HOW TO DEVELOP
TERMS OF REFERENCE
FOR EVALUATION PROJECT GUIDELINE

Policy reference when using the guideline

National Evaluation Policy Framework, 2019

Introduction

This Guideline provides an outline of the key issues to be covered in evaluation terms of reference. The Guideline can be adapted and used as a template to produce the TORs. Additionally, the Guideline can be applied and adapted accordingly for internal and external evaluations. It is applicable across all spheres of government.

Developing the TORs is a critical stage where the information needs for the evaluation are clarified, an outline methodology developed to answer those information needs, and where the key stakeholders in the intervention can agree what they want to get out of the evaluation. This will be revisited during the inception stage where there is interaction between the evaluator and the steering committee, and where the service provider or internal evaluation team is likely to suggest improvements to the methodology.

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The suggested contents of the TORs include:

1. Background information and rationale
2. The focus of the evaluation
3. Evaluation design
4. Evaluation project plan
5. Budget and payment schedule (if outsourced) linked to deliverables
6. Management arrangements
7. The proposal to be submitted (if outsourced)
8. Information for service providers (if outsourced)
9. Intellectual property rights (if outsourced)
10. Special and general conditions of contract (if outsourced)
11. Enquiries