outlines of data collection methods (i.e. interview protocols/guides, logbooks (or equivalent), survey questionnaire)*
- List of Atlas interventions and financial data*
- Stakeholder map and list of persons consulted*
- Bibliography/documents consulted*
- CPE agenda*