Date



**Management Response from WFP [name of commissioning office] to the recommendations of the decentralized evaluation of [Subject of the evaluation] in [Country] ([publication reference/MIS code]) from [Start month/year] to [End month/year]**

Template

1. This document, finalized in [insert month and year], presents the management response to the recommendations of the evaluation [insert title of the evaluation].
2. The evaluation, which was commissioned by [put the name here, including partners if it is joint] covers [insert information on the scope of the evaluation]. The evaluation serves the dual purpose of accountability and learning and informed [elaborate on the objectives and intended use of the evaluation].
3. The evaluation made [XX] key recommendations with [Y] actions. The matrix sets out whether WFP agrees, partially agrees or disagrees with the recommendations and sub-recommendations. It presents the planned (or taken) actions, responsibilities and timelines.

| **Recommendations and related Sub-recommendations (Deadline)**  *[as per evaluation report – one (sub-) recommendation per row, deadline in brackets.]* | **Recommendation and Sub-Recommendation Lead (Supporting Offices/Divisions)**  *[Name of responsible WFP office/division (/possibly external stakeholder in the case of Joint Evaluation). Names of supporting WFP offices/divisions and/or external stakeholders if any in brackets.]* | **Management Response**  *[Is (sub-) recommendation Agreed, Partially agreed or Not agreed? If Partially agreed or Not agreed, provide a brief reason for this.]* | **Actions  to be taken**  *[Briefly state what action(s) will be taken to address each sub-recommendation – one action per row.]* | **Action Lead (Supporting Offices/Divisions)** *[Name of responsible WFP office/division/unit. Names of supporting WFP offices/divisions and/or external stakeholders if any in brackets.]* | **Action Deadline**  *[Month and year – not to exceed related (sub-)recommendation deadline.]* |
| --- | --- | --- | --- | --- | --- |
| ***Priority: High/Medium***  **Recommendation 1:** xyz **(Deadline)** |  |  | Not applicable | Not applicable | Not applicable |
| Sub-recommendation 1.1 xyz  (Deadline) |  |  | 1.1.1 |  |  |
| 1.1.2 Etc. |  |  |
| Sub-recommendation 1.2 xyz  (Deadline) |  |  | 1.2.1 |  |  |
| ***Priority: High/Medium***  **Recommendation 2:** xyz **(deadline)** |  |  | (For recommendations without sub recs, indicate the action(s) here.)  2.1.1 |  |  |
| 2.1.2 Etc. |  |  |