



## Quick Guide for Integrating Gender in WFP Evaluation

This quick guide is meant for use by WFP evaluation managers and external evaluation teams. It has been designed to help you incorporate gender into WFP evaluations.

The Office of Evaluation has created a longer, more detailed technical note for integrating gender equality and women's empowerment (referred to as gender<sup>1</sup> both here and in the technical note) and this quick guide is a summary of that note.

The advice in the note and the guide covers the whole evaluation process - from preparation to dissemination and every type of evaluation - strategic (SE), policy (PE), impact (IE), country strategy plan (CSPE), complex emergency (CE) and decentralized (DE).

Evaluation Phases	References and Where to Find Further Details ✓ Indicates the applicable area of the evaluation process	Required Actions and Products for a Gender-Sensitive Evaluation (Where brackets are used, the required action is specific only to the type of evaluation(s) indicated)
<b>Phase 1: Planning</b>	Technical note on gender ✓ At the start of the planning phase link the evaluation to existing monitoring and baseline data	<ul style="list-style-type: none"> <li>❖ Baseline data should be disaggregated <u>by sex</u> and age.</li> <li>❖ Monitoring data should be disaggregated by sex and age.</li> <li>❖ Include relevant gender-related documentation and literature.</li> </ul>
<b>Phase 2: Preparation</b>	Centralized/decentralized Evaluation Quality Assurance System (CEQAS/DEQAS) content guides and technical note on gender ✓ Terms of reference (ToR) ✓ Evaluation team ✓ Communication and learning plan	<ul style="list-style-type: none"> <li>❖ Ensure gender dimensions are included in the following key sections of the ToR:<sup>2</sup> <ul style="list-style-type: none"> <li>▪ Context/country context</li> <li>▪ Evaluation objectives</li> <li>▪ Stakeholders and users of the evaluation</li> <li>▪ Scope of the evaluation</li> <li>▪ Evaluability assessment</li> <li>▪ Evaluation questions</li> <li>▪ Evaluation methodology</li> </ul> </li> <li>❖ Ensure the evaluation team is sensitive to gender requirements.</li> <li>❖ Ensure the communication and learning plan is gender sensitive.</li> <li>❖ Indicate any specific security considerations for women visiting the field sites, and how measures will be put in place to mitigate them.</li> </ul>

<sup>1</sup> The main reference documents for integrating gender into evaluation are:

a) *UNEG (2014): Integrating Human Rights and Gender Equality in Evaluations;*

b) *UN-SWAP (2018): Evaluation Performance Indicator – Technical Note;*

c) *WFP Technical Note for Integrating Gender in Evaluation, revised version, February 2019.*

<sup>2</sup> Where not differently indicated, this applies to all five types of evaluation: CSPE, PE, IE, SE and DE.

<p><b>Phase 3: Inception</b></p>	<p>CEQAS/DEQAS Content guides</p> <ul style="list-style-type: none"> <li>✓ Inception report (IR)</li> </ul>	<ul style="list-style-type: none"> <li>❖ <i>Ensure gender dimensions are included in the following key sections of the inception report:</i> <ul style="list-style-type: none"> <li>▪ Context/country context</li> <li>▪ Stakeholders analysis</li> <li>▪ Evaluation methodology</li> <li>▪ Evaluation matrix</li> <li>▪ Data collection methods</li> </ul> </li> </ul>
<p><b>Phase 4: Data collection</b></p>	<ul style="list-style-type: none"> <li>✓ Desk review</li> <li>✓ Focus groups</li> <li>✓ Interviews</li> <li>✓ Surveys</li> <li>✓ Data disaggregation</li> </ul>	<ul style="list-style-type: none"> <li>❖ <i>A gender-responsive methodology, methods and tools, and data analysis techniques are utilized</i></li> <li>❖ <i>Apply a mixed method approach to address gender.</i></li> <li>❖ <i>Disaggregate/triangulated data <u>by sex and age</u> and to ensure voices of both men and women are heard and considered.</i></li> </ul>
<p><b>Phase 5: Data analysis and reporting</b></p>	<ul style="list-style-type: none"> <li>✓ Evaluation report</li> </ul>	<ul style="list-style-type: none"> <li>❖ <i>A gender-responsive evaluation must focus on engagement, not just reporting. It should document how the evaluation process ensured inclusive stakeholder participation.</i></li> <li>❖ <i>Ensure that information provided by the participants is captured with fair representation of different view-points.</i></li> <li>❖ <i>Ensure the evaluation findings, conclusions and recommendations reflect the gender analysis:</i> <ul style="list-style-type: none"> <li>▪ Evaluation findings</li> <li>▪ Results: outcomes and impacts</li> <li>▪ Implementation factors</li> <li>▪ Conclusions (where appropriate)</li> <li>▪ Recommendations (as appropriate)</li> <li>▪ Technical annex.</li> </ul> </li> </ul>
<p><b>Phase 6: Dissemination and follow-up</b></p>	<ul style="list-style-type: none"> <li>✓ Dissemination of the evaluation report</li> <li>✓ Gender-responsive dissemination strategy</li> </ul>	<ul style="list-style-type: none"> <li>❖ <i>The evaluation findings should be disseminated through different products on gender. The findings should go to any stakeholders who have an interest in, are affected by, or are addressing gender issues.</i></li> <li>❖ <i>Gender-related evaluative evidence should be fully promoted within the United Nations system and to the wider public.</i></li> </ul>