**Impact Evaluation Proposal Form 2017: Please fill in the required information, insert the documents and compile it into a single PDF file. Then send it to:** [linn.nilsen@nadel.ethz.ch](mailto:linn.nilsen@nadel.ethz.ch)

**By 30.06.2017**

**(I) Organizational Information**

1. Short profile of your NGO (max. 150 words). If a consortium of NGOs applies, please copy point 1. for as many NGOs as applicable:

|  |  |
| --- | --- |
| Legal name |  |
| Full Address |  |
| Website |  |

1. Short profile of your study partner (university, institute, impact evaluation expert), including selected references of conducted impact studies (max. 150 words):

|  |  |
| --- | --- |
| Legal name |  |
| Legal status of organization (e.g. NGO, university, consulting firm, etc.) |  |
| Full Address |  |
| Website |  |

**(II) Contact Details**

1. NGO (contract signatory). If a consortium of NGOs applies, please copy point 1. for as many NGOs as applicable:

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Position |  |
| Email Address |  |
| Phone Number with Country Code |  |

1. Study partner

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Position |  |
| Email Address |  |
| Phone Number with Country Code |  |

1. If applicable, implementation partner (e.g. local NGO, local government entity, etc.)

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Position |  |
| Email Address |  |
| Phone Number with Country Code |  |

**(III) Description of the proposed impact evaluation**

1. Intervention to be studied (max. 300 words)

Briefly describe your project/program/intervention.

1. Result chain (max. 300 words)

Describe briefly and clearly the theory of change, i.e. how the activities of the intervention will lead to the targeted development effects. Please attach a graph of the result chain to this proposal.

1. Knowledge gap (max. 300 words)

Describe briefly how your impact evaluation will contribute to tackle (an) important, but understudied, development problem(s). Also briefly summarize existing studies on the topic.

1. Impact evaluation objective and questions (max. 200 words)

Describe briefly and clearly the objectives of the impact evaluation and the related impact evaluation questions.

1. Proposed study design (max. 800 words)

Describe the approach that is used to answer the impact evaluation questions:

* Methodology: how the study design will identify the causal effects of the intervention (e.g. with the use of a counterfactual); how the study design will exclude other possible explanations for observed changes in the outcome variable(s), to the extent possible;
* Data Collection: how data will be collected and if applicable, how already existing data may be used;
* Sample Size: the sample size of the study.
* Indicators: how the achievement of the development effects is or will be measured, i.e. which indicators are or will be used.

1. Timeframe

Provide a time plan (September 2017-September 2019) which specifies the period during which the impact evaluation will be conducted, including the time needed for data collection and analysis, and including the responsibilities of the various partners. Add as many rows as necessary.

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| --- | --- | --- |
| Time Period | Task | Responsibility |
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1. Budget plan

Fill in the table below specifying the financial contribution of SDC and the financial contribution of the NGO/Study partner. SDC can cover staff costs, travel expenses, and, if applicable, survey costs. SDC does not cover equipment costs or the costs for project implementation. Add as many rows as necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description | Unit | Costs per unit | # of units | Total costs | SDC/NGO /Study Partner |
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| **Total Costs SDC:** |  |  |  |  |  |
| **Total Costs NGO:** |  |  |  |  |  |
| **Total Costs Study Partner:** |  |  |  |  |  |

**(IV) Relevance of the impact evaluation**

1. Relevance of the impact evaluation (max. 200 words)

Describe how the impact evaluation is relevant to the activities in the sector, i.e. how it contributes to tackling important development problems that reach a large number of people. That means e.g.:

* is the project/program/intervention large or expanding (will it benefit more people in the future)?
* if the project/intervention works, will it be financially and administratively feasible to scale it up?
* how many other NGOs could benefit from the results (because they run similar projects/interventions)?;
* how can policy makers benefit from the results (e.g. adjust sector policies based on the results)?

1. Implementation plan “from evidence to practice” (max. 200 words)

Describe how the results of the impact evaluation can and will be used by the NGO to:

* review and change its own projects/interventions;
* inform and influence similar projects/ interventions by other organizations;
* inform public policy makers and influence public policy design in the sector.

**(V) Please insert/attach:**

* **Curriculum Vitae (CVs)** of the responsible person from the NGO(s) (max. two pages)
* **Curriculum Vitae (CVs)** of the responsible person from the study partner(s) (max. two pages)
* **Signed cooperation agreement** between the NGO and the study partner (max. one page)
* Graph of **result chain (theory of change)** (max. one page)