

# Evaluation Terms of Reference



## SUMMARY TERMS OF REFERENCE

### Evaluation of WFP's Policy on Humanitarian Principles and Access in Humanitarian Contexts

Policy Evaluations focus on a WFP policy, guidance, associated arrangements 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 **2004 WFP Policy Statement on Humanitarian Principles** defines WFP's core humanitarian principles (humanity, impartiality, neutrality, operational independence) and seven standards for WFP's humanitarian action (respect for the sovereignty, territorial integrity and unity of the State in which WFP is working; self-reliance; participation; capacity-building; coordination; accountability; and professionalism), which constitute normative and moral obligation for WFP, cooperating partners and staff. Their objective is to ensure more positive humanitarian outcomes and, at a minimum, to prevent assistance from causing further harm to affected populations.

The **2006 Policy Note on Humanitarian Access** defines access and notes that ensuring safe access requires sound situation analysis and security-risk management, adherence to international law and humanitarian principles of humanity, impartiality, neutrality and operational independence, coordination and partnerships among stakeholders, and advocacy at various levels.

The evaluation will cover the period from 2004 to 2017. To ensure that the evaluation delivers the greatest possible benefits while mitigating the identified risks, the overall scope will focus on WFP organizational frameworks, systems, guidance, processes and capacities.

It will assess the quality of WFP's policy framework including implementation measures; establish the extent to which WFP's approach to and application of the humanitarian principles affects its reputation; level of access; and staff and beneficiaries' exposure to security risks; and identify factors within and beyond the control of WFP that enable or constrain principled humanitarian action and access.

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

The evaluation will serve the objective of **accountability** by: i) assessing the level of awareness and understanding among staff members of WFP core humanitarian principles and principled access as well as determine whether WFP has appropriate capacities and processes for supporting complex decisions that may involve trade-offs or compromises; external perceptions of WFP's current commitment to humanitarian principles and ability to preserve a principled approach; and possible relationships between WFP's adherence to humanitarian principles, access level and staff and beneficiaries' exposure to security risks; ii) demonstrating whether and how WFP proactively addresses difficult and sensitive issues and follows up on its commitments to humanitarian principles; iii) assessing the quality and adequacy of WFP's policy framework.

It will ensure its **learning objective** by: i) strengthening WFP's ability to adhere to humanitarian principles and preserve principled action and access; ii) informing WFP's advocacy strategies; iii) refining operational guidance; iv) generating contributions to inter-agency learning and global debates.

Following preliminary consultations during the scoping exercise and evaluability assessment, WFP stakeholders at country, regional and headquarters level are expected to be involved in all phases of the evaluation process. The primary expected users are: i) WFP management, Advisory Group on Access and the Policy and Programme Division; ii) WFP Executive Board; iii) Donors supporting WFP, and iv) United Nations Humanitarian Country Teams as well as the IASC Reference Group on Principled Humanitarian Action.

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 policies adopted before 2011 are progressively included in OEV's work plan based on assessment of their continued relevance to WFP's work or potential to contribute to new policy development. It is also particularly timely due to the emphasis during the 2016 World Humanitarian Summit of the critical importance of Humanitarian Principles.

## Key Evaluation Questions

The evaluation will address the following three key questions:

**Question 1: What is the quality of the policies and associated guidance?**

**Question 2: What are the results of the policies?**

**Question 3: What are the most important enablers and constraints?**

## 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 methodological approach and articulate a theory of change at the inception stage.

Document review, data analysis, perception surveys and interviews will be the main form of data collection. Benchmarking will be used to situate WFP's policy framework within those of other UN humanitarian agencies.

The evaluation will follow a phased approach, starting with a confidential research and learning component which is considered essential in creating a safe and highly confidential space allowing staff involved in critical programmatic decisions and frontline access negotiations to exchange experiences and lessons and provide sensitive data and information. Building on this, the evaluation will systematically address the three main evaluation questions drawing from this pooled (and decontextualized) evidence base and examine factors enabling and constraining principled humanitarian action and access.

## Roles and Responsibilities

**Evaluation Team:** The evaluation will be conducted by a team of external consultants. The

team will have experience of humanitarian response in complex environments, humanitarian principles and access negotiations, and good interpersonal and quantitative data analysis skills.

**OEV Evaluation Manager:** The evaluation is managed by the WFP Office of Evaluation (OEV) with 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. provide information necessary to the evaluation; discuss the programme, its performance and results with the evaluation team; facilitate the contacts 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**, comprising WFP staff from key technical units, Regional Bureaux and Country Offices, will be substantially involved throughout the evaluation process. Regional learning events will be organised following the confidential staff interviews to allow Country Offices staff to share their experience, and a final global workshop will be organised to discuss findings, conclusions and recommendations.

An **external advisory group** will provide further quality assurance on the evaluation products with inputs at key stages in the evaluation process.

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

## Timing and Key Milestones

**Inception Phase:** December 2016 – April 2017

**Confidential Research and Learning:** May 2017 – August 2018 (including regional learning events)

**Evaluation Phase:** May 2017 – February 2018 (including country field visits)

**Reporting:** February 2018 – August 2018

**WFP Executive Board:** November 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)