



EVALUATION QUALITY ASSURANCE SYSTEM

Office Of Evaluation

Measuring Results, Sharing Lessons

[FINAL, 8 OCT. 2013]

TERMS OF REFERENCE

OPERATION EVALUATION

PHILIPPINES PROTRACTED RELIEF AND RECOVERY OPERATION **200296**

“SUPPORT FOR RETURNEES AND OTHER CONFLICT-AFFECTED HOUSEHOLDS IN CENTRAL MINDANAO, AND NATIONAL CAPACITY DEVELOPMENT IN DISASTER PREPAREDNESS AND RESPONSE”

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1. Introduction

1. These Terms of Reference (TOR) are for the evaluation of the Philippines protracted relief and recovery operation (PRRO) 200296 “Support for Returnees and other Conflict-Affected Households in Central Mindanao, and National Capacity Development in Disaster Preparedness and Response”. This evaluation is commissioned by the WFP Office of Evaluation (OEV) and will take place from October 2013 to March 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 12 Operations Evaluations (OpEvs) in 2013; 24 in 2014 and up to 30 in 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 Philippines PRRO 200296 “Support for Returnees and other Conflict-Affected Households in Central Mindanao, and National Capacity Development in Disaster Preparedness and Response” for an independent evaluation. In particular, the evaluation has been timed to ensure that findings can feed into future decisions on programme design. The current PRRO 200296 is due to end in April 2014 but will be extended until December 2014. The CO plans to prepare a new PRRO which will be submitted to the June Executive Board session and will start in January 2015.

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	
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	The Government has a direct interest in knowing whether WFP activities in the country are aligned with its priorities, harmonised with the action of other partners and meet the expected results. Issues related to capacity development, handover and sustainability will be of particular interest. Various ministries are partners in the design and implementation of WFP activities, including the Department of Social Welfare and Development, Department of Agriculture, Department of Agrarian Reform, Department of Environment and Natural Resources, the Department of Health, Department of Education, Department of Interior and Local Government, Department of Science and Technology and the National Disaster Risk Reduction and Management Council (NDRRMC) and Provincial and Municipal Disaster Risk Reduction and Management Offices.
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. 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.

Private sector	Several private sector partners have been providing support to WFP interventions in the Philippines, particularly for the school feeding activities in Central Mindanao. The National Ambassador against Hunger Ms. K.C. Concepcion has been instrumental in raising awareness and also linking private sector and individuals to support WFP operation in the Philippines.
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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 of strategic guidance, programme support and oversight, the RB is also expected to use the evaluation findings as well as the office responsible for support to RBs under the Chief Operating Officer.
- OEV will use the evaluation findings to feed into an annual synthesis report of all OpEvs and will reflect upon the evaluation process to refine its OpEv approach, as required.
- The Government at central and local levels may use the evaluation findings to guide the strengthening of its social protection, productive safety nets, disaster preparedness, mitigation and response mechanisms.

3. Subject of the Evaluation

9. The Philippines is a lower-middle-income country ranking 114th of 187 countries in the 2012 human development index. Despite improved economic growth and a strong financial capacity, the country faces several challenges, including rapid urbanisation with rising poor population, high population growth, and high levels of undernutrition and micronutrient deficiencies. The long-running conflict between the Government and separatists in Mindanao has claimed the lives of 150,000 people, displaced 2 million, undermined livelihoods and access to services and perpetuated the cycle of poverty and food insecurity. In addition, violent family feuds are common in Mindanao and have caused significant temporary displacements and losses of household and productive assets. The Philippines is also one of the most disaster-prone countries in the world, ranking ninth in the World Bank list of natural disaster hotspots. The Government has prioritized disaster risk reduction, but gaps in disaster risk management and response remain at the national and local levels, as revealed during tropical storm Washi in December 2011, and typhoon Bopha in December 2012.
10. WFP's interventions in the Philippines are aligned with the Philippines Development Plan 2012–2016, which supports the Government's peace and development framework, and with the United Nations Philippines (Mindanao) Humanitarian Action Plan (2012) for integrated assistance for conflict-affected communities. The operation is supported by the Government, which has pledged in-kind and cash resources through an expanded partnership.
11. This operation follows PRRO 200131 with a view to supporting the recovery of the livelihoods of food-insecure communities affected by conflict in Central Mindanao and to increase their resilience to shocks, thus contributing to peace building. WFP provides targeted support through cash/food for assets (C/FFA), cash/food for training, school feeding and nutrition interventions. The PRRO also intends to develop the capacities of national and local actors to improve disaster preparedness and response. A small contingency stock of rice and high-energy biscuits was originally included for immediate disaster response. A first budget revision expanded the geographical coverage of the PRRO to i) scale up nationwide the Disaster Preparedness and Response (DPR) capacity development activities with an additional focus on climate change adaptation (CCA), and ii) provide early recovery assistance (through FFA and school feeding) to

over 100,000 beneficiaries affected by tropical storm Washi in northern Mindanao (Sendong area). A second budget revision significantly scaled up the PRRO interventions in order to respond to Typhon Bopha that struck the country in December 2012 (particularly eastern Mindanao).

12. The project document including the project logframe, related amendments (Budget revisions) and the latest resource situation are available by clicking [here](#).² The key characteristics of the operation are outlined in table two below:

Table 2: Key characteristics of the operation

Approval	The operation was approved by the Executive Board in February 2012																							
Duration	2 years (01 May 2012 to 30 April 2014)																							
Amendments	<p>There have been 2 amendments to the initial project document.</p> <p>BR1 (June 2012): Scaled up the Disaster Preparedness and Response capacity development activities originally envisaged, and expanded the geographical coverage of the PRRO to provide early recovery assistance (through FFA) to over 100,000 beneficiaries affected by tropical storm Washi in northern Mindanao (Sendong area), who had been provided relief assistance under the previous PRRO. Resulted in a total budget increase of US\$4.1million.</p> <p>BR2 (January 2013): to expand geographical coverage of the PRRO, by providing emergency food assistance and cash and vouchers transfers to 400,000 people affected by the typhoon Bopha. Resulted in a total budget increase of US\$19.8 million.</p>																							
Planned beneficiaries	<u>Initial:</u> 977,112	<u>Revised:</u> 1,480,112																						
Planned food requirements	<u>Initial:</u> In-kind food: 38,947 mt Cash and vouchers: US\$2 million	<u>Revised:</u> In-kind food: 56,072 mt Cash and vouchers: US\$2 million																						
% of planned beneficiaries by activity*		% of planned food requirements by activity*																						
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* As per original project.																								

² From WFP.org – Countries – Philippines – Operations or <http://www.wfp.org/node/3497/3770/32617>

Main Partners	<u>Government:</u> Department of Social Welfare and Development, Department of Agriculture, Department of Agrarian Reform, Department of Environment and Natural Resources, the Department of Health, Department of Education, Department of Interior and Local Government, Department of Science and Technology and the National Disaster Risk Reduction and Management Council (NDRRMC) and Provincial and Municipal Disaster Risk Reduction and Management Offices	<u>UN:</u> FAO, UNDP, UNFA, UN HABITAT, UNHCR, UNICEF	<u>NGOs:</u> International: 3 (Community and Family Services International, Helen Keller International) National: 17
US\$ requirements	<u>Initial:</u> US\$49 million		<u>Revised:</u> US\$72.9 million
Contribution level (by September 2013)	The operation received US\$58.7 million; i.e. 78% of the total US\$ requirements.		
Top five donors (by September 2013)	USA (27% of total donations); Philippines (16%); European Commission (16%); Australia (6%), and Multilateral (4%)		

13. Table three below summarizes the operation’s specific objectives and corresponding activities:

Table 3: Objectives and activities

	Corporate Strategic objectives*	Operation specific objectives	Activities
MDGs 1,2,3,4,5,7	Strategic Objective 1	Reduce moderate acute malnutrition (MAM) among children aged 6–59 months and pregnant and lactating women (PLW)	<ul style="list-style-type: none"> • Prevention and treatment of moderate acute malnutrition (MAM) among children aged 6–59 months • Prevention of acute malnutrition among PLW
	Strategic Objective 2	Increase disaster preparedness and response capacity at national, provincial and local level	<ul style="list-style-type: none"> • providing technical support for local governments implementing small-scale disaster-mitigation projects; • enhancing planning for national and local preparedness and response capacities through training and the sharing of best practices; • strengthening the food security cluster; and • enhancing the preparedness capacity of the country office with a contingency food stock for immediate disaster response
	Strategic Objective 3	<p>Ensure adequate food consumption over assistance period for targeted returnee and other food-insecure households</p> <p>Increase access to productive assets for food-insecure households</p> <p>Enhance livelihood skills of food-insecure households</p> <p>Support the enrolment and continued attendance of schoolchildren in remote areas</p>	<ul style="list-style-type: none"> • FFA/CFA • Skills training (FFT/CFT) • On-site school feeding

* As per WFP Strategic Plan (2008-2013). The logframe will be realigned to WFP new Strategic Plan (2014-2018) in the coming months.

4. Evaluation Approach

4.1. Scope

14. **Scope.** The evaluation will cover PRRO 200296 including all activities and processes related to its formulation, implementation, resourcing, monitoring, evaluation and reporting relevant to answer the evaluation questions. As such, the period covered by this evaluation spans from the PRRO formulation (mid-2011) to October 2013, when the evaluation will start.
15. Following the typhoon Bopha, which struck eastern areas of Mindanao in December 2012, WFP used the existing PRRO to facilitate a more timely response to the needs of 400,000 people affected by the typhoon. The PRRO geographical coverage was expanded to include additional provinces in eastern Mindanao. While the interventions envisaged under this expansion were in line with the original objectives of the PRRO of ensuring adequate food consumption and reducing acute malnutrition, such a large scale relief response had not been initially anticipated under the PRRO. Therefore, the response to the typhoon Bopha in eastern Mindanao will be considered by the evaluation to the extent it affected the performance of the interventions originally envisaged under the PRRO in Central Mindanao, but the results of this specific intervention will not be evaluated.

4.2. Evaluation Questions

16. 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:

- Are appropriate to the needs of the food insecure population.
- Are coherent with relevant stated national policies, including sector policies and strategies and seek complementarity with the interventions of relevant humanitarian and development partners.
- Are coherent with WFP strategies, policies and normative guidance.

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;
- the extent to which the outputs led to the realisation of the operation objectives as well as to unintended effects;
- how different activities of the operation dovetail and are synergetic with what other actors are doing to contribute to the overriding WFP objective in the country.
- The efficiency of the operation and the likelihood that the benefits will continue after the end of the operation;
- How effective has been WFP's resource mobilisation strategy not only in generating resources for the PRRO, but also leveraging resources from the Government and other partners as multipliers, thus contributing to sustainability and handing over strategies?

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. How has the CO been able to position itself as a partner at various levels?

- Externally (factors outside WFP's control): the external operating environment; the funding climate; external incentives and pressures; etc.

17. Throughout the evaluation and in making recommendations, the evaluation team should give: i) due consideration to the unique context of the Philippines; and ii) special consideration to the concerns of the CO, ensuring to include forward considerations and lessons that would lead to programme enhancements as part of the design of the next phase of the PRRO. Notably, the evaluation team should emphasize the following components that the CO expects to be most prominent in future interventions:

- Food and nutrition support to conflict-affected households in Central Mindanao; and,
- DPR/CCA capacity building nationwide (mostly in northern part of the country).

4.3 Evaluability Assessment

18. 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.

19. 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, an external evaluation of the previous PRRO 200131 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.

20. 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. Several baseline reports are available: The Philippine Food and Nutrition Security Atlas (PFNSA) dated March 2012 provides a political and physical map of an initial analysis of trends and the most recent available data of selected determinants of food security and malnutrition, including food production and imports, economic access to food, food consumption and utilization and relevant social parameters. An Integrated Food Security Phase Classification (IPC) exercise was facilitated by FAO and WFP end-2012. In early 2013, WFP also undertook a baseline survey for a project supported by the European Union in Central Mindanao.³ Regular reports from the food security monitoring system (FSMS), monitoring reports as well as annual standard project reports (SPRs) detail achievement of outputs and outcomes thus making them evaluable against the stated objectives.

21. However, answering question two is likely to pose some challenges owing in part to data gaps in relation to efficiency.

22. 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.

23. Furthermore, security issues in Central Mindanao may pose a challenge to field visits and the applicable security measures will be followed.

³ Report available [here](#).

4.4. Methodology

24. 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. In particular, the sampling technique to select field visit sites will need to demonstrate impartiality and participatory methods will be emphasised with the main stakeholders, including the CO.
 - 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;
 - Be synthesised in an evaluation matrix, which should be used as the key organizing tool for the evaluation.

4.5. Quality Assurance

25. 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.
26. 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.
27. The evaluation company is ultimately responsible for the 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.
28. OEV will also subject the evaluation report to an external post-hoc quality assurance review to report independently on the quality, credibility and utility of the evaluation in line with evaluation norms and standards.

5. Phases and deliverables

29. Table four below highlights the main activities of the evaluation, which will unfold in five phases.

Table 4: Activities, deliverables and timeline by evaluation phase

Entity responsible	Activities	Key dates
PHASE 1 – PREPARATION		
OEV	Desk review, consultation and preparation of TOR	September
CO / RB	Stakeholders comments on TOR	26-30 Sept 2013
OEV	❖ Final TOR	1 Oct 2013
OEV	Evaluation company selection and contracting	11 Oct 2013
PHASE 2 – INCEPTION		
OEV	Management hand-over to the EM (including briefing on EQAS, expectations and requirements for the evaluation).	14-17 Oct 2013
EM	Evaluation team briefing on EQAS, expectations and requirements for the evaluation.	18-21 Oct 2013
ET	Desk review, initial consultation with the CO/RB, drafting of the Inception Package (including methodology and evaluation mission planning)	22 Oct – 7 Nov 2013
EM	Quality Assurance of the Inception Package	8 Nov 2013
EM	❖ Final Inception Package	11 Nov 2013
PHASE 3 – EVALUATION MISSION		
CO	Preparation of the evaluation mission (including setting up meetings, arranging field visits, etc)	Nov 2013
ET	Introductory briefing	18 Nov 2013
ET	Interviews with key internal and external stakeholders, project site visits, etc	18 Nov – 5 Dec 2013
ET	Exit debriefing / workshop	5 Dec 2013
ET	❖ Aide memoire	5 Dec 2013
PHASE 4 – REPORTING		
ET	Evaluation Report drafting	5 Dec – 9 Jan 2014
EM	Quality Assurance of draft Evaluation Report	10-16 Jan 2014
EM	❖ Draft Evaluation Report	16 Jan 2014
CO/RB/OEV	Stakeholders comments on Evaluation Report	17-31 Jan 2014
EM	Comments matrix	3-5 Feb 2014
ET	Revision of the Evaluation Report	6-14 Feb 2014
EM	❖ Final Evaluation Report	17 Feb 2014
EM	❖ Evaluation brief	21 Feb 2014
PHASE 5 – FOLLOW-UP		
RB	Coordination of the preparation of the Management Response	17 Feb 2014
	❖ Management Response	28 Feb 2014
OEV	Post-hoc Quality Assurance	TBD
OEV	Publication of findings and integration of findings into OEV's lessons learning tools.	Upon completion
OEV	Preparation of annual synthesis of operations evaluations.	June 2014

30. **Deliverables.** The evaluation company will be responsible for producing as per the timeline presented in table 4 above the following deliverables in line with the EQAS guidance and following the required templates:

- **Inception package (IP)** – This package focuses on methodological and planning aspects and will be considered the operational plan of the evaluation. It will present a preliminary analysis of the context and of the operation and present 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 timeline for stakeholders’ consultation.
- **Aide memoire** – This document (powerpoint presentation) will present the initial analysis from the data stemming from the desk review and evaluation mission and will support the exit-debriefing at the end of the evaluation phase.
- **Evaluation report (ER)** – The evaluation report will present the findings, conclusions and recommendations of the evaluation. 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 provided on what changes can be made to enhance the achievements of objectives and will include forward considerations to inform the design of the next phase of the PRRO. 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.
- **Evaluation brief** – A two-page brief of the evaluation will summarise the evaluation report and serve to enhance dissemination of its main findings.

31. These deliverables will be drafted in English. The evaluation TOR, report, management response and brief will be public and posted on the WFP External Website (wfp.org/evaluation). The other evaluation products will be kept internal.

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 evaluation manager and the evaluation team 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 Evaluation Manager 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 OEV 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 a 360 assessment of the evaluation.

6.3 Evaluation Conduct

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

38. **Team composition.** The evaluation team is expected to include 3 members, including the team leader. It should include women and men of mixed cultural backgrounds and nationals of the Philippines. The need for local interpreters should be considered.

39. **Team competencies.** The team will be multi-disciplinary and include members who together include an appropriate balance of expertise and practical knowledge in:

- Food security
- Nutrition
- Disaster preparedness and response
- Capacity development/institutional capacity

40. All team members should have strong analytical and communication skills; evaluation experience and familiarity with the country or region as well as with middle-income countries.

41. **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.

42. Her/his primary responsibilities will be: i) defining the evaluation approach and methodology; ii) guiding and managing the team during the evaluation process; iii) leading the evaluation mission and representing the evaluation team in meetings with stakeholders; 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 a 360 assessment of the evaluation.

43. **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.

44. Team members will: i) contribute to the design of the evaluation 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 a 360 assessment of the evaluation.

7. Roles and Responsibilities of WFP Stakeholders

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

- Assign a focal point for the evaluation to liaise with the OEV focal point during the preparation phase and with the company evaluation manager thereafter. Dipayan Bhattacharyya (Head of CO Food Security unit) 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 and the exit briefing; provide logistic support during the fieldwork; and arrange for interpretation, if required.
- Participate in a number of discussions with the evaluation team on the evaluation design and on the operation, its performance and results. In particular, the CO should participate in the evaluation team briefing and debriefing (possibly done in the form of a workshop) and in various teleconferences with the evaluation manager and team on the evaluation products.
- Comment on the TORs and the evaluation report.
- Prepare a management response to the evaluation.
- Provide feedback to OEV on the evaluation process as part of a 360 assessment of the evaluation.

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

- Assign a focal point for the evaluation to liaise with the OEV focal point during the preparation phase and with the company evaluation manager thereafter, as required. Yukako Sato, Regional M&E Adviser will be the RB focal point for this evaluation. Samir Wanmali, Senior Regional Programme Adviser will be involved at key milestones.
- Participate in a number of 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 team debriefing (possibly done in the form of a workshop) and in various teleconferences with the evaluation manager and team on the evaluation products.
- 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 a 360 assessment of the evaluation.

47. **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. These include: Operations Department (OS), Policy, Programme and Innovation Division (OSZ), Emergency Preparedness (OME), Procurement Division (OSP), Logistics Division (OSL), Government Partnerships Division (PGG).

48. **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 and quality checklists as well as orient the evaluation manager on WFP policies, strategies, processes and systems as they relate to the operation being evaluated.
- Comment on, and approve, the evaluation report.
- Submit the evaluation report to an external post-hoc quality assurance 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 (together with its quality assessment) on the WFP public website and incorporate findings into an annual synthesis report, which will be presented to WFP's Executive Board for consideration as well as in other lessons-learning platforms, as relevant.
- Conduct a 360 assessment (based on an 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

49. 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 48 describes how findings will be disseminated.

50. 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

51. **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, if applicable, will be established by the WFP Budget & Programming Division (RMB).

52. **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 small operation. Internal flight travel should also be budgeted for (at US\$255 each).

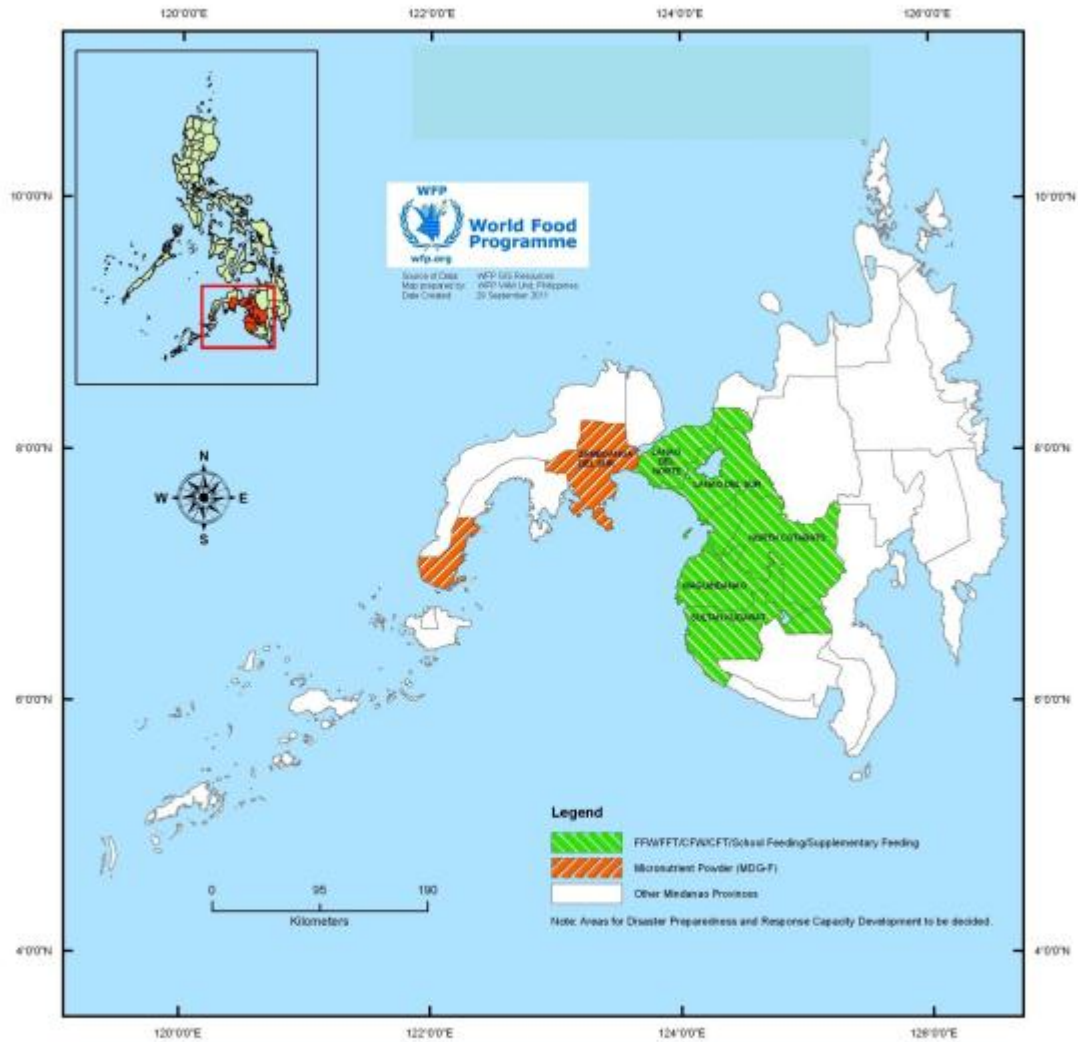
Please send queries to Julie Thoulouzan, Evaluation Officer:

Email: Julie.thoulouzan@wfp.org

Phone number: + 39 06 65 13 35 04.

Annex 1: WFP programme areas in the Philippines (as per original document)

AREAS OF OPERATION PRRO 200296

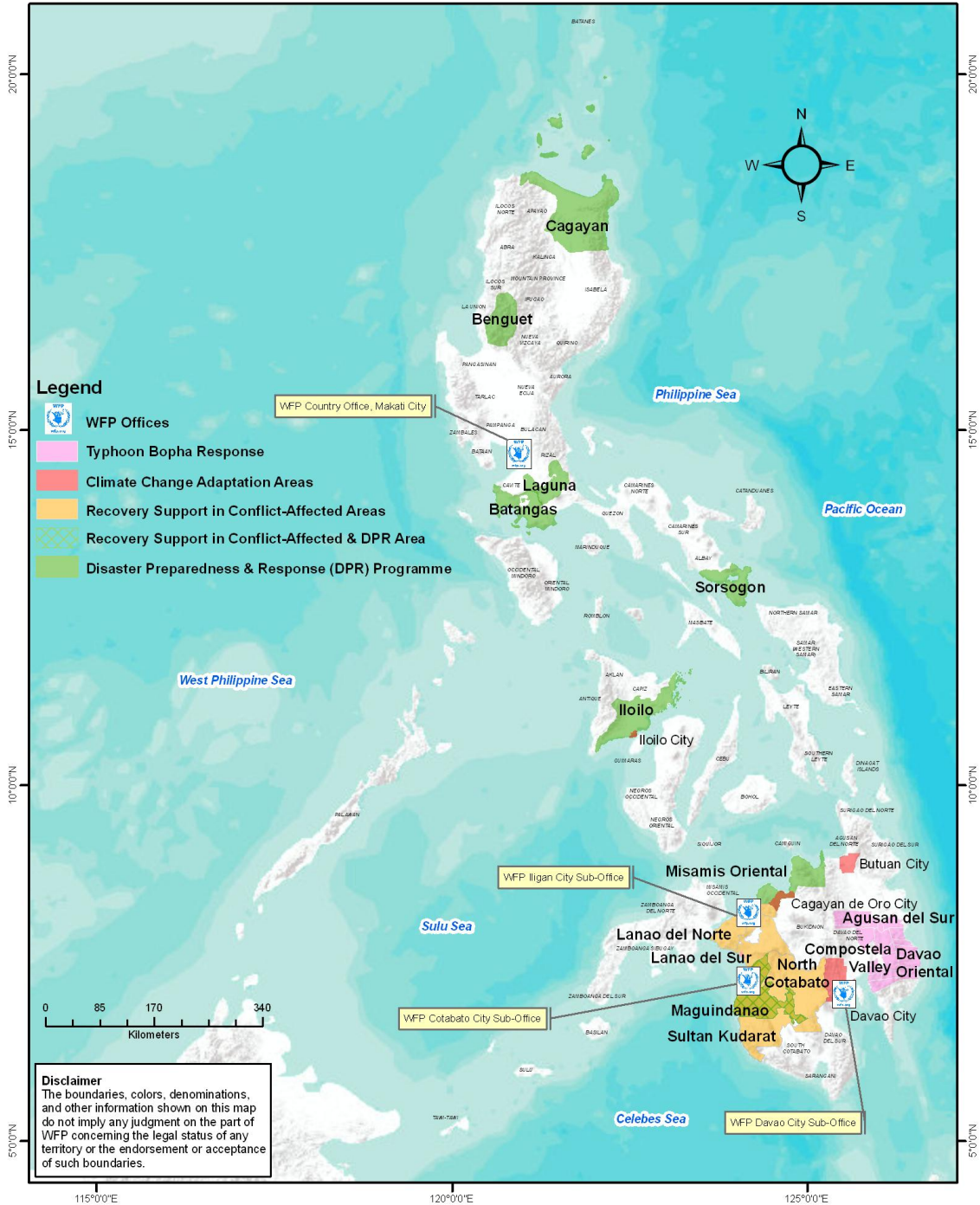


The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of the World Food Programme (WFP) concerning the legal status of any country, territory, city or area or of its frontiers or boundaries.

Annex 2: WFP programme areas in the Philippines (as of October 2013)



WFP Programme Areas in the Philippines



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
NGO	Non-Governmental Organisation
MDG	Millennium Development Goals
M&E	Monitoring and Evaluation
Mt	Metric Ton
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