

[report number] **Insert publication reference as reported in MIS**

[name of commissioning office] **Insert name of commissioning office**

Date

**WFP EVALUATION**

Decentralized Evaluation Report

Evaluation Title
Period covered

# Key personnel for the evaluation

## [Name of commissioning office]

Evaluation Manager [Name of Evaluation Manager]

## Prepared by Insert name of the company and composition of the external evaluation team

[name, Team Leader]

[name, title of team member 1]

[name, title of team member etc]

# Acknowledgements

**First level Headers: Font Open Sans 24pt Extrabold**

**Running text: Font Open Sans 9pt**

**Suggested spacing: *before:* 6pt*, after*: 6pt. Suggested line spacing: single**

# Disclaimer

The opinions expressed in this report are those of the evaluation team, and do not necessarily reflect those of the World Food Programme. Responsibility for the opinions expressed in this report rests solely with the authors. Publication of this document does not imply endorsement by WFP of the opinions expressed.

The designation employed and the presentation of material in maps do not imply the expression of any opinion whatsoever on the part of WFP concerning the legal or constitutional status of any country, territory or sea area, or concerning the delimitation of frontiers.

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**Table of Contents body: Open Sans 9pt**

**Only above titles and additional titles following the same sequence (e.g. 1.4, 1.5, 1.6, 2.4, 2.5) to be included in Table of Contents.**

**Subsequent sub-headings below 1.1 level should NOT be numbered but can be font Open Sans 9pt bold**

**Length of main report: maximum 30,000 words (excluding Executive Summary and Table of Contents). Annexes should not exceed 40,000 words.**

# Lists of figures, boxes and tables

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**Ensure Table of Contents, List of Tables/Figures or Boxes are automatically, NOT manually generated.**

**To create the automatic lists of tables etc. use ‘References tab/Insert Caption’ Use the heading styles as per example ToC in this template to format your text.**

**Tables/Figures from the Executive Summary are NOT included in the List of Tables/List of Figures. Only Tables/Figures in the main body of the report should be listed.**

# Executive Summary

1. Nunc gravida purus nunc, nec fermentum nibh blandit porttitor. Praesent convallis urna suscipit, hendrerit eros eu, bibendum sem.

**The Executive Summary must not exceed 2,000 words.**

**Font Open Sans 9pt**

**Suggested spacing: *before:* 6pt*, after*: 6pt. Suggested line spacing: single**

**Text should be ‘aligned left’ throughout – including the footnotes.**

**Paragraph numbers start at 1. again in the main body of the report (i.e., para. numbering starts at 1. in the Executive Summary and re-starts again at 1. from Introduction until the end of the document.)**

**Page numbers in roman numerals (i,ii,iii) in the Executive Summary, starting from i.
Page numbers in latin numerals start again from 1 in the body of the report.**

# Chapter 1

1. Nunc gravida purus nunc, nec fermentum nibh blandit porttitor. Praesent convallis urna suscipit, hendrerit eros eu, bibendum sem.

**Running text: Font Open Sans 9pt**

**Suggested spacing: *before:* 6pt*, after*: 6pt. Suggested line spacing: single**

## 1.1.SUB HEADER Second level headers: Opens Sans 11 Extrabold, all caps

1. Integer et ex et odio laoreet iaculis sed ut dolor. Pellentesque felis magna, feugiat quis consectetur id,

# Annexes

**List and number all annexes in the order in which they are cited in the main text. Reference all Annexes in the main text. Core annexes are listed below. This is not an exhaustive list and additional relevant annexes may be included. They do not need however to include all working documents of the evaluation team. Annexes should not exceed 40,000 words.**

**Tables and Figures**

* **Ensure that tables are not 'broken' in two different pages. If the table is too large to fit on one page ensure table headings are repeated on subsequent pages.**
* **Ensure that numbers/texts in tables/graphs are readable**
* **Open Sans 9pt bold should be used for table/figure/box titles**
* **Open Sans 8pt should be used for footnotes and source references under a table/figure/box.**
* **Ensure correct table/figure alignment (see below examples)**
* **A table or figure must be placed immediately after the paragraph in which it is mentioned and should have a brief, accurate title.’. Number tables and figures separately, each in consecutive order. Titles and numbering should be generated by using the ‘Insert Caption’ in ‘References’.**

**[Example] table with correct alignment, title and source format:**

Table 1: WFP Portfolio Overview

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Project type | Number of operations | Requirements*(USD$)* | % of overall requirements  | WFP Strategic Objectives  | Activities |
| 2008­–2011 | IR-EMOP | 2 | 997 488 | 1 | 1 – Save lives and protect livelihoods in emergencies | GFD |
| EMOP\* | 2 | 47 411 984 | 59 | GFD, VGF and FFW |
| Special operation | 1 | 4 431 378 | 5 | Logistics augmentation |
| 2011–2013 | PRRO | 1 | 28 097 458 | 35 | 2 – Prevent acute hunger and invest in disaster preparedness and mitigation measures; 3 – Restore and rebuild lives and livelihoods; and | VGF, FFW, FFT and capacity development |
|  **TOTAL** | **6** | **80 938 308** | **100** |  |  |

*Source:* Standard Project Reports.,FFT: food for training, GFD: general food distribution, PRRO: protracted relief and recovery operation, VGF: vulnerable group feeding

**Footnotes and references**

* **In the body text the footnote number goes after the punctuation (not before).**
* **Footnotes should be brief, limited to providing references or extra information that would interrupt the flow of the body of the text.**
* **Open Sans 8pt should be used for footnotes and source references under a table/figure/box.**

**Additional requirements for McGovern-Dole Evaluations (only)**

* **Cover:** the photo must be set as ‘decorative’ in alternative text
* **Logo:** For McGovern-Dole Evaluations, the USDA logo must be included on the cover page, near the WFP ribbon in the white space.



* **Tables, Figures and Boxes:** For accessibility purposes, the tables and figures should also be set to “in-line with text”. This can be done by right clicking on the picture/table, going to “warp text” and then selecting “in line with text”. Additionally, alternative text should be incorporated.
* **Annex 6/ List of interviewees:**  Names of people interviewed should not be included, the position of the person can be included, along with their organisation, as long as it does not comprise personally identifiable information.

**Office of Evaluation**

**[Name of commissioning Office]**

**[Link to the website]**

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**WFP supplementary editorial standards for evaluation reports**

I

May 2023

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# 1. Main guidance

WFP Evaluation Office documents, publications and other written material follow the WFP editorial guidelines, available here: [**https://cdn.wfp.org/guides/editorial/**](https://cdn.wfp.org/guides/editorial/)

Building on the WFP editorial guidelines, the supplementary editorial guidelines contained here cover some common editorial points that are encountered in evaluation reports.

##  1.1 SENTENCES IN GENERAL

Avoid long, complicated sentences. Short, clear sentences convey meaning more effectively.

Do not pair two words where one will suffice. For example:

“… their relevance and significance to planning and implementation …”. The terms in italics have the same meaning, so one or the other will suffice. The meaning is clearer in “… their relevance to planning and implementation…“. The addition of a paired synonym does not strengthen a sentence; it weakens it.

Avoid the use of metaphors, where possible. They can be difficult to translate and difficult concepts for non-native speakers to understand.

Use the active voice over the passive whenever possible and try to use verbs rather than a string of nouns. For example, “The implementation and modification of the report is being undertaken by the Government.” can be written more clearly as “the Government is modifying and implementing the report.” (The second sentence shows a change from passive to active voice and uses verbs rather than a string of nouns)

Avoid using too many adjectives and adverbs. They can impede clarity, rather than add to it.

## 1.2 ANNEXES

Note that Annexes should be numbered in roman capital numerals I, II, III, etc. Further all references to the annexes in the principle report should also be in roman capital numerals.

## 1.3 FOOTNOTES AND BIBLIOGRAPHIES

The general guideline for footnotes is to keep them as brief as possible. We should use the Oxford style of referencing. The UN guidelines don’t have any specific rule that state a footnote shouldn’t be the Harvard style.

Footnotes should be brief, limited to providing references or extra information that would be out of context in the body of the text.

Note for footnote numbering, the superscript number goes after any punctuation.

For example: “… at the end of the programme,7 when …” *(note placement of superscript number after the punctuation.)*

### Accepted footnote styles:

* For published references:

Smith, J. & Brown, J.B. 2001. *The School Feeding Handbook.* New York, HarperCollins.

Smith, J. 1999. Feeding Children. *Journal of Nutrition* 8(6): 22–23.

Note that the titles of articles are set in normal font. The titles of books and book-length documents such as manuals and handbooks are *italicized*.

* For Executive Board documents only:

“Food Aid for All” (WFP/EB.1/2007/5-A).

* For all non-Executive Board documents, including evaluations:

WFP. 2007. *Fundraising: Challenges and Opportunities.* Internal report, unpublished.

* For other documents:

Pietersen, K.P. 2007. *World Hunger - a Statistical Analysis.* Ph.D. thesis, unpublished.

Compton, D.C.S. 2007. *Hybrid Crops for Food Production.* London, forthcoming.

### Accepted bibliography styles:

For published sources all references must include:

i) BOOK– **name of author(s)** (bold), *year of publication and title* (italics). Also internet address rather than place of publication and publisher when possible; if the place of publication is a national capital, there is no need to include the name of the country

EG: **Hobbs, J.B., Sutcliffe, H. & Hammond, W.** *2005.* *The* *Statistics of Emergency Aid.* Bristol, UK, University of Wessex Press.

ii) ARTICLE – **author(s)**(bold), year, article title (in normal font*), journal title* (italic), volume (issue no. in brackets) and pages.

EG: **Haines, S. & Hunter, C.** 1996. Exocortis Virus of Citrus. *Citrus Ind.*, 49(1): 13– 17.

### Additional notes

* Give the names of all the authors of a work. When an author has written more than one work in the same year, use a, b, etc. to differentiate, e.g. 1996a, 1996b.
* Use the ampersand (&) between the names of the last two authors in the bibliography, but use “and” in the text.
* Titles of books and journals are *italicized*. Titles of articles and chapters are set in a regular font (i.e. not bold or italic). The principal words are capitalized.
* In bibliographies “UK” and “USA” are acceptable as abbreviations.
* When we meet Executive Board and other WFP documents, (for example strategic plans, annual reports etc,) in running text, we do not put quote marks round them, or have them in italics

## 1.4 ITALICS AND BOLD

Do not use italic or bold fonts in text to denote emphasis. The emphasis should be reflected in the phrasing.

Use ***italic*** exclusively for publications, book titles and for words and expressions in languages other than English.

Take out any bold in the middle of a sentence and any italics (which should only be used for published document titles). However, Introductory headings in bold within paragraphs are acceptable as a style – see below:

1.  **Stability and fragility**: Operations in Zambia, Swaziland and Lesotho were implemented within comparatively stable operating environments, but those in Madagascar, Mozambique and Zimbabwe faced governance and political challenges. In Malawi, a corruption scandal affected aid relationships, and both Malawi and Zimbabwe faced financial crisis, including high inflation.

2.  **Economic contexts:** Operations were implemented in four low-income countries (Madagascar, Malawi, Mozambique, Zimbabwe) and in three middle income countries (Lesotho, Swaziland, Zambia).

3. **Activities/modalities:** The operations comprised a range of activities and modalities.)

## 1.5 CAPITALIZATION

Use capitals sparingly. Here are examples of using capitals:

Use initial capitals to mark the beginning of the first word of a sentence, the first word of a subparagraph or an item on a list.

We do not need to use capitals when using a phrase that is often shown as an acronym. For example, gender-based violence is often written GBV. However, when we are writing “gender-based violence” in running text, we don’t write “Gender-Based Violence”, but, “gender-based violence”. Another example would be “people living with HIV”. If written out, we don’t need to write “People Living with HIV” just because the acronym is “PLHIV”.

NOTE: In the acronym list, when writing out the explanation of the acronym, write it as it would appear in running text, not as a means to identify the capital letters. For example:

 PLHIV people living with HIV

 GBV gender-based violence

And not

 PLHIV People Living with HIV

 GBV Gender-Based Violence

**Job titles*:***References in text to WFP job titles such as budget officer, project director and accountant are not given as acronyms or capitalized. However the following titles are capitalized: Secretary-General, Executive Director, Assistant Executive Director, Regional Director, Country Director, President, Vice-President, Treasurer, Chief, External Auditor, Chief Financial Officer, Director of Evaluation.

**Programmes, conferences, seminars, workshops*:*** Official titles of persons, councils, commissions, committees, secretariat units, organizations, institutions, political parties, organized movements and plans are capitalized. However. once the full title is given, references to the programme, the conference, etc. are not capitalized.

**Bodies proposed but not yet established*:*** These are not capitalized. The same holds true for references to draft conventions and treaties that do not yet exist.

**References to parts of documents*:*** Do not capitalize paragraph, e.g. “In paragraph 12, reference is made to …”. However, Annex is capitalized, e.g. “See Annex IV”.

**Titles of documents and publications*:*** The titles of **documents**are set in roman, with capital initial letters except for articles and prepositions. For **publications**, use capitals for the initial letters except for articles and prepositions, and set the title in *italics*. An exception to the italics rule would be Executive Board and other WFP documents, (for example strategic plans, annual reports etc,) only when in running text. We do not put these in italics (or put quotes round them).

**Government names:** Government is capitalized when it refers to a certain government but not when it is plural or used as an adjective:

* the Government will provide funding
* it is a government programme
* the governments of the Russian Federation and Mozambique were present
* the Government of Uganda responded.

Words such as *committee* and *commission* take a capital letter only when used as part of a proper name. The word *Secretariat* takes a capital letter when referring to WFP. Equally we would write “the Member State(s) of WFP”, but member state(s)/country(ies) if it’s another institution or undefined. Do not use acronyms to refer to governments or ministry departments.

**Information on what words require capitalization and which don’t can be found in the FAO term portal**[**FAO TERM PORTAL | Food and Agriculture Organization of the United Nations**](http://www.fao.org/faoterm/en/)

However, as a general rule, if the ‘thing’ in question is a specific and/or unique ‘thing’, then the title of that thing is capitalised. But if the ‘thing’ is one of many ‘things’ (eg, it’s a yearly report, plan etc, then it’s not capitalised. So, if we meet: “the country strategic plan states that X”, it is not capitalised. However, if we meet “The Country Strategic Plan (2017-2020) (ie a proper title), then it is capitalised.

A list of commonly used terms can be found in [2.1](#_2.1._CAPITALIZATION:_COMMONLY)

## 1.6. POSSESSIVES

Don’t use the possessive with:

* Inanimate objects
* UN and other organisation acronyms (like WFP, WHO)
* Names of countries (eg use Government of Brazil, not Brazil’s Government)

Try to avoid using “WFP’s” but not so that it causes awkward sentence structures.

## 1.7. SPELLING, S vs Z

Note that “-ize” is a suffix added to convert nouns and adjectives (such as character,

real and sympathy) into verbs, and the primary spelling in the Oxford English

dictionary; whereas “-ise” is an integral part of the roots of some words.

Here are examples of verbs ending in -ize:

acclimatize equalize minimize scrutinize alphabetize finalize mobilize sensitize anabolize generalize neutralize specialize antagonize harmonize optimize stabilize apologize homogenize organize standardize authorize hospitalize oxidize sterilize capitalize hypothesize pasteurize stigmatizecategorize immunize prioritize summarize centralize ionize publicize synthesize criticize jeopardize randomize tranquillize decentralize localize rationalize utilize desensitize maximize realize vaporize emphasize metabolize recognize visualize

Here are examples of verbs ending in -ise:

Advise, comprise, compromise, devise, exercise, franchise, improvise, practise, premise, promise, revise, supervise, surprise,

The ending “-yze” is never used. Here are examples of verbs ending in -yse:

Analyse, catalyse, dialyse, hydrolyse, lyse, paralyse

## 1.8. COUNTRY NAMES

WFP generally uses the "short names" from [FAO Country Names terminology site](http://www.fao.org/countryprofiles/iso3list/en/)

It's acceptable to use the full name – “The Republic of Sudan” for example – the first ​time the country is named, and then switch to the short name after that.

Write out all country names in full – only use acronyms for DRC and DPRK – and only after the names have been written out in full in the first instance.

## 1.9. OFFICE OF EVALUATION VS EVALUATION OFFICE

Always refer to OEV as the Office of Evaluation. Write out “the Office of Evaluation” in running text, rather than using the acronym OEV.

## 1,10. ABBREVIATION RULES AND ACRONYMS

Acronyms and spelled out version of acronyms are written as per [FAO TERM portal.](http://www.fao.org/faoterm/en/) The FAO term portal also advises on capitalization of acronyms.

Acronyms should be used sparingly. This is written in every editing manual, but a great many acronyms are still routinely used in documents.

Acronyms should be spelled out in full at their first occurrence in text. A list of acronyms must be attached to documents in which acronyms are used. Always check that the acronym used is in the list.

If an acronym appears in a document three times or fewer, it should be written out in full each time.

If the acronym has fewer than three letters (for example CO, RO, HQ), write it out in full unless it is very frequently used.

There are some exceptions to the acronym rule. The following table show acronyms that are common and how to use them:

|  |  |  |
| --- | --- | --- |
| **Term** | **Acronym** | **Use** |
| country strategic plan | CSP | Acronym used always and included in Annex (acronym list). First instance will be in SER. Use initial caps and write in full when giving the full title of a country strategic plan |
| country office | CO | Write in full except when used in tables/graphs Include in Annex (acronym list) |
| strategic objective | SO | Write in full except when used in tables/graphs and when used with numbers, e.g. SO1, SO2… Include in Annex (acronym list) |
| evaluation team | ET | Write in full |
| Sustainable Development Goal | SDG | Acronym used always after first use. Include in Annex (acronym list) |
| Office of Evaluation | OEV | Write in full except when used in tables/graphs Include in Annex (acronym list) |
| United Nations | UN | Write in full except when used in tables/graphs Include in Annex (acronym list) |
| gender equality and empowerment of women | GEEW | Acronym used always after first use. Include in Annex (acronym list) \*Use GEEW not GEWE |
| non-governmental organization | NGO | Acronym used always after first use. Include in Annex (acronym list) |
| gross domestic product | GDP | Acronym used always after first use. Include in Annex (acronym list) |

If the acronym has not been encountered for a number of pages, and is not a common one, you should consider rewriting it in full for the convenience of your reader. In a long document, for example, there may be an isolated reference or two to a name or phrase early in the document followed by many pages where it is not mentioned at all and then a section in which it is used repeatedly. In such a case if the acronym is defined after the first instance the reader may forget what it stands for by the time he or she reaches the section where it is used extensively. This is a matter of judgment for the author.

Do not use acronyms to refer to governments or ministries, or government posts. (For example, write “the Ministry of Health”, not MoH). The only countries referred to by an acronym are the Democratic People’s Republic of Korea (DPRK) and the Democratic Republic of the Congo (DRC). WFP generally uses the "short names" from [FAO Country Names terminology site](http://www.fao.org/countryprofiles/iso3list/en/).

If an acronym is being used, make sure you are not repeating part of the acronym. For example: we should not write “the BSFP programme”. This reads “the blanket supplementary feeding programme programme”.

Acronyms should not be used in titles or subtitles, unless they are so long that they muddy the meaning of the title or subtitle.

In the case of an organization whose acronym is widely known but whose name is not, an author may choose to use the organization’s acronym even though the organization is referred to only once or twice in the document. An example of this would be UNICEF. In such a case the name of the organization should still be spelled out in full at its first occurrence and the acronym “defined”.

## 1.11. QUOTES

Direct quotations should reproduce the original text exactly and should be carefully checked for accuracy. Only typographical and other clearly unintentional errors may be corrected.

When the quote forms part of a sentence, the final quotation mark goes inside the full stop. This is because the punctuation is for the whole sentence, not for the quote. When the quote is a full sentence in its own right, it has its own integral punctuation. For example:

* Mr Smith was said to be “resigned to his fate”.
* Mr Smith was said to be “resigned to his fate in the restructuring. He did not expect miracles.”

If the quote is more than three lines long it should be indented.

The quote does not need an introductory colon as long as the sentence flows smoothly into the quote.

The quote should not be in italics.

If there is a clash in tenses between the quote and the running text, break the quote into phrases that can be accommodated by the running text.

Double quotation marks are used for quoting sentences, phrases or words.

## 1.12. NUMBERING PARAGRAPHS AND REFERENCES TO PARAGRAPHS

The paragraphs are not numbered in summaries or other front matter.

Break up paragraphs to create space

Use paragraph numbering for evaluation reports (only)

Do not use ‘As referred to previously”, or “as set out below/above” – instead use the precise paragraph number.

Ensure that the numbering system (in brackets or in running text) is consistent. For example consistently have (1), (2), (3) rather than change style to (a) (b), (c) further on in the report. Or always use (i), (ii), (iii) rather than (1), (2), (3) etc, but do not have a mixture of different styles in the text.

Always use initial lower case letters after (i) and (ii) etc. in running text, (but initial capital letters are used in bulleted list).

## 1.13. TABLES, FIGURES, DIAGRAMS AND BOXES

Each table, figure, diagram or box should have a title that describes it accurately and briefly and should be numbered.

The title is set in bold type, flush left and is next to the table number. Only the first word is capitalized (unless it’s supposed to be capitalised in running text).

Check that references to figures, boxes etc. in running text correspond with the figure etc. to which they refer.

Titles of tables etc. should be justified left rather than centred.

Check that figures and diagrams have sources. Tables and boxes do not necessarily need sources.

## 1.14 BULLET LIST

A bullet list is a visual breakdown of one sentence. It should therefore:

* always agree with the ‘platform’ sentence before the colon;
* be introduced with a colon;
* use lower case at the start of the list;
* have a semicolon at the end of each item;
* have ‘and’ after the penultimate item; and
* close with a full stop.

However, if each bullet list entry is a complete sentence in itself, or if there is a complete sentence within the bullet list, then the bullet list is seen as a paragraph and not as one sentence. Each entry therefore would start with an initial cap and end with a full stop.

## 1.15 HYPHENATED WORDS

The hyphen is used in writing compound words which, without the hyphen, would be ambiguous, hard to read or overly long. Here, more than anywhere else in the whole field of punctuation, there is room for individual taste and judgement; nevertheless, certain principles may be identified. These are:

* Above all, strive for clarity
* Don’t use a hyphen unless it’s necessary
* Where possible, follow established usage.

The punctuation page of the WFP editorial guidelines (<https://styleguides.manuals.wfp.org/en/punctuation/> ) provides an extensive list of hyphenated and unhyphenated examples and there are further examples in the style guide word index. The examples in both lists have been added together for convenience and can be found in [2.2](#_2.2._HYPHENATED_WORDS:).

## 1.16 NON-ENGLISH WORDS

If necessary, briefly explain local terms in a footnote or, if it can be done succinctly, in brackets next to the word when they’re first mentioned, for example “…***walo*** (low-lying land flooded during part of the year)…”,”…***woreda*** (administrative district)…”.

Non-English words are set in italics, without using quotes.

Some Greek and Latin words have passed into common usage in English and can be used – but be careful with the plural forms:

* phenomenon/phenomena
* criterion/criteria
* genus/genera
* datum (rare in the singular)/data
* medium/media.

(Note: “forum/fora” would also fall into the above category, but the accepted plural for “forum” is now “forums”, even although “fora” is technically correct.)

## 1.17 WORDS TO AVOID (AND WORDS TO USE INSTEAD). PLURALS TO USE

The WFP editorial style guide presents two lists: “Things to avoid (<https://styleguides.manuals.wfp.org/en/more-information-on-things-to-avoid/>)” and “Word Index” (<https://styleguides.manuals.wfp.org/en/word-index/>)”. Those which are most commonly used in evaluations have been formulated into a list is available in [2.3.](#_2.3._WORDS_TO)

## 1.18 NUMBERS AND UNITS

**Percentages:** In running text and in footnotes write out the words “percent” (not per cent). The symbol % can only be used in tables, figures and graphs. Use the number not the word for the percent (eg 6 percent), even if it’s used with the numbers one to ten. When using the symbol, there is no space between the figure and the symbol (eg. 6%, not 6 %).

**Numbers:** The numbers one to ten are written out as words. However, there are some exceptions to this:

* When the number appears with a larger number and is referring to the same subject then it is written as a number. For example – “There were six girls in the room.” BUT “There were 6 girls and 15 boys in the room.”
* When used for children’s ages or for units of measurements such as cm, (including percentages), etc – use the number, not the word.

When a number starts a sentence, it is always written as a word, never a number. If the number is an awkward or very long one, consider rephrasing the sentence slightly to avoid starting with the long number.

Ensure there is no gap between numbers when using a hyphen, (2015-2018 and not 2015 – 2018) Also set out both years in full, (2015-2018, and not 2015-18).

There should be a gap between a number and “mt” for metric ton. (Also use ‘ton’ and not ‘tonne’)**.**

Do not use vague qualifiers – “some”, “more than”, “over” etc.

For numbers upwards of 1,000 – note that commas are used, not full stops. In tables use a hard space, rather than a comma or full stop, for example, 6 234 859.

For dates use date-month-year, and don’t use 4th, 3rd etc (for example, “1 January 2023”, not 1st Jan 2023 or Jan 1st 2023)

Use EITHER “from January to December”, (and “between… and…“). For example, “takes from three to four hours” OR “meeting takes place on 18-20 January” “lasted 3-4 hours”. Do not mix the two, so do not write “from 18-20 January”.

## 1.19. VERB TENSES

Make sure that the tense is consistent. There should not be a mix of past and present in one paragraph unless in exceptional circumstances.

Always use the past simple tense to describe events that happened at a certain time in the past.

* Between 2003 and 2005, the enrolment rate fell from 54 percent to 43 percent.
* (**NOT:** ‘Between 2003 and 2005, the enrolment rate has fallen from 54 percent to 43 percent.)

To avoid tenses switching between past and present, use past simple to introduce evidence and findings:

* ‘The evaluation team found the activities effective…
* (**NOT:** ‘The evaluation team finds the activities effective…’)

There are, however, times when the perfect tense should be used. These are:

* Unfinished actions that started in the past and continue to the present:
	+ I**'ve known** Julie for ten years (and I still know her).
* A finished action with a result in the present:
	+ I**'ve lost** my keys! (The result is that I can't get into my house now)
* With an unfinished “time word” (this week, this month, today, since):
	+ I**'ve seen** John this week.
	+ John **has been** missing since December

**Main rules for the perfect tense summarized:**

1. We use the past simple for past events or actions which have no connection to the present.
2. We use the present perfect for actions that started in the past and are still happening now OR for finished actions which have a connection to the present. (See examples above)
3. We CAN'T use the present perfect with a finished time word:
* **NOT:** I've been to the museum yesterday.

Bear in mind that the document may be referenced for years to come.

**Returning the report for review**

When sending back the report to the Office of Evaluation, send back a copy with the track changes and a ‘clean’ copy.

# 2. Lists of examples

## 2.1. CAPITALIZATION: COMMONLY USED TERMS

* annual performance report
* annual session of the Board
* the Board
* the Bureau of the Board
* Capital Budgeting Facility
* community risk officer
* community-based participatory planning
* Comprehensive Refugee Response Framework
* corporate partnership strategy
* corporate results framework (Corporate Results Framework when used in the title of a specific framework (e.g. Corporate Results Framework (2017-2021)
* country director (Country Director of X)
* country operation management plan
* country portfolio budget
* country strategic plans
* country strategic review
* country strategy outline
* country team
* do no harm – (but sometimes with quote marks)
* Division – ie Programme Division, Wellness Division, Supply Chain Division
* email, e-voucher, etc
* Executive Board; in most documents, “Board” is sufficient
* Executive Director
* External Auditor
* FAO Finance Committee
* Financial Framework Review
* first regular session of the Board
* food assistance for assets: a blanket term that applies to food, cash or vouchers for work, asset building, training etc.
* forecast-based financing
* gender action plan – unless it’s the specific title
* gender and age markers
* Gender Toolkit
* General Assembly resolution
* General Regulation II.2(a)
* General Rule VII.2
* general service (GS) posts
* GEWE should be used as an acronym for gender equality and women’s empowerment, not GEEW
* Global Commodity Management Facility
* Global Funding Mechanism
* the Government of … (when referring to a specific national government, not local government)
* government (adj.), governments (plural), host Government (but host governments)
* Human Development Index
* Humanitarian Response Plan
* Internal Reference Group
* Joint Inspection Unit, Joint Task Force
* letter of agreement
* L3 response etc – caps for Level 3 etc but not for response
* management plan (but Management Plan in the title of a specific management plan, e.g. WFP Management Plan (2018-2020)
* Member States (of WFP, but States Members of the United Nations)
* members of the Board; Board members
* memorandum of understanding / memorandums of understanding (if it’s a specific title, in full, of a specific agreement it may be capitalized)
* national zero hunger strategic review
* permanent representative (Permanent Representative when referring to a specific person)
* Plumpy’Doz; Plumpy’Nut; Plumpy’Sup
* programme of work (but capitalized when it is the title of a specific document)
* PSA equalization account
* Rapporteur
* regional bureau (not “RB”); plural: regional bureaux
* regional director (Regional Director of X)
* Rome-based agency
* savannah
* second regular session of the Board
* Secretary-General (of the United Nations)
* strategic goal (Strategic Goal when referring to a specific strategic goal of the Strategic Plan (2017-2021), e.g., “Strategic Goal 1: Support countries to achieve zero hunger (SDG 2)”)
* strategic objective (Strategic Objective when referring to a specific strategic objective of the Strategic Plan (2017-2021), e.g., “Strategic Objective 1: End hunger by protecting access to food”)
* strategic outcomes (lower case, even when referring to a specific strategic outcome in a country strategic plan)
* strategic plan (Strategic Plan when used in the title of a specific WFP strategic plan, e.g., “Strategic Plan (2017-2021)”
* strategic result (Strategic Result when referring to a specific strategic result of the Strategic Plan (2017-2021), e.g., “Strategic Result 1: Everyone has access to food (SDG Target 2.1”)
* strategic review
* SuperCereal
* SuperCereal Plus
* the 2030 Agenda (and not the Agenda 2030)
* trust fund (unless a specifically named trust fund)
* United Nations agencies
* United Nations country teams
* United Nations development assistance framework
* United Nations funds and programmes
* United Nations reforms
* United Nations technical mission
* working group
* Working Capital Financial Facility
* zero-based budgeting
* zero hunger
* Zero Hunger Capacity Scorecard

## 2.2. HYPHENATED WORDS: COMMONLY USED TERMS

### List of hyphenated and unhyphenated words

* above-mentioned; aforementioned
* after-care
* after-effect
* agro (compound closed e.g., agroforestry, except before a vowel, e.g., agro-ecology)
* air-drop
* anti-fraud and anti-corruption (policy)
* back-loading
* -based
* by-product
* carry-over (noun or adjective); carry over (verb phrase)
* change-over
* cash-based transfers
* co-(many compounds are closed, but note co-author, co-chair, co-investor, co-worker)
* cross-cutting
* cost-effective; cost effectiveness
* counter-productive
* day-school
* drought-affected, drought-prone (flood-prone)
* end product; end-use; end-user
* end-to-end telecommunications network
* extra (usually closed (e.g., extrabudgetary, extracurricular) except when extra is followed by a proper noun (extra-Community) or a vowel (extra-atmospheric)
* far-reaching (far-seeing)
* five-year
* follow-up
* food-deficit country
* food-insecure (adj.); food insecurity
* -free (compound forms are hyphenated (e.g. disease-free)
* front line (noun); front-line (adj.)
* full-scale, full-time
* -generating
* grain-fed
* hard-earned
* heavy-duty
* health-care worker
* high-yielding (variety)
* home-grown, home-made, home-making
* in-depth, in-house, in-patient, in-service, in-kind (contributions, but contributions in kind)
* inter-agency (NB Inter-Agency if part of title)
* inter-sectoral, inter-regional, interrelated, inter-regional, intra-regional
* know-how
* -level (e.g., field-level)
* -led
* land-locked
* large-scale
* life-saving
* long-standing (adj)
* low-birthweight baby (but the baby had a low birthweight)
* mid-term, mid-1970s, mid-August
* multi-purpose (copied from WFP word index – but see below. I think therefore we should go without the hyphen)
* never-ending
* non- (non-aligned; non-existent; non-food)
* off-season
* one-off
* -onset
* on-site, on-the-job
* over-reliance
* -oriented
* Phase-in, phase-out (but verbs are: to phase in etc)
* post- (eg post-distribution)
* prenatal
* pre-package
* pre-positioned
* pre-record
* pro- (in adjectives, e.g., pro-business (but not in pro forma, pro rata, pro bono)
* real-time (as a compound adjective; but compare “real time” where the adjective “real” modifies the noun “time”)
* pure-bred
* re-examine, re-estimate (but other compounds closed)
* revenue-generating
* rights-based approach
* Rome-based agencies
* Roll-out (but to roll out – verb)
* -saving, e.g., life-saving
* -scale
* scale-up (as a noun; but non hyphen in the verb phrase, e.g., “It is necessary to scale up the project”)
* school-age (as adjective), school-leaver (but schoolchildren, schoolgirl, etc)
* Secretary-General (of the United Nations – other organizations might not use hyphen)
* self- (compound forms hyphenated)
* self-insurance
* semi- (compound forms hyphenated)
* -sensitive
* small-scale (adj)
* specific
* spill-over (adj); to spill over (verb)
* state-wide
* sub (compound forms closed except when followed by the letter “b” and by the following:
	+ sub-account
	+ sub-amendment
	+ sub-aquatic
	+ sub-area
	+ sub-assembly
	+ sub-centre
	+ sub-discipline
	+ sub-element
	+ sub-issue
	+ sub-item
	+ sub-lessee; sub-lessor
	+ sub-office
	+ sub-prefect
	+ sub-prefecture
	+ sub-prime
	+ sub-Saharan
	+ sub-theme
	+ sub-working group
	+ sub-district
* sun-dried
* system-wide
* take-home rations
* time-lag, time-limit (but timeline)
* two-week (adj) (but twofold)
* -term
* roll-out (as adjective or noun; but roll out as verb phrase)
* -wide
* vis-à-vis – avoid it; use English “in relation to”, “regarding”
* vulnerable-group feeding
* well-being
* year-round
* zero-based budgeting

### List of unhyphenated words

* agro (compounds closed except before a vowel, e.g., agro-ecology, agroforestry)
* antenatal
* bi (compound forms of bi are closed: biannual, biennial, bimonthly, biweekly, etc.
* capacity building
* capacity strengthening
* caregiver (but care provider)
* co- (many compounds are closed, but note co-author, co-chair, co-investor, co-worker)
* decision making
* emergency response
* extra (usually closed (e.g., extrabudgetary, extracurricular) except when extra is followed by a proper noun (extra-Community) or a vowel (extra-atmospheric))
* food assistance for assets
* food deficit country
* food insecure country
* handover
* micro- (compound forms closed, except before (e.g. micro-organize)
* middle income countries (no hyphen)
* multipurpose (generally compound forms with multi are closed, except where multi is followed by “i” (FAO follows this approach but UN headquarters spells quite a few with the hyphen, for which there is no apparent reason))
* multisectoral
* overambitious (generally compound forms with over are closed)
* overriding
* peacebuilding, peacekeeping
* airproof, rainproof
* private sector
* runoff
* school age (but school-age as adjective)
* school meals (e.g., school meals programme)
* storeroom
* subcomponent (compound forms are closed except when followed by “b” and by the following:
	+ sub-account
	+ sub-amendment
	+ sub-aquatic
	+ sub-area
	+ sub-assembly
	+ sub-centre
	+ sub-discipline
	+ sub-district
	+ sub-element
	+ sub-issue
	+ sub-item
	+ sub-lessee; sub-lessor
	+ sub-office
	+ sub-prefect
	+ sub-prefecture
	+ sub-prime
	+ sub-Saharan
	+ sub-theme
	+ sub-working group
* undernourished, underfunded
* troubleshooting (but a trouble shooter)
* workplan

## 2.3. WORDS TO AVOID (AND WORDS TO USE INSTEAD): COMMONLY USED TERMS

* acreage (prefer area)
* addendum (pl. addenda)
* ad hoc is acceptable
* Agenda -pl agendas (don’t use agendum/agenda even although it’s technically correct)
* aide-mémoire (pl. aides-mémoire)
* air cargo (is preferred to “airfreight”)
* among (not “amongst”)
* anaemia (not anemia)
* artisan (noun) artisanal (adj)
* as at (would only refer to the specified date that follows this phrase)
* as of (would imply on and continuing after the date that follows this phrase)
* benefited, benefiting (not benefitted, benefitting)
* biannual (is ambiguous; avoid it – use twice a year or every two years)
* bi-monthly (is ambiguous; avoid it -use “every two months” or “twice a month”)
* budgeted, budgeting (also, budget increase, not budgetary increase)
* bureau, bureaux
* commodity – avoid it, use food or food item
* cost – benefit analysis (note gap in hyphen – it is not a compound)
* country director (But Country Director of X)
* country office (not CO)
* developing country (not underdeveloped country)
* developing world (not Third World)
* elderly – replace it with older persons
* email, but e-business, e-market, e-customer, e-vouchers
* enrol, enrolled, enrolment
* expectant and nursing mothers (use “pregnant and lactating women” instead)
* ex post; ex-post evaluation (avoid them: instead use the English word “after”)
* “female-headed household(s)” (instead use “households headed by women” )
* “female beneficiaries” (instead use “women beneficiaries”)
* Fulfil, fulfilling, fulfilled, fulfilment
* gram(s) – not gramme(s); g after a numeral
* grey, not gray
* headquarters (not abbreviated to HQ)
* household (not abbreviated to hh or HH)
* household(s) headed by women/children/elderly people are acceptable (do not use “female-headed households” or “child-headed households” etc.)
* index, indexes (literary)/indices (numbers)
* inter alia; avoid this and use “among other things” instead
* kilocalorie(s) (kcal after a numeral)
* kilogram(s) (not kilogramme; kg after a numeral)
* kilometre(s) (km after a numeral)
* learned (not learnt)
* “male” (avoid it; use “men”, as in “households headed by men”, not “male-headed households”)
* memorandum of understanding / memorandums of understanding (if it’s a specific title, in full, of a specific agreement it may be capitalized)
* metre (m after a numeral; but: parameter; diameter)
* percent (not %, except in tables; not “per cent”)
* permanent representative (Permanent Representative when referring to a specific person)
* pisciculture (avoid it: use “fish breeding”, “fish rearing”, “fish farming”)
* plateau, plateaux
* Plumpy’Doz; Plumpy’Nut; Plumpy’Sup
* pregnant and lactating women (do not use “expectant and nursing mothers”)
* rape oil (instead use “rapeseed oil”) as the oil comes from the seed of the rape plant, not the plant itself; canola oil is an edible variety of rapeseed oil, but there are other types so canola oil may or may not be a suitable synonym for rapeseed oil)
* regional bureau (not “RB”); plural: regional bureaux
* regional director (but Regional Director of X)
* sectoral (not “sectorial”)
* slaughterhouse (a better alternative is: abattoir)
* southern Africa (not South Africa, the country)
* States Members (of WFP; but Member States is preferred)
* SuperCereal
* SuperCereal Plus
* tyre – not tire, which is American
* tons (not tonnes; standard WFP unit is metric tons, mt, after a numeral – lower case)
* under way, (not underway; eg the project is under way)
* United Nations (never “UN” except when reproducing a title or a quotation)
* vis-à-vis – avoid it; use the English terms “in relation to”, or “regarding”
* “we”- avoid it; use instead “WFP” or “the Secretariat”
* website; but “the Web” and “web page”
* WiikHall – avoid it as it’s a brand name – use “temporary structure”
* women’s empowerment (avoid this; instead use “empowerment of women”)
* year end (avoid it; use “end of the year” (n.) or “end-of-year” (adj.)

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