



World Food Programme

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WFP EVALUATION

Evaluation Quality Assurance System (EQAS)

Info Brief

WFP Support Mechanisms for Decentralized Evaluations

The [WFP Evaluation Policy 2022](#) aims to strengthen WFP's contribution to achieving zero hunger by embedding evaluation into the heart of its culture of accountability and learning, ensuring that evaluation is planned and budgeted for, and commissioned, and evaluation findings shape WFP's future policies and programmes. While the Office of Evaluation manages centralized and impact evaluations, country offices (COs), regional bureaux (RBs) and HQ Divisions/Units are responsible for commissioning and managing decentralized evaluations. Recognizing the need for additional evaluation capacity at the country and regional level, several support mechanisms have been established for Decentralized Evaluations. This Info brief is intended to provide WFP staff with an overview of the main support mechanisms and their respective purpose.



Quality Assurance System

The Decentralized Evaluation Quality Assurance system (DEQAS) brings together all the available guidance material for Decentralized Evaluations (DEs). This includes the process guide for DEs, a series of technical notes, quality checklists and templates, which are the contents guide for evaluation products. These are available, in English, French and Spanish on WFPgo [DE page](#). The Process Guide is at the core of the DEQAS, providing a detailed description of the key steps of a decentralized evaluation. A [mini guide](#) has been developed especially for WFP Decision-Makers (CDs/DCDs at country level, RDs/DRDs at regional level and Directors of HQ Divisions) to support them in planning and steering evaluations that are independent, impartial, credible and useful.



DE Help Desk

The Help Desk provides technical advice and support to COs, RBs and HQ divisions/units, on evaluation enquiries that might arise during different phases of the evaluation process. For expert advice on impact evaluations, contact: oev.impactevaluation@wfp.org. COs requiring guidance or support on any issues related to evaluation should contact their [Regional Evaluation Officer](#) (REO) and/or the Help Desk as required. HQ Divisions can directly contact OEV's Help Desk: wfp.decentralizedevaluation@wfp.org



DE Quality Support Service (DEQS)

The [Outsourced DEQS service](#) provides DE managers with an impartial assessment of the quality of draft ToRs, inception reports and evaluation reports along with practical recommendations to improve the draft evaluation deliverables. All evaluation ToRs, inception reports and evaluation reports for decentralized evaluations must undergo a review by the DEQS service. The costs are met by OEV. The [WFPGo DEQS page](#) can be consulted for additional information.



Regional Evaluation Unit Technical Support and Quality Assurance

The [Regional Evaluation Units](#) in all six RBx are the first port of call for advice and technical support to COs during the planning and conduct of decentralized evaluations. They are responsible for 2nd level quality assurance of DEs commissioned by COs. They provide on the job coaching to CO Evaluation Managers; advise on appropriate planning and budgeting for evaluation at CSP formulation, ensuring complementarity between decentralized and centralized evaluations, promote use of evaluation findings to inform programme design and implementation, and oversee application of DEQAS, among others.



Contingency Evaluation Fund (CEF)

The CEF supports COs that adequately planned and budgeted for a decentralized evaluation in the CSP but face genuine resource constraints at the time of commissioning the evaluation. Eligibility criteria are as follows:

- the evaluation was planned, budgeted for and retained in the CSP implementation plan
- the evaluation will be timely to feed into decision making
- the activity(ies) covered by the DE has/have been funded at least at 30% and below 80%
- The activity is not focused on specific donor grants
- the CO can contribute to at least 30% of the evaluation costs
- the DE TOR have been quality assured by the EM, submitted to the DE QS, reviewed by the ERG and approved by the EC

More information on the CEF eligibility criteria and application process is available [here](#). COs should submit their application using [this form](#) and providing the final evaluation ToRs and estimated budget to their respective REO. Applications are screened by the RBx, OEV and CPP, and final decisions on CEF allocations are taken by the Evaluation Function Steering Group (EFSG). The final amount allocated is determined by the actual budget after the evaluation contracting is concluded.



Access to Evaluation Expertise

Commissioners of Decentralized Evaluations have 3 options for recruiting evaluation teams: (1) the recruitment of individual consultants; (2) contracting through long term agreements with consultancy firms and research institutions; (3) contracting through a competitive procurement process. Information on evaluation firms with long-term agreements, including their profile and financial rates is available on [WFPGo](#). Further information is available in the [Technical Note on Contracting Evaluation Teams](#) and on OEV's page on hiring [evaluation experts](#).



WFP's Evaluation Capacity Development

To ensure that WFP has capacities and capabilities across the organization, there are several initiatives in support of evaluation capacity development within WFP targeting various audiences:

1. **Evaluation Foundations course:** this is a self-paced course offered on [WFP's WeLearn portal](#) which targets Monitoring and Evaluation staff, and Evaluation Officers and Research Analysts who are new to the WFP evaluation function. It is also open to all WFP staff who want to learn more about evaluation. The course provides essential foundational knowledge on evaluation, the evaluation function and evaluation processes in WFP to support the promotion of a stronger evaluation culture.
2. **Evaluation Learning Programme (EvalPro):** this is a comprehensive learning programme developed to strengthen the evaluation capacity of WFP staff. The programme is made up of four online courses offered on WFP's [WeLearn portal](#), each targeting a specific audience involved in evaluation within WFP: Introduction to evaluation ([EvalPro 1](#)) is intended to orient all WFP staff to the evaluation function in WFP; Evaluation for Decision-Makers ([EvalPro 2](#)) targets CDs/DCDs at country level, RDs/DRDs at regional level and Directors of HQ Divisions who will steer a decentralized evaluation; Supporting a decentralized evaluation ([EvalPro 3](#)) helps staff supporting a DE (e.g. Programme, VAM, M&E, Finance, HR, Procurement) to understand their role in providing such support. Managing a Decentralized Evaluation (EvalPro 4) targets staff who are managing a DE and it is designed so that learning is applied throughout the evaluation process (~6-8 months). EvalPro 4 starts with a face-to-face training/ webinar-series and then through a self-paced e-learning undertaken during the evaluation. If you are about to embark on a DE and wish to take this course, contact Global.EvalPro@wfp.org to register.

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3. **Micro-credential scheme on evaluation:** this scheme targets evaluation officers working full-time on evaluation and M&E staff who have managed decentralized evaluations. It aims to enhance the overall credibility and capability of the WFP evaluation function. It provides a flexible and targeted approach to enhance evaluation management capabilities, as well as a framework for recognizing acquired learning and skills.
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Post hoc quality assessment system (PHQA)

The PHQA was established to provide an expert external appraisal of the extent to which all final evaluation reports meet evaluation quality standards, based on UNEG Norms & Standards and UN System Wide Action Plan for Gender Equality and the Empowerment of Women (UN-SWAP) indicators, as set in WFP's Evaluation Policy, and elaborated in the Evaluation Quality Assurance System. PHQA reinforces internal and external credibility of the WFP evaluation function and evidence, as well as WFP's external accountability. It also contributes to learning as the feedback provided by the independent assessment on the strengths and weaknesses of each report, along each of the specified criteria, is a useful input for continuous learning by those involved in the management and conduct of evaluations.



MIS and Dashboards

OEV has developed a management information system (MIS) to manage key information on centralized, impact, and decentralized evaluations from planning stage until completion. This enables OEV efficiently monitor and oversee all planned, ongoing and completed evaluations in WFP, and to report on performance against key performance indicators. To ensure maximize use of information in the MIS, data is aggregated and visualised in dashboards by country, region and globally, with additional filters available by thematic area, start year, and type of evaluation, among others. Regional Evaluation Units and DE Evaluation Managers have access to MIS [here](#) and to the dashboards [here](#). To gain access, you can directly contact OEV's Help Desk: wfp.decentralizedevaluation@wfp.org
