



TOOL 2

Checklist for Integration of Gender in Evaluation

This summary checklist¹ provides guiding questions to help you draft gender-sensitive evaluation products.



Monitoring and baseline data

- Does the context analysis include gender issues and their implications in relation to the subject under evaluation? YES
NO
- Does the context analysis include gender dimensions in relation to food security and nutrition? YES
NO
- Does the context analysis include references to the national, WFP and other relevant gender-related policies? How are they relevant for the context of the intervention? YES
NO
- Does the context include the contribution of gender equality and women's empowerment to achieving sustainable change? YES
NO



THESE PHASES CONCERN THE TERMS OF REFERENCE (TOR) & INCEPTION REPORT (IR) (EXCEPT WHERE INDICATED TOR ONLY)

Context

- Does the context analysis include gender issues and their implications in relation to the subject under evaluation? YES
NO
- Does the context analysis include gender dimensions in relation to food security and nutrition? YES
NO
- Does the context analysis include references to the national, WFP and other relevant gender-related policies? How are they relevant for the context of the intervention? YES
NO
- Does the context include the contribution of gender equality and women's empowerment to achieving sustainable change? YES
NO

¹ In preparing this annex, reference has been made to UNEG checklist (see *Integrating Human Rights and Gender Equality in Evaluations*, August 2014).

Stakeholders and users of the evaluation

- Does the stakeholder analysis identify the different groups and their different interests and concerns in the evaluation with regards to gender? YES
NO
- Does the stakeholder analysis identify WHO, WHY, HOW and WHEN the stakeholders will be included in the evaluation process and their level of participation? YES
NO

Evaluation scope of analysis *(This applies only to the ToR)*

- Does the evaluation analyse how gender-related objectives and gender mainstreaming principles were taken into consideration in the intervention's design, results framework and theory of change? YES
NO
- If not, what gender-related needs/gaps did the evaluation identify that should have been considered in the design? YES
NO
- Does the evaluation include an objective specifically related to the assessment of gender considerations, or was gender mainstreamed across other objectives? YES
NO
- Were the gender-related objectives clear and realistic? YES
NO
- Has the intervention under evaluation been guided by organizational (WFP gender policy) and system-wide objectives (Sustainable Development Goals, UNEG guidance, government and partners' policies and strategies)? YES
NO
- Has gender been analyzed in terms of alignment and contribution to the Sustainable Development Goals and other system-wide conventions enshrining gender rights? YES
NO

Evaluability assessment-related questions *(This applies only to the ToR)*

- Can the programme provide data for a gender responsive evaluation? YES
NO
- Is there baseline data on the situations of women, men, girls and boys at the beginning of the intervention? YES
NO
- Is there a consistent monitoring system in place to track progress on gender mainstreaming? YES
NO
- Are disaggregated data available by sex and age? What kind of information on gender is accessible and how can it be collected? YES
NO
- Is there an adequate set of (qualitative and quantitative) indicators for the evaluation that includes gender dimensions? YES
NO
- Was sufficient information collected during the implementation period on specific indicators to measure progress on gender, or have additional/new indicators been identified? YES
NO
- Does the evaluability assessment identify and implement measures to maximize the evaluability of gender dimensions? YES
NO
- What are the likely costs of gender data collection and analysis? YES
NO



Key evaluation questions (EQs)

- Does the logical framework or theory of change incorporate gender dimensions? YES
NO
- Do the evaluation questions seek information on whether gender dimensions have been integrated in the subject under evaluation? YES
NO
- Are the evaluation questions worded in a gender-responsive manner and do they seek sex- and age-disaggregated information? YES
NO
- Are the evaluation questions developed into gender-related sub-questions? YES
NO
- Are gender dimensions mainstreamed across all the evaluation sub-questions and criteria, as appropriate? YES
NO

Questions on methodology

- Are the evaluation approach and the data collection and analysis methods indicated in the ToR and the inception report appropriate for analysing the gender issues? YES
NO
- Do data-collection and evaluation tools generate information on women, men, boys and girls on gender issues? YES
NO
- Do the evaluation methods and tools ensure that the information on men and women in beneficiary groups is collected and disaggregated by sex and age? YES
NO
- Do the evaluation methods and tools identify and adequately answer gender issues? YES
NO
- Are the data-collection tools appropriate for capturing gender-related information? YES
NO
- Do evaluation methods and tools ensure adequate participation and inclusion of the voices of women, as well as of under-represented groups (including the most vulnerable), without discriminating any groups? YES
NO
- Do the collection tools ensure that potential participation barriers are explored? Do the collection tools include questions that investigate how the intervention has/has not contributed to changing gender norms among the target population? YES
NO
- Do the evaluation tools ensure the privacy and confidentiality of the interviewees? YES
NO
- Do the evaluation tools follow ethical codes of conduct, so that all stakeholder groups are treated with integrity and guaranteed protection and respect for confidentiality? YES
NO
- Have the interview guides been developed to integrate gender considerations? Do the interview guides ensure that men and women are interviewed in ways that avoid the reinforcement of gender discrimination and unequal power relations? YES
NO



Evaluation team

- Is the evaluation team gender balanced and geographically and culturally diverse, with appropriate skills and attitudes to assess the gender dimensions of the evaluation? YES
NO
- Does the evaluation team make use of culturally diverse and/or regional/national evaluators? YES
NO
- Does the evaluation team have a good contextual knowledge of the gender issues to be addressed in the evaluation? YES
NO

Communication

- Does the ToR mention plans to disseminate the evaluation report to a wide group, in particular, stakeholder groups who have an interest in and/or are affected by gender issues? YES
NO
- Has a gender-responsive dissemination strategy been developed in the ToR? YES
NO



-
- Does the evaluation methodology employ a mixed-methods approach that is appropriate for addressing gender considerations? YES
NO
 - Does the evaluation methodology favour the stakeholders' right to participation by seeking consent, including the consent of those most vulnerable? YES
NO
 - Does the evaluation methodology favour triangulation of the information obtained from different individuals and group? YES
NO



EVALUATION REPORT

Questions

- Does the evaluation report explicitly address gender issues? YES
NO
- Does the evaluation report answer all the gender-related sub-questions, as per the evaluation matrix? YES
NO
- Does the evaluation analyse and discuss whether the intervention has adequately addressed gender-related issues and does it assess its gender responsiveness? YES
NO
- Are unanticipated effects of the intervention on gender described? YES
NO
- Does the evaluation report identify strengths, gaps and limitations regarding aspects of gender in the intervention, and does it address the gaps and limitations appropriately? YES
NO
- Do the findings explicitly address the gender dimensions assessed by the evaluation? YES
NO
- Where appropriate, do the conclusions explicitly address the gender dimensions assessed by the evaluation? YES
NO
- Where appropriate, does the evaluation report provide specific recommendations to address gender issues, and does it include priorities for action to improve gender aspects of the intervention, or future initiatives in this area? YES
NO
- Does the evaluation report provide lessons/challenges for conducting gender responsive evaluation? YES
NO



- Are there any plans to disseminate the evaluation report to a wider group, in particular, stakeholder groups who have an interest in and/or are affected by gender issues? YES
NO
- Are the evaluation findings on gender discussed with colleagues? YES
NO
- Is relevant knowledge generated by the evaluation on gender shared and made available to the interested public? YES
NO

