Use this checklist to make sure that gender has been integrated throughout an evaluation.

### 1: Terms of Reference & Inception Reports

#### 1. General

- Do evaluation terms of reference systematically and explicitly refer to gender issues?
- Is gender integrated into the evaluation objectives, questions and results?
- Do the terms of reference require assessing programme impact on women and men (and girls and boys as applicable)?
- Do the terms of reference require assessing the impact of the programme on gender relations and contribution to gender equality?
- Do the terms of reference require the evaluation team to have gender expertise and experience?

#### 2. Context

- Does the context include gender analysis and its implications in relation to the subject under evaluation?
- Does the context include references to the WFP Gender Policy 2015-2020?
- Does the context include the contribution of gender equality to achieving sustainable food security and nutrition outcomes?

### 3. Stakeholders & Users of the Evaluation

- Does the stakeholder analysis identify the different groups and individuals, and their interests and concerns in the evaluation, with explicit reference to women and men (and girls and boys as applicable)?
- Does the evaluation involve women, men and their representative organisations?
- Does the evaluation affect women and men?

### 4. Key Evaluation Questions

- Do the evaluation questions seek information on whether gender dimensions have been integrated in the programme?
- Does the theory of change (strategy) incorporate gender dimensions?
- Are the evaluation questions worded in a gender sensitive manner and seek sex and age-disaggregated information?
• Does the evaluation examine the impacts of the programme in the lives of women, men, girls and boys separately?

• Does the evaluation examine the extent to which activities and outputs translated into gender equality outcomes?

• Does the evaluation examine the impacts of the programme in reducing (or increasing) gender inequalities?

• Does the evaluation examine if, and how, the programme results have been empowering for women, men, girls and boys?

• Does the evaluation examine how women and men stakeholders perceive the programme in terms of its costs, benefits, acceptability and practicality?

5. Methodology

• Does the methodology ensure collection of sex and age-disaggregated data?

• Do the evaluation methods and tools ensure that information will be collected from women and men (and girls and boys, as applicable)? Have the barriers to participation for different individuals and population groups been considered and addressed? For example, will women-only and men-only discussion groups be held? Is the timing of interviews and group discussions considerate of the roles and responsibilities of women and men?

• Will the evaluation methods and tools ensure that gender-related information (beyond sex-age-age-disaggregated data) is collected?

• Do the evaluation methods and tools ensure the privacy and confidentiality of the participants and the information they provide?

• Do the evaluation methods tools adhere to ethical codes of conduct?

• Has gender been integrated into all questionnaires, interview guides, focus group discussion guides etc.?

• Do the evaluation methods ensure that discriminatory practices and unequal power relations are not perpetuated?

6. Evaluation Team Composition

• Does the evaluation team include relatively equal numbers of women and men?

• Is the evaluation team culturally diverse?

• Do all the evaluation team have a sound understanding of gender issues and conducting gender-sensitive evaluations?

• Does at least one member of the evaluation team have gender expertise?

• Are all members of the evaluation team familiar with the gender issues related to the programme?
7. Communication

- Does the terms of reference state how the evaluation findings (e.g. report) will be shared with the diverse stakeholders, ensuring accessibility for women, men, girls and boys?

- Does the dissemination plan list the different communication channels that will be used to share, and obtain feedback from, women, men and their representative organisations?

2: Analysis & Reporting

- Has data / information been validated by cross-referencing the different sources?

- Are all (people-related) data and information disaggregated by sex and age?

- Is equal value given to the information, opinions and ideas provided by women, men and their organisations?

- Does the evaluation report systematically identify issues of significance for women, men, girls and boys?

- Does the evaluation report address the programme’s gender equality challenges and successes?

- Does the evaluation report include recommendations on strengthening gender equality – in process and outcomes?

- Have the implications of the evaluation recommendations for the different stakeholders been documented?

- Has the evaluation report been reviewed by gender specialists to ensure that all relevant gender issues have been addressed?

3: Dissemination & Use

- Has the evaluation report been shared with all programme stakeholders?

- Have meetings been held with internal (WFP staff) and external (e.g. cooperating partners, donors) stakeholders to discuss the evaluation conclusions and recommendations?

- Has feedback been received from women, men and their representative organisations? Has the feedback been acted upon?

- How are the evaluation findings informing the design and implementation of other WFP programmes?