**Impact Evaluation Proposal Form**

Please fill in the required information, insert the attachments and compile it into a single PDF file. Then send it to: [linn.nilsen@nadel.ethz.ch](mailto:linn.nilsen@nadel.ethz.ch) by **December 4th, 2019**.

**(I) Organizational Information**

1. Short profile of your NGO (max. 200 words). If a consortium of NGOs applies, please copy point 1. for as many NGOs as applicable:

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

1. Short profile of your study partner (university, institute, evaluation experts), including selected references of conducted impact evaluations (max. 200 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 |  |
| Mobile / Cell Phone |  |

1. If applicable, study partner

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

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

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

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

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

Briefly describe your project/program/intervention that you would like to evaluate.

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 the Appendix.

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

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

1. Knowledge gap (max. 300 words)

Describe briefly how your study will contribute to tackle (an) important, but understudied, development problem(s). Summarize briefly existing studies on the topic and provide full references to them either here or in the Appendix.

1. Proposed study design (max. 800 words)

Describe the approach that is used to answer the study’s questions. Please use the following sub-titles

* Methodology: how the study design will identify the causal effects of the intervention (use of 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 will be used. If existing data will be used, the quality of the data should be assessed and confirmed.
* Sample Size: the sample size of the study.
* Indicators: how the achievement of the development outcome(s)/impact(s) is or will be measured, i.e. which indicators are or will be used and what data will be used to measure them (e.g. we will measure learning using test scores)

1. Timeframe

Provide a time plan which specifies the period during which the study 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 for the impact evaluation

Fill in the table below specifying the contribution of SDC and the contribution of the NGO/Study partner. SDC can cover staff costs, travel expenses, and, if applicable, the survey costs. SDC does not cover equipment costs. 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:** |  |  |  |  |  |
| **Total cost impact evaluation** |  |  |  |  |  |

**(IV) Relevance of the study**

1. Relevance of the study (max. 300 words)

Describe how the study 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 study results)?

1. Implementation plan “from evidence to practice” (max. 300 words)

Describe how the study results can and will be used by the NGO to:

* review and change its own projects/interventions, and/or internal policies and strategies;
* 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 letter of collaboration** between the NGO and the study partner (max. one page)
* Graph of **result chain (theory of change)**