

# Evaluation Terms of Reference



## SUMMARY TERMS OF REFERENCE

### Evaluation of WFP's Policy on Humanitarian Protection

Policy Evaluations focus on a WFP policy, guidance, arrangements, operations and activities that are in place to implement it. They evaluate the quality of the policy, its results, and seek to explain why and how these results occurred.

#### Subject and Scope of the Evaluation

The **2012 WFP Humanitarian Protection Policy** and its subsequent 2014 update set out the framework and policy direction for the integration of humanitarian protection in WFP's work and for increasing WFP's awareness and consideration of the rights and protection situations of the people it assists. The Policy aimed to ensure that crisis-affected people are not exposed to further harm as a consequence of WFP programmes, and that food assistance contributes to the protection of beneficiaries, particularly marginalized and disenfranchised groups.

The evaluation will cover the policy implementation period from 2012 to mid-2017 and its related implementation arrangements (organizational frameworks, systems, guidance, processes and capacities, etc.). It will assess the quality of WFP's policy framework and the results achieved since the policy adoption as well as identify factors within and beyond the control of WFP that enable or constrain its implementation. In doing so, the evaluation scope will not consider: i) the safety of WFP staff and operations; ii) access negotiations; iii) partnerships other than cooperating/ implementing partners; general adherence of partners to principles.

#### Objectives, Rationale and Users of the Evaluation

Evaluations serve the dual objectives of accountability and learning. This evaluation will assess the quality and results of the 2012 Humanitarian Protection Policy, of the associated guidance, approach and activities to implement it, as well as the 2014 update on its implementation. It will also determine the reasons why certain changes occurred or not to draw lessons, derive good practices and pointers for learning.

Following preliminary consultations during the scoping exercise, WFP stakeholders at country, regional and HQ level are expected to be involved in all phases of the evaluation process. The main internal users of the evaluation are WFP Country Offices and national-level partners who may use the results to inform decision-making and provide accountability; the Policy and Programme Division, WFP Executive Board and Executive Management Group, Gender Office, Regional Gender Advisers and Regional Humanitarian Advisers.

This policy evaluation responds to the mandatory policy evaluation requirements embedded in the WFP Policy Formulation EB.A/2011/5-B document which states that any WFP policy will be evaluated within 4-6 years of its approval. It is also particularly timely and relevant in the light of the adoption of the Sustainable Development Goals, WFP Commitments to Agenda 2030, recent World Humanitarian Summit outcomes, and the 2016 NY Declaration.

#### Key Evaluation Questions

The evaluation will address the following three key questions:

**Question 1: What is the quality of the Policy and associated guidance?** The evaluation will compare the policy and its provisions, as articulated, with international good practice, practice of comparators and partners, and other benchmarks to understand whether WFP's policy framework, from its outset, was geared towards attaining best results.

**Question 2: What were the results of the Policy?** The evaluation will collect information and data on results that can plausibly be associated with the policy and arrangements to implement it. The evaluation will generate the changes observed

in the field in order to establish plausible associations between these occurrences and the stated policy and its implementation measures. In so doing, it will specifically look at the areas of advocacy, AAP, PSEA, protection in cash-based transfer programmes and urban settings, WFP's M&E and reporting systems.

**Question 3: Why has the Policy produced the results that have been observed?** The evaluation will generate insights into factors that influenced and/or explain the observed results, internal factors associated with the way in which the policy was developed and its implementation arrangements, and contextual and external factors.

## Methodology

The evaluation will employ relevant internationally agreed evaluation criteria including those of relevance, coherence (internal and external), effectiveness, and connectedness. It will use a mixed methods approach and be highly participatory with a strong focus on affected people.

The methodology will build on the logic of the policy and its objectives, specify how gender and other structural socio-economic factors will be addressed, take into account the limitations to evaluability and build on and refine identified key risks and appropriate management measures.

Document review, data analysis, perception surveys and interviews will be the main form of data collection, and up to 6 in-depth country desk studies and 6 desk reviews will be undertaken, impartially selected by the evaluation team during the inception phase. The evaluation will also build on all centralized evaluations (and corresponding management responses) which have taken place since the policy approval.

## Roles and Responsibilities

**Evaluation Team:** The evaluation will be conducted by a team of external consultants. The team will have a strong evaluation background, understanding of protection in complex humanitarian crises and expertise in gender, AAP, and food assistance programming.

**OEV Evaluation Manager:** The evaluation is managed by the WFP Office of Evaluation (OEV) with Mrs. Gabrielle Duffy as the Evaluation Manager.

**Stakeholders:** WFP stakeholders at country, regional and headquarters levels are expected to engage with the evaluation process as required e.g. discuss the programme, its performance and results with the team, provide information necessary to the evaluation, facilitate the evaluation team's contact with stakeholders in selected countries, set up meetings and field visits, provide logistic support during the fieldwork and comment in a constructive manner on the evaluation products.

## Communications

An **internal reference group** (IRG), comprising WFP staff from key technical units, Regional Bureaux and Country Offices, will be substantially involved throughout the evaluation process. Discussion and feedback sessions are scheduled in each of the main phases of the evaluation.

An **external advisory group** will provide additional quality assurance at the preparation and inception phase and on the draft evaluation report.

The Evaluation Manager will draft a Summary Evaluation Report (SER), which summarizes the evaluation report's findings, key messages, conclusions and recommendations. The SER will be validated by the evaluation team.

The final evaluation report will be presented to WFP's Executive Board and made publicly available on WFP's website. Findings will be actively disseminated.

## Timing and Key Milestones

**Phase 1 – Inception Phase:** December 2016 – March 2017 (Inception Mission 16 – 20 January)

**Phase 2 – Evaluation Phase, including Fieldwork:** April – June 2017

**Phase 3 – Reporting:** July – December 2017

**Phase 4 – WFP Executive Board and follow-up:** December 2017 – February 2018



Full Terms of Reference are available at <http://www.wfp.org/evaluation> as are all Evaluation Reports and Management Responses.

For more information please contact the WFP Office of Evaluation at: [WFP.evaluation@wfp.org](mailto:WFP.evaluation@wfp.org)