## Terms of reference

### Basic project information

This section provides information on the project title, project period, main project outcomes and key working approaches.

### Evaluation partner

A list and description of the key stakeholders within the evaluation; organization, target group and stakeholders.

### The purpose of the evaluation

This section should describe ***the thematic focus*** of the evaluation and ***list key questions central*** for the assessment of the evaluation and information needed through the evaluation.

**Relevance:**

* To what extent are the outcomes still valid within the context and needs of the target group? How valuable were the outcomes to the target group, stakeholders and/or organizations involved?
* Are activities and outputs of the project consistent with the overall goal of the project and intended impacts

**Effectiveness:**

* To what extent were the set outcomes and indicators achieved?
* Were outcomes achieved on time?
* How does the change and achievements compare to the original situation or baseline?

**Efficiency:**

* To what extent has the project management efficiently managed the project?
* Was the project implemented in the most efficient way compared to alternatives?
* To what extent has the project been implemented in a cost-effective way?

**Impact:**

* What has changed and who was primarily affected by the change?
* How many organisations, groups or people were affected by the change?
* How might the change result in further changes in policies, organisations and people’s lifes?

**Sustainability:**

* Is the change likely to be sustained?
* To what extend has project activities, groups and mechanisms reached sustainability?

### Independent learning section for A-projects

***It is mandatory for larger projects above 500.000 DKK to generate a learning section that function as an independent document that can be shared with relevant organizations in the Danish civil society and global south. The learning section must not exceed 10 pages. The learning section can be an annex to the evaluation report.***

*The questions must be answered with a starting point in the overall questions listed in the section on the purpose and thematic focus of the evaluation:*

* Summary of basic information of the project.
* Summary of key results and change achieved for the target group compared to the baseline.
* Analysis on learning and contribution of the project, guided by the listed questions below:
* What made the change happen?
* What was the contribution of the project to the Change?
* What other factors contributed to change?
* What strategies and activities worked well and why?
* What strategies and activities did not work well and why?
* Are there expected changes that did not happen? If so, why have they not happened?
* What lessons have been learned from implementing the work? How can these lessons be applied to future work?
* What needs to be done differently in the future based on the learning from the evaluation?
* What lessons are there for other projects?

### Methodology

### Schedule and timeline

### Budget

### List of documents



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