

GUIDELINE FOR INCEPTION PHASE

Policy references when using the guideline

- National Evaluation Policy Framework, 2019

1. Introduction

The objective of the inception phase is to achieve mutual understanding of the key aspects of the evaluation project, namely the scope, timeframes, approach and methodology, project organisation, deliverables, quality, etc. An Inception Report is an output of the inception phase, and captures what is agreed as the interpretation or revisions to the Terms of Reference and the Proposal so as to ensure the requirements of the assignment can be addressed.



2. Activities involved in the inception phase

The minimum activity involved will be a briefing session with the main stakeholders (e.g. lead department and DPME) if undertaken internally it will be the lead unit and the evaluation unit to discuss the proposal and revisions expected. This would be followed by a short report summarising the changes and a revised proposal.



3. Inception report

An inception report is a core part of the commissioning process. It allows for the possibility of using the learnings from initial consultations to update the approach and methodology for assignments. Once direct interaction with stakeholders has taken place, the inception report can reflect the agreed scope of work and methodology. It is then factored into the evaluation project plan. In the case of evaluations, the inception report and updated proposal must be approved by the evaluation Steering Committees.



4. Acceptance/Non-acceptance of the inception report

The inception report will be formally adopted by the Steering Committee, after which the initial tranche of funding can be paid (if commissioned). Should there be no agreement between the service provider and commissioner/Steering Committee on the changes needed then the payment for the inception phase will not be made, and the contract will then be terminated as per relevant clause of the Service Level Agreement (SLA).

In a situation where the evaluation is undertaken internally (internal model) as outlined in the Foundation Guideline for Rapid Evaluations the above is not applicable. In case of an internal evaluation, adoption of inception report means the evaluation needs to proceed to the next phase. Should there be no agreement, further consultation need to be done up until the Steering committee approves it.



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