**Service Request Form**

The Service Request Form is a word table that can be copied and pasted into the body of an email and then completed

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| **WFP Decentralized Evaluation Quality Support (DEQS) Service** | |
| **Service Request Form** | |
| The following section should be completed by the Evaluation Manager and returned to: [deqs@itad.com](mailto:deqs@itad.com) | |
| **Country Office/ HQ division** |  |
| **Regional bureau** |  |
| **What type of evaluation is it?** (Activity, Pilot, Thematic, Transfer Modality).  If it is a **joint** DE, please indicate it. |  |
| **What are the main areas covered by the evaluation?** e.g. school feeding, nutrition, climate adaptation and risk management, asset creation and livelihood support, smallholder agricultural market support, capacity strengthening, emergency preparedness, food assistance, gender equality, protection) |  |
| In which type of context is the evaluation being undertaken? (e.g. Development; emergency setting) |  |
| Please confirm that you have not been involved in the management (direct implementation) of the subject of evaluation |  |
| Please confirm that you have reviewed the draft deliverable against the relevant DEQAS Template and Quality Checklist and it adheres to standards |  |
| **Attachments**  For Draft IR Reviews - Please attach final TOR and completed TOR feedback form (if available)  For Draft ER Reviews - Please attach final TOR and final IR and completed IR feedback form (if available) |  |

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| For Itad use only | |
| **Reference number** (allocated by Itad) |  |
| **Date sent to reviewer** |  |
| **Date due back to WFP** |  |
| **Date returned to WFP** |  |