



EVALUATION QUALITY ASSURANCE SYSTEM

Office Of Evaluation

Measuring Results, Sharing Lessons

[FINAL, 24/03/2014]

TERMS OF REFERENCE - OPERATION EVALUATION

PAKISTAN PROTRACTED RELIEF AND RECOVERY OPERATION 200250 “ENHANCING FOOD AND NUTRITION SECURITY AND REBUILDING SOCIAL COHESION”

TABLE OF CONTENTS

1. Introduction	2
2. Reasons for the Evaluation	2
2.1. Rationale.....	2
2.2. Objectives	2
2.3. Stakeholders and Users	3
3. Subject of the Evaluation.....	4
4. Evaluation Approach	7
4.1. Scope	7
4.2. Evaluation Questions.....	8
4.3 Evaluability Assessment	9
4.4. Methodology.....	9
4.5. Quality Assurance	9
5. Phases and deliverables	10
6. Organization of the Evaluation	11
6.1 Outsourced approach.....	11
6.2 Evaluation Management.....	12
6.3 Evaluation Conduct	12
7. Roles and Responsibilities of WFP Stakeholders	13
8. Communication and budget	14
8.1. Communication	14
8.2. Budget	14
Annex 1: Map	15
Annex 2: Evaluation timeline.....	16
Acronyms	17

1. Introduction

1. These Terms of Reference (TOR) are for the evaluation of the Pakistan protracted relief and recovery operation (PRRO) 200250 “Enhancing Food and Nutrition Security and Rebuilding Social Cohesion”. This evaluation is commissioned by the WFP Office of Evaluation (OEV) and will take place from June to December 2014. In line with WFP’s outsourced approach for operations evaluations (OpEvs), the evaluation will be managed and conducted by an external evaluation company amongst those having a long-term agreement with WFP for operations evaluations.
2. These TOR were prepared by the OEV focal point based on an initial document review and consultation with stakeholders and following a standard template. The purpose of the TOR is twofold: 1) to provide key information to the company selected for the evaluation and to guide the company’s evaluation manager and team throughout the evaluation process; and 2) to provide key information to stakeholders about the proposed evaluation.
3. The TOR will be finalised based on comments received on the draft version and on the agreement reached with the selected company. The evaluation shall be conducted in conformity with the TOR.

2. Reasons for the Evaluation

2.1. Rationale

4. In the context of renewed corporate emphasis on providing evidence and accountability for results, WFP has committed to increase evaluation coverage of operations and mandated OEV to commission a series of Operations Evaluations (OpEvs) in 2013 -2015.
5. Operations to be evaluated are selected based on utility and risk criteria.¹ From a shortlist of operations meeting these criteria prepared by OEV, the Regional Bureau (RB) has selected, in consultation with the Country Office (CO) the Pakistan PRRO 200250 “Enhancing Food and Nutrition Security and Rebuilding Social Cohesion” for an independent evaluation. In particular, the evaluation has been timed to ensure that findings can feed into future decisions on programme design.

2.2. Objectives

6. This evaluation serves the dual and mutually reinforcing objectives of accountability and learning:
 - **Accountability** – The evaluation will assess and report on the performance and results of the operation. A management response to the evaluation recommendations will be prepared.
 - **Learning** – The evaluation will determine the reasons why certain results occurred or not to draw lessons, derive good practices and pointers for learning. It will provide evidence-based findings to inform operational and strategic decision-making. Findings will be actively disseminated and lessons will be incorporated into relevant lesson sharing systems.

¹ The utility criteria looked both at the timeliness of the evaluation given the operation’s cycle and the coverage of recent/planned evaluations. The risk criteria was based on a classification and risk ranking of WFP COs taking into consideration a wide range of risk factors, including operational and external factors as well as COs’ internal control self-assessments.

2.3. Stakeholders and Users

7. **Stakeholders.** A number of stakeholders both inside and outside of WFP have interests in the results of the evaluation and many of these will be asked to play a role in the evaluation process. Table one below provides a preliminary stakeholders' analysis, which will be deepened by the evaluation team in the inception package.

Table 1: Preliminary stakeholders' analysis

Stakeholders	Interest in the evaluation
INTERNAL STAKEHOLDERS	
Country Office (CO)	Responsible for the country level planning and operations implementation, the CO is the primary stakeholder of this evaluation. It has a direct stake in the evaluation and an interest in learning from experience to inform decision-making. It is also called upon to account internally as well as to its beneficiaries, partners for the performance and results of its operation.
Regional Bureau (RB) in Bangkok	Responsible for both oversight of COs and technical guidance and support, the RB management has an interest in an independent account of the operational performance as well as in learning from the evaluation findings to apply this learning to other country offices.
Office of Evaluation (OEV)	OEV is responsible for commissioning OpEvs over 2013-2015. As these evaluations follow a new outsourced approach, OEV has a stake in ensuring that this approach is effective in delivering quality, useful and credible evaluations.
WFP Executive Board (EB)	The WFP governing body has an interest in being informed about the effectiveness of WFP operations. This evaluation will not be presented to the EB but its findings will feed into an annual synthesis of all OpEvs, which will be presented to the EB at its November session.
EXTERNAL STAKEHOLDERS (See Table 2 for list of external stakeholders)	
Beneficiaries	As the ultimate recipients of food assistance, beneficiaries have a stake in WFP determining whether its assistance is appropriate and effective. As such, the level of participation in the evaluation of women, men, boys and girls from different groups will be determined and their respective perspectives will be sought.
Government	WFP supports government programmes and initiatives along with other partners. Hence, the Government at both national and provincial levels has a direct interest in knowing whether the PRRO is aligned with government priorities, harmonised with the action of other partners and meets the expected results. Issues related to capacity development, handover and sustainability will be of particular interest. The Government of Pakistan is also among the main donors supporting this operation. Finally, various Ministries are partners in the design and implementation of the PRRO.
UN Country team	The UNCT's harmonized action should contribute to the realisation of the government developmental objectives. It has therefore an interest in ensuring that WFP operation is effective in contributing to the UN concerted efforts, in particular to Strategic Priority Areas 3 and 6 under the One UN II programme. Various agencies are also direct partners of WFP at policy and activity level.
NGOs	NGOs are WFP's partners for the implementation of some activities while at the same time having their own interventions. The results of the evaluation might affect future implementation modalities, strategic orientations and partnerships.
Donors	WFP operations are voluntarily funded by a number of donors. They have an interest in knowing whether their funds have been spent efficiently and if WFP's work has been effective and contributed to their own strategies and programmes.

8. **Users.** The primary users of this evaluation will be:
- The CO and its partners in decision-making related notably to programme implementation and/or design, country strategy and partnerships.
 - Given RB's core functions the RB is expected to use the evaluation findings to provide strategic guidance, programme support and oversight,
 - OEV will use the evaluation findings to feed into an annual synthesis of all OpEvs and will reflect upon the evaluation process to refine its OpEv approach, as required.

3. Subject of the Evaluation

9. Pakistan is the world's sixth most populous country, with 176.7 million inhabitants, 21 percent of whom live on less than US\$1.25/day. Pakistan ranks 146 out of 187 countries on the United Nations Development Programme's 2013 human development index. Pakistan produces sufficient food to feed its 180 million people. However widespread food insecurity and under nutrition are largely the main impairing factors for human capital development in the country. Food insecurity is mainly a problem of economic access by the poorest and most vulnerable to an adequate, diverse diet. Fifty-eight percent (104 million) of the population is food-insecure. The recent decline in food security indicators in Pakistan is partly attributable to growing insecurity, particularly along the country's border with Afghanistan in the north-west, natural disasters and rising food prices. The burden of food insecurity falls disproportionately on women and children and those located in the more remote rural areas particularly in Sindh, Baluchistan and the Federally Administered Tribal Areas (FATA). The rehabilitation of millions of displaced people is yet to be achieved.
10. Nutritional indicators appear to have stagnated with notable variations between rural and urban areas and among provinces. As evidenced by the National Nutrition Survey (NNS, 2011) and the Demographic and Health Survey (PDHS, 2012-2013), high levels of undernutrition (i.e. stunting, wasting and micronutrient deficiencies) are contributing to child and maternal morbidity and mortality and impairing individual and national wellbeing. The stunting prevalence among children under five reaches 45 percent according to latest 2012-2013 PDHS report. Pakistan also has the second highest number of severely wasted children (15%) next to India. Micronutrient deficiencies (i.e. iron, vitamin A, Vitamin D and zinc) remain highly prevalent.
11. Under its PRRO 200250, WFP aims to enhance food security and nutrition among vulnerable populations, support the Government in building social cohesion in FATA and stabilize nutritional status in the most food-insecure districts. Specific interventions under the relief component include general food/cash assistance for internally displaced persons (IDPs) and returnees as well as a community management of acute malnutrition (CMAM) programme. Under the recovery component, food for work (FFW) and school feeding are provided to support returnees and communities affected by security operations. WFP aims to provide supplementary feeding to prevent stunting and micronutrient deficiencies in one district of Sindh.² Community-based disaster risk reduction and response interventions in the form of cash for work (CFW) are implemented in the most hazard-prone and food-insecure locations. The Government's disaster risk management capacities are expected to be enhanced through the United Nations joint programme. As part of this programme, WFP supports the Government in establishing a food security monitoring system.
12. Under the previous PRRO (200145), which concluded on at the end of 2012, WFP responded to the needs of displaced communities in the north-west. During the last quarter of 2012 this included meeting the needs of 1.3 million food-insecure people affected by the heavy monsoon

² Due to operational constraints, the start of this activity was postponed to early 2014.

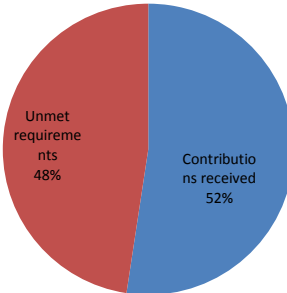
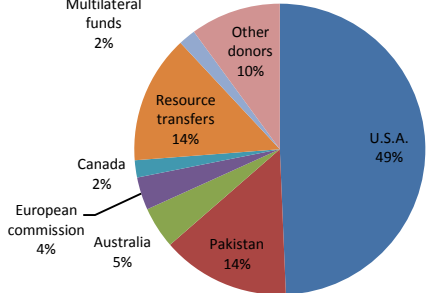
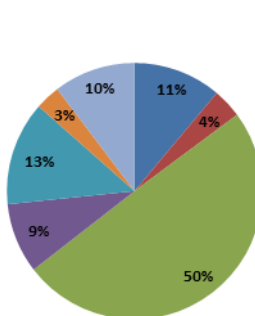
rainfall which caused renewed flooding and considerable damage across southern Punjab, northern Sindh and north-eastern areas of Balochistan.

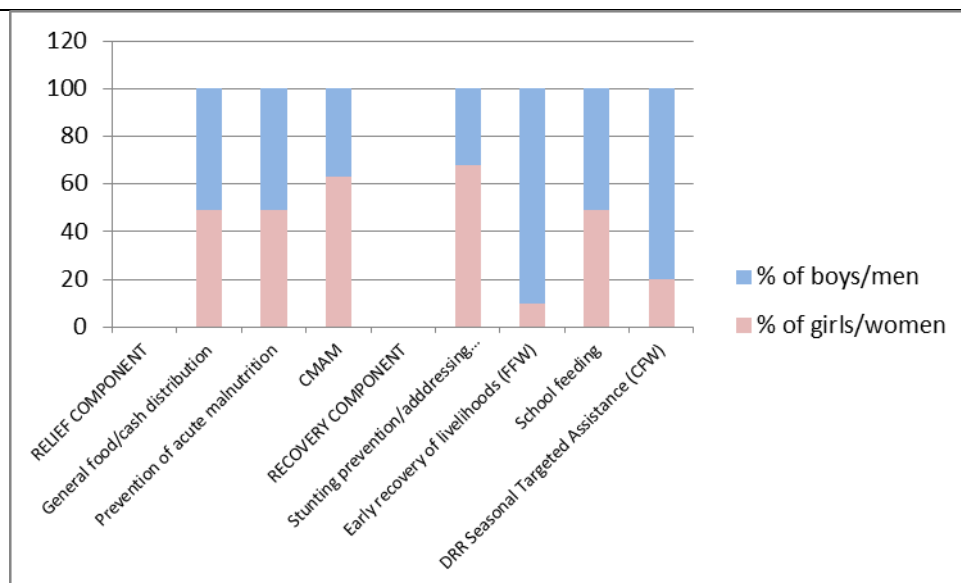
13. The project document including the project logframe, related amendments (Budget revisions) and the latest resource situation are available by clicking [here](#).³ The key characteristics of the operation are outlined in table two below:

Table 2: Key characteristics of the operation

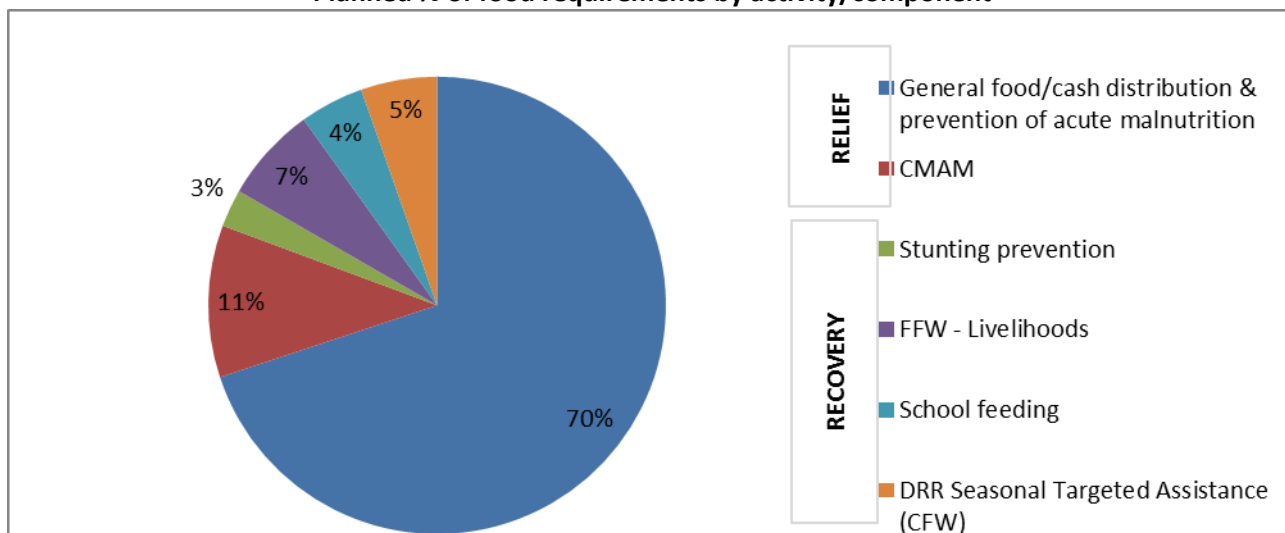
OPERATION			
Approval	The operation was approved by the Executive Board in November 2012		
Amendments	There have been 2 amendments to the initial project document. BR1 (May 2013) increased the number of beneficiaries by 1,044,000 and resulted in a total budget increase of US\$31.6 million. The additional beneficiaries were mainly households still affected by the 2012 monsoon floods in Sindh and Balochistan requiring GFD, livelihood support recovery activities and targeted nutritional support as well as IDPs affected by law and order operations in the Federally Administered Tribal Areas (FATA). BR2 (July 2013) reduced the landside transport, storage and handling (LTSH) costs by US\$11 million		
Duration	Initial: 3 years (January 2013-December 2015)	Revised: N/A	
Planned beneficiaries	<u>Initial</u> : 7,332,475	<u>Revised</u> : 8,346,676	
Planned food requirements	<u>Initial</u> : In-kind food: 430,491 mt Cash and vouchers: US\$43.7 million	<u>Revised</u> : In-kind food: 473,526 mt Cash and vouchers: US\$47.4 million	
US\$ requirements	<u>Initial</u> : US\$514.4 million	<u>Revised</u> : US\$535 million	
OBJECTIVES AND ACTIVITIES (at design)			
MDGs 1, 2, 3, 4, 5 and 7, UNDAF Strategic Priority Areas 3 and 6	SO	Operation specific objectives	Activities
	Strategic Objective 1	Outcome 1.1: Reduced and/or stabilized acute malnutrition among children aged 6–59 months and PLW in target populations	<ul style="list-style-type: none">Prevention of acute malnutritionCommunity management of acute malnutrition
		Outcome 1.2: Improved food consumption over the assistance period for targeted households	<ul style="list-style-type: none">General food/cash distributions (IDPs/returnees in FATA)
	Strategic Objective 2	Outcome 2.1: Early-warning systems, contingency plans and food security monitoring systems in place and enhanced with WFP capacity-development support	<ul style="list-style-type: none">Capacity development in disaster risk management
		Outcome 2.2: Adequate food consumption over the assistance period for targeted households	<ul style="list-style-type: none">Disaster risk reduction (cash for work)
		Outcome 2.3: Hazard risk reduced at the community level in targeted communities	
	Strategic	Outcome 3.1: Adequate food consumption over	<ul style="list-style-type: none">Early recovery of livelihoods (food

³ From WFP.org – Countries – Pakistan – Operations.

Objective 3	the assistance period for targeted households	for work) • School feeding (FATA) • Prevention of stunting/addressing micronutrient deficiencies (pilot)
	Outcome 3.2: Increased access to assets among target communities in fragile transition situations	
	Outcome 3.3: Enrolment of boys and girls in assisted schools stabilized at levels closer to the national average	
	Outcome 3.4: Reduced stunting in target children	
PARTNERS		
Government	Federal level: Ministry of National Food Security and Research, Economic Affairs Division, National Disaster Management Authority, Planning Commission (including Nutrition) and National Programme for Family Planning and Primary Health Care (NPFP & PHC). Provincial and district levels: Development, Health, Food and Agriculture and Education Departments.	
United Nations	FAO, UNHCR, UNICEF, UN Women, WHO	
NGOs	6 International NGOs: ACF, ACTED, IMC, Islamic Relief Pakistan, MERLIN, SCF, World Vision National NGOs: 30 (including Awa Welfare Organization, Azat Foundation, National Relief Committee, Women Development and Community Organization)	
RESOURCES (INPUTS)		
Contribution received as of 4 March 2014: US\$280,334,422 % against appeal: 52% Top 5 donors: U.S.A, Pakistan, Australia, European commission and Canada	 % funded of total requirements	 Top five donors
PLANNED OUTPUTS (at design)		
Planned % of beneficiaries by activity/component		
 <div><div>RELIEF</div><div>RECOVERY</div><ul style="list-style-type: none">General food/cash distributionPrevention of acute malnutritionCMAMStunting prevention/addressing micronutrient deficienciesEarly recovery of livelihoods (FPW)School feedingDRR/Seasonal Targeted Assistance (CFW)</div>		
Planned % of women/girls versus men/boys by activity/component		



Planned % of food requirements by activity/component



4. Evaluation Approach

4.1. Scope

14. **Scope.** The evaluation will cover PRRO 200250 including all activities and processes related to its formulation, implementation, resourcing, monitoring, evaluation and reporting relevant to answer the evaluation questions. The period covered by this evaluation is mid-2012 till mid-2014, which captures the time from the development of the operation until the start of the evaluation. Due to a late start of the stunting prevention and micronutrient deficiencies pilot project, the evaluation will limit its assessment to the review of the appropriateness of the intervention (question 1) and engagement with government and other partners.

4.2. Evaluation Questions

15. The evaluation will address the following three questions:

Question 1: How appropriate is the operation? Areas for analysis will include the extent to which the objectives, targeting, choice of activities and of transfer modalities:

- Were appropriate at project design stage to the needs of the food insecure population including the distinct needs of women, men, boys and girls from different groups, as applicable, and remained so over time.
- Are coherent with relevant stated national policies, including sector policies and strategies and seek complementarity with the interventions of relevant humanitarian and development partners.
- Were coherent at project design stage with WFP strategies, policies and normative guidance and remained so over time.

Question 2: What are the results of the operation? While ensuring that differences in benefits between women, men, boys and girls from different groups are considered, the evaluation will analyse:

- The level of attainment of the planned outputs (including the number of beneficiaries served disaggregated by women, girls, men and boys);
- The extent to which the outputs led to the realisation of the operation objectives as well as to unintended effects highlighting, as applicable, differences for different groups, including women, girls, men and boys;
- How different activities of the operation dovetail and are synergetic with other WFP operations and with what other actors are doing to contribute to the overriding WFP objective in the country; and
- The efficiency of the operation and the likelihood that the benefits will continue after the end of the operation.

Question 3: Why and how has the operation produced the observed results? The evaluation should generate insights into the main internal and external factors that caused the observed changes and affected how results were achieved. The inquiry is likely to focus, amongst others, on:

- Internally (factors within WFP's control): the processes, systems and tools in place to support the operation design, implementation, monitoring/evaluation and reporting; the governance structure and institutional arrangements (including issues related to staffing, capacity and technical backstopping from RB/HQ); the partnership and coordination arrangements; etc.
- Externally (factors outside WFP's control): the external operating environment; the funding climate; external incentives and pressures; etc.

16. Throughout the evaluation and in making recommendations, the team should make forward considerations to inform the design of a future operation giving due consideration to the particular context of Pakistan, a middle income country (MIC). In that context, WFP is expected to transition towards a technical assistance and/or policy advocacy role to assist the Government in addressing food security and nutrition priorities. Hence, the CO would benefit from recommendations on how best it can position itself and which partnerships would be required to become a strategic partner for nutrition, disaster risk management and reduction as well as social protection and safety-net systems.

4.3 Evaluability Assessment

17. Evaluability is the extent to which an activity or a programme can be evaluated in a reliable and credible fashion. The below provides a preliminary evaluability assessment, which will be deepened by the evaluation team in the inception package. The team will notably critically assess data availability and take evaluability limitations into consideration in its choice of evaluation methods. In doing so, the team will also critically review the evaluability of the gender aspects of the operation, identify related challenges and mitigation measures.
18. In answering question one, the team will be able to rely on assessment reports, minutes from the project review committee, the project document and logframe, reviews of past operations, as well as documents related to government and interventions from other actors. In addition, the team will review relevant WFP strategies, policies and normative guidance.
19. For question two the operation has been designed in line with the corporate strategic results framework (SRF) and selected outputs, outcomes and targets are recorded in the logframe. Monitoring reports as well as annual standard project reports (SPRs) detail achievement of outputs and outcomes thus making them evaluable against the stated objectives.
20. However, answering question two is likely to pose some challenges owing in part to: i) the absence of baseline data for some activities, which will need to be reconstructed using findings from various assessment reports and ii) data gaps in relation to efficiency.
21. For question three, the team members will have access to some institutional planning documents and is likely to elicit further information from key informant interviews.
22. Other evaluability challenges include security concerns in parts of the country, which might limit site visits as well as changes in some of the outcome indicators during the course of the implementation of the PRRO as the operation's logframe was realigned to the new SRF (2014-2017) in January 2014.

4.4. Methodology

23. The methodology will be designed by the evaluation team during the inception phase. It should:
 - Employ relevant internationally agreed evaluation criteria including those of relevance, coherence (internal and external), coverage, efficiency, effectiveness, impact, sustainability (or connectedness for emergency operations);
 - Use applicable standards (e.g. SPHERE standards);
 - Demonstrate impartiality and lack of biases by relying on a cross-section of information sources (e.g. stakeholder groups, including beneficiaries, etc.) and using mixed methods (e.g. quantitative, qualitative, participatory) to ensure triangulation of information through a variety of means. Participatory methods will be emphasised with the main stakeholders, including the CO. The selection of field visit sites will also need to demonstrate impartiality.
 - Be geared towards addressing the key evaluation questions taking into account the evaluability challenges, the budget and timing constraints;
 - Be based on an analysis of the logic model of the operation and on a thorough stakeholders analysis;
 - Ensure through the use of mixed methods that women, girls, men and boys from different stakeholders groups participate and that their different voices are heard and used;
 - Be synthesised in an evaluation matrix, which should be used as the key organizing tool for the evaluation.

4.5. Quality Assurance

24. OEV's Evaluation Quality Assurance System (EQAS) defines the quality standards expected from this evaluation and sets out processes with in-built steps for quality assurance, templates for

evaluation products and checklists for the review thereof. It is based on the UNEG norms and standards and good practice of the international evaluation community (DAC and ALNAP) and aims to ensure that the evaluation process and products conform to best practice and meet OEV's quality standards. EQAS does not interfere with the views and independence of the evaluation team.

25. At the start of the evaluation, OEV will orient the evaluation manager on EQAS and share related documents. EQAS should be systematically applied to this evaluation and the evaluation manager will be responsible to ensure that the evaluation progresses in line with its process steps and to conduct a rigorous quality control of the evaluation products ahead of their submission to WFP. OEV will also share an Orientation Guide on WFP and its operations, which provides an overview of the organization.

5. Phases and deliverables

26. The evaluation will proceed through five phases. Annex two provides details of the activities and the related timeline of activities and deliverables.
27. **Preparation phase** (March-May): The OEV focal point will conduct background research and consultation to frame the evaluation; prepare the TOR; select the evaluation team and contract the company for the management and conduct of the evaluation.
28. **Inception phase** (June-July): This phase aims to prepare the evaluation team for the evaluation phase by ensuring that it has a good grasp of the expectations for the evaluation and a clear plan for conducting it. The inception phase will include a desk review of secondary data and initial interaction with the main stakeholders.

- **Deliverable: Inception Package.** The Inception Package details how the team intends to conduct the evaluation with an emphasis on methodological and planning aspects. The package will be approved by OEV and shared with the CO/RB for information. It will present an analysis of the context and of the operation, the evaluation methodology articulated around a deepened evaluability and stakeholders' analysis; an evaluation matrix; and the sampling technique and data collection tools. It will also present the division of tasks amongst team members as well as a detailed schedule for stakeholders' consultation. For more details, refer to the [content guide for the inception package](#).

29. **Evaluation phase** (15 September- 06 October): The fieldwork will span over three weeks and will include visits to project sites and primary and secondary data collection from local stakeholders. Two debriefing sessions will be held upon completion of the field work. The first one will involve the country office (relevant RB and HQ colleagues will be invited to participate through a teleconference) and the second one will be held with external stakeholders.

- **Deliverable: Aide memoire.** An aide memoire of preliminary findings and conclusions (powerpoint presentation) will be prepared to support the de-briefings.

30. **Reporting phase** (7 October- 9 December): The evaluation team will analyse the data collected during the desk review and the field work, conduct additional consultations with stakeholders, as required, and draft the evaluation report. It will be submitted to the evaluation manager for quality assurance. Stakeholders will be invited to provide comments, which will be recorded in a matrix by the evaluation manager and provided to the evaluation team for their consideration before report finalisation.

- **Deliverable: Evaluation report.** The evaluation report will present the findings, conclusions and recommendations of the evaluation in a concise report of 40 pages maximum. Findings

should be evidence-based and relevant to the evaluation questions. Data will be disaggregated by sex and the evaluation findings and conclusions will highlight differences in performance and results of the operation for different beneficiary groups as appropriate. There should be a logical flow from findings to conclusions and from conclusions to recommendations. Recommendations will be limited in number, actionable and targeted to the relevant users. These will form the basis of the WFP management response to the evaluation. For more details, refer to the [content guide for the evaluation report](#).

31. **Follow-up and dissemination phase:** OEV will also subject the evaluation report to an external post-hoc quality review to report independently on the quality, credibility and utility of the evaluation in line with evaluation norms and standards. A feedback online survey on the evaluation will also be completed by all stakeholders. The RB will coordinate WFP's management response to the evaluation.

Notes on the deliverables:

The inception package and evaluation reports shall be written in English and follow the EQAS templates.

The evaluation team is expected to produce written work that is of very high standard, evidence-based, and free of errors. The evaluation company is ultimately responsible for the timeliness and quality of the evaluation products. If the expected standards are not met, the evaluation company will, at its own expense, make the necessary amendments to bring the evaluation products to the required quality level.

The evaluation TOR, report and management response will be public and posted on the WFP External Website (wfp.org/evaluation). The other evaluation products will be kept internal.

Table 3: Key dates for field mission and deliverables

Entity responsible	Phase	Activities	Key dates
EM	Inception	Final Inception Package	21 July
CO/ET	Evaluation	Evaluation field mission	15 Sept-06 Oct.
ET	Evaluation	Aide memoire	06 Oct.
EM	Reporting	Draft Evaluation Report	11 Nov.
EM	Reporting	Final Evaluation Report	9 Dec.
CO/RB	Follow-up	Management Response	19 Jan

6. Organization of the Evaluation

6.1 Outsourced approach

32. Under the outsourced approach to OpEvs, the evaluation is commissioned by OEV but will be managed and conducted by an external evaluation company having a long-term agreement (LTA) with WFP for operations evaluation services.

33. The company will provide an evaluation manager (EM) and an independent evaluation team (ET) in line with the LTA. To ensure a rigorous review of evaluation deliverables, the evaluation manager should in no circumstances be part of the evaluation team.

34. The company, the EM and the ET members will not have been involved in the design, implementation or M&E of the operation nor have other conflicts of interest or bias on the subject. They will act impartially and respect the [code of conduct of the profession](#).

35. Given the evaluation learning objective, the evaluation manager and team will promote stakeholders' participation throughout the evaluation process. Yet, to safeguard the independence of the evaluation, WFP staff will not be part of the evaluation team or participate in meetings with external stakeholders if the evaluation team deems that their presence could bias the responses.

6.2 Evaluation Management

36. The evaluation will be managed by the company's EM for OpEvs (as per LTA). The EM will be responsible to manage within the given budget the evaluation process in line with EQAS and the expectations spelt out in these TOR and to deliver timely evaluation products meeting the OEVS standards. In particular, the EM will:

- Mobilise and hire the evaluation team and provide administrative backstopping (contracts, visas, travel arrangements, consultants' payments, invoices to WFP, etc).
- Act as the main interlocutor between WFP stakeholders and the ET throughout the evaluation and generally facilitate communication and promote stakeholders' participation throughout the evaluation process.
- Support the evaluation team by orienting members on WFP, EQAS and the evaluation requirements; providing them with relevant documentation and generally advising on all aspects of the evaluation to ensure that the evaluation team is able to conduct its work.
- Ensure that the evaluation proceeds in line with EQAS, the norms and standards and code of conduct of the profession and that quality standards and deadlines are met.
- Ensure that a rigorous and objective quality check of all evaluation products is conducted ahead of submission to WFP. This quality check will be documented and an assessment of the extent to which quality standards are met will be provided to WFP.
- Provide feedback on the evaluation process as part of an evaluation feedback e-survey.

6.3 Evaluation Conduct

37. The ET will conduct the evaluation under the direction of the EM. The team will be hired by the company following agreement with OEVS on its composition.

38. **Team composition.** The evaluation team is expected to include 4 members, including the team leader and 3 international and national evaluators. It should include women and men of mixed cultural backgrounds and Pakistani(s). Past WFP experience would be an asset.

39. The estimated number of days is expected to be in the range of 50-60 for the team leader; 40-50 for the international evaluator(s) and 30-35 for the national evaluator(s).

40. **Team competencies.** The team will be multi-disciplinary and include members who together include an appropriate balance of expertise and practical knowledge in the following areas as they relate to food security / food assistance (listed in order of priority):

- Nutrition;
- Disaster risk management and reduction;
- Cash programming;
- Social protection and safety nets (linkages with nutrition and school feeding interventions);
- Capacity development (in particular for food security analysis and emergency preparedness);
- Gender expertise / good knowledge of gender issues.

41. All team members should have strong analytical and communication skills; evaluation experience and familiarity with the country or region.

42. The team members need to be fluent in English, both orally and in writing.

43. **The Team leader** will have technical expertise in one of the technical areas listed above as well as expertise in designing methodology and data collection tools and demonstrated experience in leading similar evaluations. She/he will also have leadership and communication skills, including a track record of excellent English writing and presentation skills.

44. Her/his primary responsibilities will be: i) defining the evaluation approach and methodology; ii) guiding and managing the team; iii) leading the evaluation mission and representing the evaluation team; iv) drafting and revising, as required, the inception package, aide memoire and evaluation report in line with EQAS; and v) provide feedback to OEV on the evaluation process as part of an evaluation feedback e-survey.

45. **The team members** will bring together a complementary combination of the technical expertise required and have a track record of written work on similar assignments.

46. Team members will: i) contribute to the methodology in their area of expertise based on a document review; ii) conduct field work; iii) participate in team meetings and meetings with stakeholders; iv) contribute to the drafting and revision of the evaluation products in their technical area(s); and v) provide feedback on the evaluation process as part of an evaluation feedback e-survey.

7. Roles and Responsibilities of WFP Stakeholders

47. **The Country Office.** The CO management will be responsible to:

- Assign a focal point for the evaluation. Carl Paulsson, Head of Programme & Operations will be the CO focal point for this evaluation.
- Provide the evaluation manager and team with documentation and information necessary to the evaluation; facilitate the team's contacts with local stakeholders; set up meetings, field visits; provide logistic support during the fieldwork; and arrange for interpretation, if required.
- Participate in discussions with the evaluation team on the evaluation design and on the operation, its performance and results and in various teleconferences with the evaluation manager and team on the evaluation products.
- Organise and participate in two separate debriefings, one internal and one with external stakeholders.
- Comment on the TORs and the evaluation report and prepare a management response to the evaluation.
- Provide feedback to OEV on the evaluation process as part of an evaluation feedback e-survey.

48. **The Regional Bureau.** The RB management will be responsible to:

- Assign a focal point for the evaluation. Yukako Sato, Regional M&E Adviser will be the RB focal point for this evaluation.
- Participate in discussions with the evaluation team on the evaluation design and on the operation, its performance and results. In particular, the RB should participate in the evaluation debriefing and in various teleconferences with the evaluation manager and team, as required.
- Provide comments on the TORs and the evaluation report.
- Coordinate the management response to the evaluation and track the implementation of the recommendations.
- Provide feedback to OEV on the evaluation process as part of an evaluation feedback e-survey.

49. **Headquarters.** Some HQ divisions might, as relevant, be asked to discuss WFP strategies, policies or systems in their area of responsibility and to comment on the evaluation TOR and report.

50. **The Office of Evaluation.** OEV is responsible for commissioning the evaluation and Julie Thoulouzan, Evaluation Officer is the OEV focal point. OEV's responsibilities include to:

- Set up the evaluation including drafting the TOR in consultation with concerned stakeholders; select and contract the external evaluation company; and facilitate the initial communications between the WFP stakeholders and the external evaluation company.
- Enable the company to deliver a quality process and report by providing them with the EQAS documents including process guidance, content guides and templates as well as orient the evaluation manager on WFP policies, strategies, processes and systems as required.
- Comment on the evaluation report and submit the final evaluation report to an external post-hoc quality review process to independently report on the quality, credibility and utility of the evaluation and provide feedback to the evaluation company accordingly.
- Publish the final evaluation report on the WFP public website and incorporate findings into an annual synthesis report, which will be presented to WFP's Executive Board for consideration.
- Conduct an evaluation feedback e-survey to gather perceptions about the evaluation process and the quality of the report to be used to revise the approach, as required.

8. Communication and budget

8.1. Communication

51. Issues related to language of the evaluation are noted in sections 6.3 and 5, which also specifies which evaluation products will be made public and how and provides the schedule of debriefing with key stakeholders. Section 7 paragraph 50 describes how findings will be disseminated.

52. To enhance the learning from this evaluation, the evaluation manager and team will also emphasize transparent and open communication with WFP stakeholders. Regular teleconferences and one-on-one telephone conversations between the evaluation manager, team and country office focal point will assist in discussing any arising issues and ensuring a participatory process.

8.2. Budget

53. **Funding source:** The evaluation will be funded in line with the WFP special funding mechanism for Operations Evaluations (Executive Director memo dated October 2012). The cost to be borne by the CO will be established by the WFP Budget & Programming Division (RMB).

54. **Budget:** The budget will be prepared by the company (using the rates established in the LTA and the corresponding template) and approved by OEV. For the purpose of this evaluation the company will:

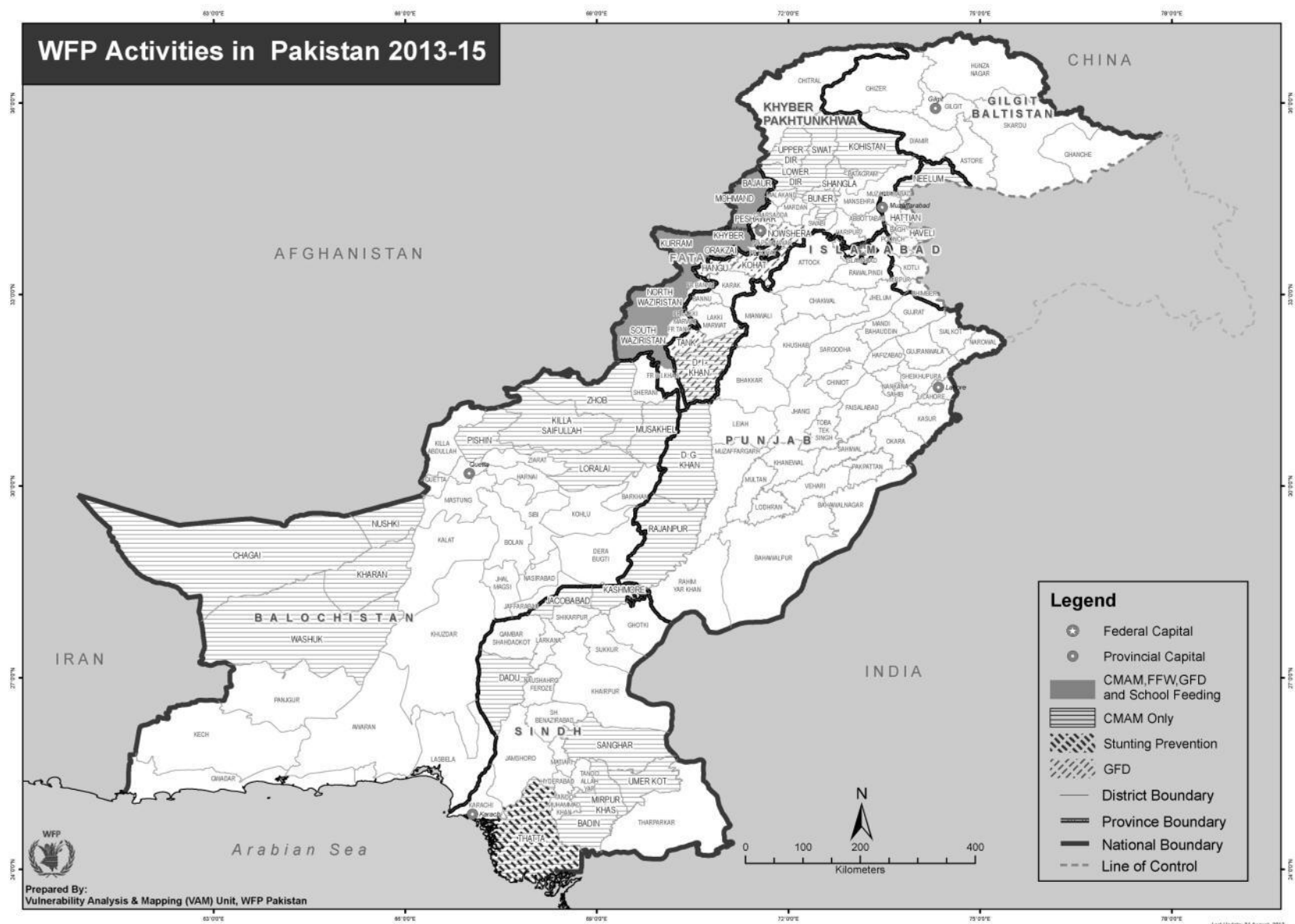
- Use the management fee corresponding to a large operation.
- Take into account the planned number of days per function noted in section 6.3.
- Not budget for domestic travel except for domestic flights (estimated at US\$1,230 per person).

Please send queries to Please send queries to Julie Thoulouzan, Evaluation Officer:

Email: Julie.thoulouzan@wfp.org

Phone number: + 39 06 65 13 35 04

Annex 1: Map



Annex 2: Evaluation timeline

[illegible]

Acronyms

BR	Budget Revision
ALNAP	Active Learning Network for Accountability and Performance in Humanitarian Action
CO	Country Office (WFP)
DAC	Development Assistance Committee
EB	(WFP's) Executive Board
EQAS	Evaluation Quality Assurance System
EM	Evaluation manager
ER	Evaluation Report
ET	Evaluation Team
HQ	Headquarters (WFP)
IP	Inception Package
LTA	Long-Term Agreement
MDG	Millennium Development Goals
M&E	Monitoring and Evaluation
Mt	Metric Ton
NGO	Non-Governmental Organisation
OEV	Office of Evaluation (WFP)
OpEv	Operation Evaluation
RB	Regional Bureau (WFP)
TOR	Terms of Reference
UN	United Nations
UNCT	United Nations Country Team
UNEG	United Nations Evaluation Group
WFP	World Food Programme