Terms of Reference

EVALUATION of

Disaster Preparedness and Response/Climate Change Adaptation Activities under Office of Foreign Disaster Assistance (OFDA) Fund in the Philippines from May 2011 to September 2017

WFP CO Philippines and Regional Bureau for Asia and the Pacific

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1. Introduction

1. This Terms of Reference (TOR) is for the evaluation of "Disaster Preparedness and Response/Climate Change Adaptation (DPR/CCA) Activities under OFDA Fund in the Philippines". This activity evaluation is commissioned by WFP Philippines Country Office and will cover the period from May 2011 to September 2017

2. Disasters are a leading cause of hunger, affecting all aspects of food security: economic and physical access to food, availability and stability of supplies, and nutrition. Disasters can quickly turn into a food and nutrition crisis, which can take several years for people to recover from, trapping them in a cycle of hunger and poverty, and preventing sustainable development and prosperity. Disasters have a significant impact on nutrition, in the immediate aftermath of a disaster and over the long term. In the Philippines over the last two decades, 15 times as many infants have died in the 24 months following typhoon events as died in the typhoons themselves; most of them were infant girls.

Programme background

3. The World Risk Report 2016 ranked Philippines as the 3rd among 15 countries with the highest risk worldwide with 26.70 percent risk level (following Vanuatu and Tonga at 36.28% and 29.33%, respectively), expressing the combination of high exposure to multiple hazards and immense vulnerability. [1]At least 60 percent of the country is susceptible to multiple hazards such as storms, earthquakes, floods, sea level rise, volcanic eruptions, and droughts and an average of 20 typhoons annually. The high vulnerability to natural hazards is further aggravated by the country's high vulnerability to the effects of climate change and the level of development in parts of the country.

4. Responding to that, WFP has started its capacity building on Disaster Preparedness and Response / Climate Change Adaptation (DPR/CCA) to different municipalities and provinces in the Philippines in May 2011. The activities are implemented in collaboration with the Department of Social Welfare and Development (DSWD), the Department of the Interior and Local Government (DILG) and the Office of Civil Defense (OCD). The implementation had several phases; Phase 1 (May 2011 – May 2012), Phase 2 (April 2012 – April 2013), Phase 3 (January 2013 – June 2014), Phase 4 (July 2014 – December 2016), Phase 5 (July 2016 – December 2017), with each phase has its own logframe and different objectives. (With funding support from United States Agency for International Development (USAID)/OFDA Philippines, the overall goal of the WFP DPR and CCA project is to build resilience of vulnerable communities, thus reducing the impact of natural disasters and climate change and protecting lives, livelihoods and development gains. It supports WFP's strategic objective 3, of enhancing government and community disaster preparedness and response systems at the national and some sub national levels to ensure timely responses to natural disasters.

Background of the evaluation

5. The TOR was prepared by the WFP Philippines Country Office based upon an initial document review, preliminary discussions in the internal Evaluation Committee and following guidance from WFPs Decentralized Evaluation Quality Assurance System (DEQAS). An Evaluation Reference Group (ERG) is established to ensure stakeholder participation throughout the process. Representatives from government, donors and local government units are invited to be part of the ERG to ensure inclusiveness of the process and involvement of relevant stakeholders especially at the preparation stage. The purpose of the TOR is twofold. Firstly, it

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[1] World Risk Report 2016

provides key information to the evaluation team and helps guide them throughout the evaluation process; and secondly, it provides key information to stakeholders about the proposed evaluation.

6. OFDA had made a significant contribution to implement activities related to DPR/CCA. The evaluation will cover the start of actual implementation of OFDA funded operation from May 2011 until the end of the last phase of intervention on September 2017. A budget was allocated to conduct a final evaluation that will inform any future project design and provide an evidence-based, impartial and independent assessment of the performance of the interventions funded by OFDA.

7. The timing of the evaluation aims to provide input to the first Country Strategic Plan (CSP) for Philippines to be approved in June 2018. The findings can inform the management on the improvements that can be done especially that WFP Philippines Country Office will focus more on capacity development/technical assistance. The focus on capacity development/technical assistance is motivated by consultations with partners e.g. through the recent Strategic Review that suggest that this area will become an important part of the CSP, and evidence of effectiveness is needed to inform CSP design.

2. Reasons for the Evaluation

8. The reasons for the evaluation being commissioned are presented below.

2.1. Rationale and Evaluation Purpose

9. The evaluation is being commissioned for the following reasons:

Rationale

In December 2017, OFDA funded intervention will end and it is agreed with the donor to conduct a final evaluation. Although two (2) evaluations were conducted in 2012 by Development Academy of the Philippines for Pilot Programme and in 2014 by Tango International for Phase 2 covering the period of January 2012 – November 2013, the country office felt that there is a need to have a holistic review of the intervention from the time it has started.

Evaluation Purpose

10. Evaluations in WFP serve the dual and mutually reinforcing objectives of accountability and learning. However, the objective of learning will be given particular focus, given that the findings will inform the first CSP of the Philippines.

- **Accountability** – The evaluation will assess and report on the performance and results of the DPR/CCA OFDA funded intervention.
- **Learning** – The evaluation will determine the reasons why certain results occurred or not to draw lessons, derive good practices and pointers for future engagement with the government of the Philippines. It will provide evidence-based findings to inform operational and strategic decision-making, particularly with regards to the upcoming CSP. Findings will be actively disseminated and lessons will be incorporated into relevant lesson sharing systems.

Use of the evaluation

11. The learnings, findings and knowledge that will be generated by the evaluation will be used by the CO and partners to streamline the operations, help design future intervention, and inform the CSP to be approved in the annual executive board in 2018. Information products such as evaluation briefs and reports will be created and will be shared to the partners to help them enhance their DPR/CCA implementation. Please see mode details of preliminary stakeholder analysis in Section 2.3.

2.2. Evaluation Objectives

12. The objectives of the evaluation are the following:

- Assess the **relevance** of the DPR/CCA activities in terms of its alignment to the needs, policies, priorities of the targeted government agencies, local government units, donors and the ultimate beneficiaries (men, boys, boys, and girls)
- Assess the **efficiency** and **effectiveness** of the implementation of the activities and learn on the findings to improve overall project implementation.
- Identify **key lessons learned and good practices** for replication in the CSP in the Philippines, other country offices or corporately and for a future collaboration with government or other partners in the framework to enhance the capacities in disaster response, risk reduction and managements of national, regional, and local governments.
- Assess **sustainability** of the DPR/CCA activities and provide key recommendations to close implementation gaps and improve sustainability of activities for future hand-over to government.

2.3. Preliminary Stakeholder Analysis

13. WFP Philippines conducted a preliminary stakeholder analysis based on existing sources (Table 1) and this should be further analyzed by engaging the ERG and further by the evaluation team as part of the Inception phase. Annex 3 provide details on how different stakeholders are involved in the process.

Table 1: Preliminary Stakeholders' analysis

Stakeholders	Interest in the evaluation and likely uses of evaluation report to this stakeholder
INTERNAL STAKEHOLDERS	
Country Office (CO) Philippines	• Has a direct stake in the evaluation and an interest in learning from experience to inform decision-making. • Account internally as well as to its beneficiaries and partners for performance and results of its operation. • Findings, recommendation, and learning will help the CO focus its resources on what worked best and more effective.
Regional Bureau (RB) Asia and the Pacific	• Responsible for both oversight of COs and technical guidance and support. • Has an interest in an independent/impartial account of the operational performance as well as in learning from the evaluation findings to apply this learning to other country offices. • Ensure that decentralized evaluations deliver quality, credible and useful evaluations respecting provisions for impartiality as well as roles and accountabilities of various decentralised evaluation stakeholders as identified in the evaluation policy • Has a particular need to learn from past and current capacity development/technical assistance activities in order to more

Stakeholders	Interest in the evaluation and likely uses of evaluation report to this stakeholder
	effectively guide the country offices of the region as they are designing their CSPs. • Contribute to RBBs capacity to share evidence based knowledge about WFPs operations internally and externally in the region and globally.
WFP HQ	• Has an interest in the lessons that emerge from evaluations, particularly as they relate to WFP strategies, policies, thematic areas, or delivery modality with wider relevance to WFP programming.
Office of Evaluation (OEV)	• Has a stake in ensuring that decentralized evaluations deliver quality, credible and useful evaluations respecting provisions for impartiality as well as roles and accountabilities of various decentralised evaluation stakeholders as identified in the evaluation policy.
WFP Executive Board (EB)	• Has an interest in being informed about the effectiveness of WFP operations. This evaluation will not be presented to the EB but its findings may feed into annual syntheses and into corporate learning processes, and it will be published on the OEV website.
EXTERNAL STAKEHOLDERS	
Beneficiaries	• Have a stake in determining whether WFP's assistance is appropriate and effective. • Provide inputs on the evaluation by sharing their respective perspective on the benefits, results of the intervention, and how the interventions were perceived at individual level. • Interested to know how the intervention had affected the individuals living in the community that received the assistance.
Government	• Has a direct interest in knowing whether WFP activities in the country are aligned with its priorities, harmonised with the action of other partners and meet the expected results. Issues related to capacity development/technical assistance, handover and sustainability will be of particular interest. • Expected to take an active role in the overall evaluation process through its participation in the evaluation reference group (ERG), providing comments in the TOR, inception reports, initial and final evaluation reports, and also participating in the data gathering.
UN Country team	• Has an interest in ensuring that WFP operation is effective in contributing to the UN concerted efforts which aims to contribute to the government developmental objectives. • Findings of this evaluation will contribute to the evaluation of the UNDAF[2]. • Learnings, findings and recommendation from the evaluation will help improve partnership between UN Agencies.
NGOs	• The results of the evaluation might affect future implementation modalities, strategic orientations and partnerships. • Learn on the good practices that may be replicated in their programming and proposals to donors who are also interested in implementing DPR/CCA activities. • Findings and recommendation from the evaluation will help NGOs to become more strategic and effective when carrying out this type of activities.
Donors	• Have an interest in knowing whether their funds have been spent efficiently and if WFP's work has been effective and contributed to their own strategies and programmes. OFDA, AusAid, and YUM! are the donors.
Private sector	• Results of the evaluation can be used as a platform for future funding request from private sector and individuals.

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[2] UNDAF (2012-2018) Evaluation is currently ongoing

Stakeholders	Interest in the evaluation and likely uses of evaluation report to this stakeholder
	• Evaluation findings and results on the equipment and services can help private sectors such as suppliers, service providers, events organizer to improve their services and/or product development/improvement/innovation that will support the DPR/CCA activities in the future.
Academe	• Expected to reflect the benefits have gained or will gain from some of the capacity development/technical assistance activities that WFP has supported. • Results might encourage more collaboration with academe on DPR/CCA activities if found more efficient and sustainable. • Evaluation recommendations, key lessons learned, and good practices can be included in the lessons/curriculum to be developed by academe related to DPR/CCA topics.

3. Context and subject of the Evaluation

3.1. Context

14. The Philippines is prone to both geological and hydro meteorological hazards. The frequency and severity of these hazards, climate change and its impact are expected to increase. Based on the climate projections in the Fifth Assessment Report of the Intergovernmental Panel on Climate Change, which uses emission scenarios or Representative Concentration Pathways, the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) estimates the country's average temperature to be warmer at 0.9-1.9◦ C2 to 1.2-2.3 ◦ C3 by mid-21st century (2036-2065). The projected changes in seasonal rainfall in most parts of the country are expected to be within the range of its natural variability. These changes are strongly influenced by the El Niño Southern Oscillation, except for a highly likely drier future over the central sections of Mindanao. Projections further reveal, although with low confidence, that wetter conditions associated with extreme rainfall events could be experienced over most parts of Luzon and western sections of the Visayas. Sea level rise, faster than the global average, has been observed in some coastal areas in the country, and this condition is projected to continue.[3]

15. Compounding these issues is the sector's vulnerability to climate and disaster risks. The impact of climate change and disasters has overturned gains in the sector to the detriment of small farmers and fisher folk. From 2011 to 2015, production losses and damage to infrastructure amounted to PHP163.6 billion in agriculture based on the assessment of Department of Agriculture.[4]

16. Poverty incidence decreased from 26.3 percent in 2009 to an estimated 21.6 percent in 2015. The decline could have been more pronounced were it not for the extreme natural and human induced shocks like super typhoon Yolanda (2013), the Bohol earthquake (2013), the Zamboanga siege (2013), and El Niño (2015), to name a few. These disasters, in addition to sudden illnesses and other shocks, are the most common reasons that even non-poor individuals fall into poverty and the poor find it hard to move out and stay out of poverty. This points to the importance of a social protection program that builds the socioeconomic resilience of the poor and those who recently graduated from poverty.[5]

17. The 2015 Regional Overview of Food Insecurity in Asia and the Pacific said that approximately 17.5 million Filipinos are still undernourished and 33.6% of children are stunted. Meanwhile, 19% of the whole population live with a daily budget of less than P50 ($1.25). The Philippines

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[3] Philippine Development Plan 2017-2022
[4] Ibid.
[5] Ibid.

ranks as 72nd out of 109 countries when it comes to pushing for food security in the 2015 Global Food Security Index.[6]

18. Disasters caused by natural hazards are some of the leading causes of damage to property and even deaths. From 2005 to 2015, there were 2,754 natural hazards experienced. While not all of these events were considered catastrophic, about 56 percent of the damage to properties were due to typhoons and storms, 29 percent due to floods, and 6 percent due to landslides. Human-induced shocks are also inevitable and must be prepared for by the government. These may include incidents of house fires, crime, domestic violence, and military encounters.[7]

19. In times of disaster, Department of Social Welfare and Development (DSWD) augments the resources of local government units by providing food and non-food relief packs to affected households. Through the use of predictive analytics, estimates of households that will be affected can be done days in advance. Moreover, relief goods are sent to local government units (LGUs) in advance to make their availability more timely. The Department of Social Welfare and Development (DSWD) National Resource Operations Center has helped make packing of relief items more efficient. It has made full use of lessons learned from the Yolanda experience to improve its disaster response program. Disaster relief assistance from 2011 to 2015 has an average of 59 percent in terms of the proportion of families affected by natural and human-induced calamities provided with relief assistance.[8]

20. To prepare communities against environmental risks, the government has launched programs to identify vulnerabilities and create stop-gap measures to improve resilience. Called READY Project, the Hazards Mapping for Effective Community-Based Disaster Risk Mitigation initiated by the Department of Science and Technology (DOST) aims to address issues in local disaster risk management. The project has three components: (a) multi-hazard and risk assessment; (b) community-based disaster risk mitigation through development of community-based early warning system and conduct of information, education, and communication campaigns; and (c) mainstreaming disaster risk reduction in local development. The first component includes the Nationwide Operational Assessment of Hazards (Project NOAH), which has been instrumental in identifying vulnerable areas. The agency has also facilitated the formulation of comprehensive policies and plans that enabled local government units (LGUs) to prepare for upcoming disasters.[9]

21. The intensity and frequency of natural disasters and the accompanying devastating effect provided the impetus for the Government of the Philippines (GoP) to make Disaster Risk Reduction (DRR) a key priority. The prioritization is evidenced by the adoption and creation of the National Disaster Risk Reduction and Management Council (NDRRMC) Act (Republic Act (RA) 10121) in May 2010. The law mandated national government agencies to collectively create the National Disaster Risk Reduction and Management Council (NDRRMC), which operate equivalent to the humanitarian cluster system. By laying the foundation for this system, the Philippines not only prioritized a systematic approach to disasters, but recognized the validity of country's overall risk profile and its connection to long-term development.

22. RA 10121 established a four-pillar approach to DRRM in the Philippines. These pillars were defined as Preparedness, Response, Mitigation and Rehabilitation and Recovery. Under the Council, specific national government agencies are mandated to take lead roles in risk reduction and management. Specifically, the Department of the Interior and Local Government (DILG) for preparedness, the Department of Social Welfare and Development (DSWD) for response, the Department of Science and Technology (DOST) for prevention and mitigation,

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[6] Philippine Development Plan 2017-2022
[7] Ibid.
[8] Ibid.
[9] Ibid.

and the National Economic Development Authority (NEDA) for rehabilitation and recovery, while the Office of Civil Defense (OCD) provides the coordination and convening roles for the National Disaster Risk Reduction and Management Council (NDRRMC).

23. To complement advances in disaster risk reduction and management prompted by the NDRRMC Act, the GoP also revisited the Climate Change Act of 2009 (Republic Act 9729) which resulted in the establishment of the National Framework Strategy on Climate Change which was subsequently translated into a National Climate Change Action Plan (NCCAP) in November 2011. Guided by the NCCAP, RA 9729 mainstreamed climate change into policy formulation, development planning, and poverty reduction programs. While the twin acts are policy advancements at the national level, there are critical capacity gaps in translating the laws into the operational level. The DILG, recognizing that local government units (LGUs) are usually the first responders in any disaster, intensified its campaign for more prepared LGUs in 2015.

24. In line with the priorities of the Philippine Government, WFP launched the Disaster Preparedness and Response (DPR) Programme in 2011 with generous support from the United States Agency for International Development's Office of U.S. Foreign Disaster Assistance (USAID/OFDA) and in collaboration with the Department of Social Welfare and Development (DSWD), Department of the Interior and Local Government (DILG), and the Office of Civil Defense (OCD).

25. In reference to the RA 10121, WFP worked with DILG, and OCD in addressing critical capacity gaps in translating the laws into the operational level. Since 2011, WFP has been working in municipalities across the disaster-prone provinces to bolster government efforts to prepare for and respond to natural disaster through integrated and pro-active planning. The pilot phase of the Disaster Preparedness and Response (DPR) program was run from 2011-2012, a second phase from 2012-2013, followed by two consecutive phases and is now implementing the fifth's and final phase. Since 2011, the program has expanded geographically and broadened partnerships with various stakeholders to address disaster preparedness and response

26. In 2011, WFP commissioned Earthquakes and Megacities Initiative to conduct a capacity needs assessment (CNA) of national government agencies and local government units (LGUs) using disaster risk reduction indicators as parameters in the analysis. The CNA was conducted to systematically identify existing capacity development activities, pinpoint key gaps, and serve as the basis for recommending specific capacity building. This was a preliminary activity for the technical assistance project undertaken by WFP in support of the Philippine government's disaster risk management initiatives.

27. In January of 2012 and a Climate Change Adaptation (CCA) component was introduced. This new focus complements WFP's overall aim of strengthening the resilience of local governments and communities, and supports the provisions of the Climate Change Act or RA 9729 and the priorities of the National Climate Change Action Plan (NCCAP). WFP had extended its coverage to more vulnerable areas addressing both preparedness and mitigation carried out in different activities including technical trainings, support to local stakeholders' effort to raise awareness of DPR/CCA in communities, provision and use of appropriate, modest equipment and hardware to strengthen local preparedness, engagement with national and local government, academic institutions, NGOs, and the private sector to implement quick, meaningful, mitigation activities designed to address the risks of known hazards.

28. Alongside with DPR/CCA activities, a Protracted Relief and Recovery Operation (PRRO) 200743: Enhancing the Resilience of Communities and Government Systems in Regions Affected by Conflict and Disaster (2015-2018) with an approved budget of USD 73.8 million supported people in Central Mindanao to enhance their resilience to conflict and natural disasters through market-sensitive food-assistance-for-assets (FFA) options, school meals, and

specialized nutrition products directed at pregnant and lactating women with children aged under 6 months and children aged 6-23 months as part of a stunting prevention programme is ongoing.

29. Aside from WFP, there are also other UN agencies and organizations helping the GoP to strengthen their disaster risk reduction and management. United Nations Development Programme (UNDP) is also supporting the GoP with hazard mapping and assessment for community-based disaster risk management, technical assistance, capacity development. United Nations Children's Fund (UNICEF) has undertaken a study on children's vulnerabilities to climate change and disaster impacts. World Bank and Asian Development Bank conducted studies to establish an integrated disaster risk management framework in select cities in Vietnam, Indonesia, and the Philippines.

30. In the implementation of DPR/CCA activities, it appears that no gender analysis was done to understand and document the differences in gender roles, activities, needs, and opportunities. There was no examination of the multiple ways in which women and men, as social actors, engage in strategies to transform existing roles, relationships, and processes in their own interest and in the interest of others. To ensure that gender is incorporated in the activity implementation, WFP partnered with UNFPA to provide technical assistance in terms of gender mainstreaming. This partnership calls for specific DPR/CCA (Minimum Initial Service Package - MISP) Gender trainings and development of guidelines for LGUs to use to help integrate gender sensitivity into DPR/CCA planning processes. However, the deliverables between WFP and UNFPA partnership do not include any gender analysis in relation to DPR/CCA and how different gender benefitted from the activities supported by WFP.

3.2. Subject of the evaluation

31. The subject of the evaluation are the OFDA funded activities related to DPR/CCA.

Table 2: Details of the subject of evaluation

Project	Disaster Preparedness and Response/Climate Change Adaptation Activities under OFDA Fund in the Philippines from May 2011 to September 2017
Geographic Scope	See Annex 1. Low-income and disaster prone provinces and municipalities based on geo-hazard mapping
Duration of intervention to be evaluated	May 2011-September 2017 Phase 1: May 2011 – May 2012 Phase 2: April 2012 – April 2013 Phase 3: January 2013 – June 2014 Phase 4: July 2014 – December 2016 Phase 5: July 2016 – December 2017
Main Partners/ Beneficiaries and Stakeholders Role	See Annex 2 and Annex 3

Expected Outputs and Outcomes	See Annex 4
Resource Requirement	Total Grant Received from 2011-2017: USD $19,515,047. See Annex 6 for details of fund disbursement
Gender	To ensure of a gender-responsive disaster management, including preparedness, mitigation, risk reduction and adaptation, WFP partnered with UNFPA to provide technical assistance to mainstream gender in the DPR/CCA activities. This includes capacity building of WFP and its partners on gender, technical assistance on incorporating gender in M&E, revision of tools used in DPR/CCA to be more gender sensitive and integration of sexual and reproductive health in emergencies.

4. Evaluation Approach

4.1. Scope

32. The evaluation will cover all OFDA funded activities and processes related to their design, implementation, partnership, resourcing, monitoring, evaluation, and reporting relevant to answer the evaluation questions as indicated in Table 3. With the overall direction of WFP geared towards capacity development with lesser food-based intervention, the result of the evaluation aims to inform CSP design in the Philippines, and perhaps also in the region and corporately. With this, the evaluation will have a particular focus on capacity development and technical assistance provided to local government units.

33. The evaluation is going to be a theory-based evaluation, taking into account the logframes and theory of change developed throughout the evaluation timeframe. Based on Annex 4, several logframes were developed in which each phase of the activity had its own logframe. In response to the evaluation recommendation conducted in 2014, WFP developed a theory of change as indicated in Annex 5 in 2015 to understand the causes, effects and pathways of change relating to disaster vulnerabilities at the local level. The evaluation team should check if these logframes are sound, operational and reflect the target and objectives of the intervention. The evaluation team should also refine the theory of change with consultation with the different stakeholders.

34. Time coverage of the evaluation is from May 2011 up to September 2017.

35. The evaluation should be human rights and gender responsive evaluation, ensuring participation, inclusion and mainstreaming of gender equality and women's empowerment in the process. Since monitoring of DPR activities was established, sex-disaggregated data were collected such as the number of males and females that attended the training. However, data is only available from Phase 2 onwards. Also, WFP had partnered with UNFPA to provide technical assistance in mainstreaming of gender in DPR/CCA activities. WFP also had a Gender Results Network which has representative from different internal units, ensuring that gender is mainstream into the process.

36. Accountability to affected populations, is tied to WFP's commitments to include beneficiaries as key stakeholders in WFP's work. As such, WFP is committed to ensuring gender equality and women's empowerment in the evaluation process, with participation and consultation in the evaluation by women, men, boys and girls from different groups. The evaluation should consider if the capacity development/technical assistance activities were able to consider aspects of gender equality and women's empowerment especially that most of the activities in disaster preparedness and response were dominated by men. The CO also acknowledge that it is difficult to assess the direct effect of the capacity development/technical assistance to affected population as this is a complex topic.

Table 3: Topic Coverage of Evaluation

Component/Key Activities	Activity Evaluation of DPR/CCA under OFDA Fund
	• Capacity development/strengthening through training • Small scale mitigation projects • Technical assistance on formulation, planning, implementation of policies and structures related to DPR/CCA • Support to local stakeholders' effort to raise awareness of DPR/CCA in communities through IEC, exchange visits • Provision and use of appropriate, modest equipment and hardware to strengthen local preparedness • Engagement with national and local government, academic institutions, NGOs, and the private sector to implement quick, meaningful, mitigation activities designed to address the risks of known hazards

4.2. Evaluation Criteria and Questions

37. **Evaluation Criteria** The evaluation will apply the international evaluation criteria of **Relevance, Effectiveness, Efficiency, and Sustainability**. The evaluation will attempt to ascertain the effect that the interventions have had on its direct beneficiaries of the capacity development/technical assistance activities.

38. **Evaluation Questions** Allied to the evaluation criteria, the evaluation will address the following key questions, which will be further developed by the evaluation team during the inception phase. Collectively, the questions aim at highlighting the key lessons and capacity development/technical assistance activities that achieve the intended results, which could inform future strategic and operational decisions.

Table 4: Criteria and evaluation questions

Criteria	Evaluation Questions
Relevance	• To what extent is the supported DRR/CCA activities in line with the needs of targeted government agencies, local government units and the ultimate beneficiaries (men and women, boys and girls)? • To what extent is the DRR/CCA activities aligned with WFP, partner UN agency, donor, and government policies and priorities? • To what extent did the interventions address needs/gaps of the government partners and the communities? • To what extent is gender incorporated in the DPR/CCA plans, structures, process of the government partners? • How was the findings/recommendations of the previous evaluations implemented and how did it change the succeeding project implementation? • What were the assumptions and how are they created? How realistic were the assumptions and strategies used for planning?
Effectiveness	• To what extent were the output and outcomes of the intervention achieved /are likely to be achieved? • Which of the interventions, trainings, and capacity building were most effective and how was it used? • What were the major factors influencing the achievement or non-achievement of the outcomes/objectives of the intervention? And what can be improved? • What were the unintended positive/negative results?

Criteria	Evaluation Questions
Efficiency	• To what extent is WFP coordination mechanism efficient and appropriate with the current government structure? • Which among the funding modalities worked well in implementing the project and which is the most cost-efficient? • What the major factors that affect the execution of activities in a timely manner?
Sustainability	• What is the likelihood that the benefits of the DRR/CCA activities will continue after WFP's work ceases? • To what extent does the government partner appreciate the relevance and results WFP's support for them to sustain it or continue support after WFP assistance? • How DRR/CCA activities could be improved to increase or sustain intended results and what are the sustainability mechanism that can be put in place?

4.3. Data Availability and Existing Resources

39. Information products such as Standard Project Reports (SPR), previous evaluations[10], and monitoring data, will be available to the evaluation team. Internal reports such as quarterly monitoring and evaluation reports are also available for their review and reference. All raw monitoring data and assessment are available in electronic version stored in eWIN, if needed.

40. Two previous evaluations were also conducted in relation to DPR/CCA activities. The first evaluation with the title of Evaluation of the Joint WFP/DILG/OCD and DSWD Disaster Preparedness and Response Pilot Programme[11] was conducted by Development Academy of the Philippines in 2012. The evaluation assessed the intended and unintended result of the project, analyze major factors that influenced the results, and draw lessons from the pilot implementation of DPR/CCA activities which will serve as an input to the second phase of DPR/CCA projects in the country. Several good practices were captured such as the provision of counterpart support from the government either in financial or in a form of human resource, involvement of the community in the process, and introduction of low-cost technologies in the project.

41. The evaluation also revealed several points for improvement such as having a holistic and integrated approach of the DRRM plans, mentoring and establishments of trained trainers, policy support by assisting LGUs that plans will be adopted and integrated into their local development plan, standardization of participants in the training, and providing sufficient time and conducting a joint planning of activities so that other administrative process will be taken into consideration.

42. WFP conducted an evaluation of Phase 2 activities in 2014, with the title of Evaluation of the Disaster Preparedness and Response/Climate Change Adaptation Activities Implemented by WFP Philippines to assess the appropriateness and results of the operation, and why and how the operation has produced the observed results. The evaluation team concluded that the design of Phase 2 is too ambitious considering the capacity of WFP at the time of evaluation and guide implementation is not sufficient. Although activities were implemented within the budget, the project need to be extended to complete the project. Limited progress towards programme objectives and very limited contribution towards the overall program goal to reduce mortality and the impact of natural disasters on vulnerable communities was observed/assessed by the evaluation team.

43. Several short and long term recommendation was proposed to addressed the findings in the evaluation just as increasing WFP's capacity in terms of number of manpower, capacity building, development of theory of change, sharing of lessons learned, challenges and opportunity, program coherency, development of M&E framework at the design process, and tracking of knowledge management and learning progress, development of quality and usable

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[10] Available in WFP Teamworkspace
[11] Available in WFP Teamworkspace

information, education and communication materials, and development of a comprehensive advocacy strategy.

44. With the introduction of COMET, the logical framework is clearly defined during the design stage and regularly updated as to the required monitoring requirements. However, it is noted that the outcome data on capacity development/technical assistance might be limited as there is limited guidance on tracking and monitoring of these kinds of activities. At the start of the DRR/CCA activities, the datasets were not yet well established in the CO in-house database. Progress of those DRR/CCA activities are not regularly monitored and recorded. Currently, WFP Philippines is looking at utilizing the capacity strengthening matrix to monitor the progress of capacity development/technical assistance activities as to the different entry points/pathways such as policy and legislative arrangements, institutional effectiveness and accountability, strategic planning and financing, programme design and implementation, sustainability and continuity. A regular data collection has also started to monitor any DRR/CCA activities on a monthly basis started in January 2016. Efforts have been made to create database of activities implemented from 2012. This will help in addressing evaluation questions related to outputs with the exception of Phase 1. However, evaluation on Phase 1 can be used as a reference to collect information on the output and outcome achieved on that period.

45. Concerning the quality of data and information, the evaluation team should:

- assess data availability and reliability as part of the inception phase expanding on the information provided in section 4.3. This assessment will inform the data collection robustness, appropriateness and areas for improvement.
- systematically check accuracy, consistency and validity of collected data and information and acknowledge any limitations/caveats in drawing conclusions using the data.

4.4. Evaluation Methodology, Process and Management

Evaluation methodology

46. The methodology will be further elaborated by the evaluation team during the inception phase. It should:

- Employ the relevant evaluation criteria above: Relevance, Effectiveness, Efficiency and Sustainability.
- Demonstrate impartiality and lack of biases by relying on a cross-section of information sources (stakeholder groups, including beneficiaries, etc.) The selection of field visit sites will also need to demonstrate impartiality.
- The evaluation will be conducted in accordance with WFP evaluation guidelines and UNEG Norms, Standards, Ethical Guidelines, Code of Conduct for Evaluations and Integrating Human Rights and Gender Equality in Evaluations in the UN System.
- The evaluation will be a transparent and participatory process involving relevant WFP stakeholders and partners at national and sub-national levels as indicated in section 2.3.
- The evaluation methodology will employ mixed methods for data collection. The evaluation will have two levels of analysis and validation of information:
  o A desk review of information sources, such as, but not limited to: programme documentation, work plans, roles and responsibilities, partnership agreements, progress reports, meeting minutes, mission reports, monitoring reports, technical products developed, data collected, and any important correspondence between key parties.
  o In-depth analysis of the programme both by qualitative and quantitative data collection. This will involve visits to national and local government agencies/departments and selected provinces/municipalities where the project has been implemented, and will employ a number of evaluation methods ranging from

document reviews, interviews, focus group discussions, surveys, observations, illustrated presentation including photo story, and video.

- Apply an evaluation matrix geared towards addressing the key evaluation questions taking into account the data availability challenges, the budget and timing constraints. Although theory of change had been created, the evaluation team has to validate the existing theory of change and if needed, create an updated theory of change as part of the inception report.

- Ensure through the use of mixed methods that women, girls, men and boys from different stakeholders groups participate and that their different voices are heard and used. The evaluation team is expected to include gender equality and women's empowerment in findings, conclusions, lessons learned and recommendations;

- Assure confidentiality to, and obtain informed consent from, all persons interviewed. The evaluation team should triangulated information from existing internal and external data sources and qualitative data collected in the field to crosscheck and validate findings. Since data sources qualitative information, it is expected that the team will use qualitative analysis software that will aid in the interpretation of the collected data. In case further clarification is needed, the evaluation team shall provide detailed explanation on how did the evaluation team arrived to a certain findings;

Evaluation process

47. The evaluation will proceed through the following phases. The deliverables and deadlines for each phase are as follows and evaluation timeline is in Annex 8:

Figure 1: Summary Process Map

| 1. Prepare | 2. Inception | 3.Collect data | 4. Analyze data and Report | 5.Disseminate and follow-up |

- Inception Report
- Aide memoire / debriefing PPT
- Evaluation Report

48. **Notes on the deliverables:** The inception package and evaluation reports shall be written in English and follow the DEQAS templates. The evaluation team is expected to produce written work that is of very high standard, evidence- based, and free of errors. The evaluation company is ultimately responsible for the timeliness and quality of the evaluation products. If the expected standards are not met, the evaluation company will, at its own expense, make the necessary amendments to bring the evaluation products to the required quality level. The evaluation TOR, report, management response and brief will be public and posted on the WFP External Website (wfp.org/evaluation). The other evaluation products will be kept internal.

- **Inception Report.** After (or based on) the inception meeting, the Inception Reports will describe the subject of evaluation, country context, provide an operational factsheet and a map, and provide a stakeholder analysis. The Inception Reports will also describe the evaluation methodologies and the approach taken by the team to cultivate ownership and organize debrief sessions and quality assurance systems developed for the evaluation. The Inception Reports will include use of Evaluation Plan Matrices, and they will outline how the evaluation teams will collect and analyse data to answer all evaluation questions. Finally, they must include an evaluation activity plan and time line. The evaluation designs and proposed methodologies specified in the Inception Reports must reflect the evaluation plans, budgets and operational environments, and the extent to which methods lead to collection of reliable data and analysis that provide a basis for reaching valid and

reliable judgments. A reconstructed theory of change must be included in the report. For more details, refer to the content guide for the inception package.

- **Preliminary Findings.** This will include preliminary findings and recommendations with WFP at the end of the field visit and interviews with stakeholders. The evaluation team will draft the report and present to a group with representatives from WFP and key stakeholders.
- **Evaluation report.**
  - **Draft Report**. The evaluation report will outline the evaluation purpose, scope and rationale, and the methodologies applied including the limitations that these may come with. Prior finalizing the report, the evaluation team should share the report to WFP and stakeholders and facilitate a validation meeting/workshop. The report will also be shared with the evaluation reference group and quality assurance for review as indicated in Section 4.5.
  - **Final Report.** The report must reflect the TOR and Inception Report and outline evaluation questions and the evaluation teams' answers to these alongside other findings and conclusions that the teams may have obtained. The reports will also outline interim lessons learned, recommendations and proposed follow-up actions. It should follow the UNEG evaluation report guidance.
- **Power-point presentation and validation workshop facilitation**. A final briefing to WFP RB and COs will be required during which the service provider will present a summary of the conclusions, evaluation findings and recommendation. The report should highlight specific DRR/CCA that have greatest results and lessons on how to improve the implementation of DRR/CCA activities. Comparisons and contrasts and lessons learned between the previous evaluation result should be highlighted.
- **Evaluation brief.** A two-page brief of the evaluation will summarise the evaluation report and serve to enhance dissemination of its main findings.

Evaluation Management and Roles and Responsibilities

49. The following mechanisms for independence and impartiality will be employed such as use of external service provider to conduct the evaluation. WFP has appointed a dedicated evaluation manager to manage the evaluation process internally; an internal WFP evaluation committee, led by staff not directly implementing the programme at the country office level, to manage and make decisions on the evaluation; an Evaluation Reference Group (ERG) (including WFP and external stakeholders) will be set up to steer the evaluation process and further strengthen the independence of the evaluation. All feedback generated by these groups will be shared with the service provider. The service provider will be required to critically review the submissions and provide feedback on actions taken/or not taken as well as the associated rationale.

50. The following potential risks to the methodology have been identified such as potential difference in methodological approach between the recommendation against the preference of the evaluation team. To mitigate this risk, WFP will provide a list of recommended methodology to be used to answer every evaluation questions. The selected external service provider will confirm the suggested methodology, and if any case the suggested methodology is not possible to use, the evaluation team will clearly state the reason, and the alternative methodology. Additionally, the inception report will be carefully reviewed by WFP and stakeholders to ensure methodology and approach are sound.

51. Due to the geographic spread of the intervention, WFP will recommend areas which will be visited for data collection. Areas to be visited will be purposely selected based on consultation with the ERG and evaluation team and will be coordinated with the focal persons for their availability. In case of non-availability of resource persons, an alternate area will be

recommended. Areas to be visited will be coordinated with UNDSS to ensure the safety of the WFP staff and the evaluation team. However, the evaluation company is responsible for ensuring the security of all persons contracted, including adequate arrangements for evacuation for medical or situational reasons as indicated in Section 6.3.

52. The following are the roles and responsibilities of different stakeholders:

Table 5: Roles and Responsibilities

Actors	Roles and Responsibilities
Country Director or Deputy Country Director[12]	o Assign an Evaluation Manager for the evaluation. o Function as a member of Evaluation Committee (EC) o Compose the internal evaluation committee and the evaluation reference group (see below). o Approve the final TOR, inception and evaluation reports. o Ensure the independence and impartiality of the evaluation at all stages, including establishment of an Evaluation Committee and of a Reference Group (see below and Technical Note (TN) on Independence and Impartiality). o Participate in discussions with the evaluation team on the evaluation design and the evaluation subject, its performance and results with the Evaluation Manager and the evaluation team o Participate in the debriefings and workshops to assess validity and reliability of collected data and usefulness of the findings and recommendations o Preparation of a Management Response to the evaluation recommendations submit to the RD o Oversee dissemination and follow-up processes (such as report on follow-up actions, and use evidence from DE in the revision and preparation of new strategies, programmes and other interventions)
Evaluation Manager	o Manages the evaluation process through all phases including drafting this TOR o Ensures quality assurance mechanisms are operational o Consolidates and shares comments on draft TOR, inception and evaluation reports with the evaluation team o Ensures expected use of quality assurance mechanisms (checklists, quality support) o Ensures that the team has access to all documentation and information necessary to the evaluation; facilitate the team's contacts with local stakeholders; set up meetings, field visits; provide logistic support during the fieldwork; and arrange for interpretation, if required. o Organises security briefings for the evaluation team and provide any materials as required o May facilitate/support the development of a management response and dissemination of the evaluation report and its findings.
Evaluation Committee (EC)[13]	o Provide input to the evaluation process o Give comments and feedback on the evaluation product based on their knowledge and experience o Participate in the debriefing and workshop and provide feedback

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[12] Country Director might delegate the role to the Deputy Country Director
[13] Annex 7

	o Oversee dissemination of evaluation results and ensure periodic follow up and updating of the status of the implementation of the recommendation o Assist if necessary the evaluation team on the data requirements that they needed.
Evaluation Reference Group (ERG)[14]	o Review the evaluation products as further safeguard against bias and influence. o Support a credible, transparent, impartial and quality evaluation process in accordance with WFP Evaluation Policy 2016-2021 o Act as experts in an advisory capacity and input to management response and its implementation (as appropriate).
Regional Bureau	o Assign the Regional Evaluation Officer to provide technical support to the evaluation. o Participate in discussions with the evaluation team on the evaluation design and on the evaluation subject as relevant. o Serve as a technical advisor and participate as a member of the ERG o Provide comments on the draft TOR, Inception and Evaluation reports o Support the Management Response to the evaluation and track the implementation of the recommendations.
Relevant WFP Headquarters divisions	o Discuss WFP strategies, policies or systems in their area of responsibility and subject of evaluation in relevant areas. o Comment on the evaluation TOR and draft report.
Office of Evaluation (OEV)	o Advise the Evaluation Manager and provide support to the evaluation process where appropriate. o Responsible to provide access to independent quality support mechanisms reviewing draft inception and evaluation reports from an evaluation perspective. o Ensure a help desk function upon request from the Regional Bureaus.

4.5. Quality Assurance and Quality Assessment

53. WFP's Decentralized Evaluation Quality Assurance System (DEQAS) defines the quality standards expected from this evaluation and sets out processes with in-built steps for Quality Assurance, Templates for evaluation products and Checklists for their review. DEQAS is closely aligned to the WFP's evaluation quality assurance system (EQAS) and is based on the United Nations Evaluation Group (UNEG) norms and standards and good practice of the international evaluation community and aims to ensure that the evaluation process and products conform to best practice.

54. DEQAS will be systematically applied to this evaluation. The WFP Evaluation Manager will be responsible for ensuring that the evaluation progresses as per the DEQAS Process Guide and for conducting a rigorous quality control of the evaluation products ahead of their finalization.

55. WFP has developed a set of Quality Assurance Checklists for its decentralized evaluations. This includes Checklists for feedback on quality for each of the evaluation products. The relevant Checklist will be applied at each stage, to ensure the quality of the evaluation process and outputs.

56. To enhance the quality and credibility of this evaluation, an outsourced quality support (QS) service directly managed by WFP's Office of Evaluation in Headquarter provides review of the draft inception and evaluation report (in addition to the same provided on draft TOR), and provide:

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[14] Annex 7

- systematic feedback from an evaluation perspective, on the quality of the draft inception and evaluation report;
- recommendations on how to improve the quality of the final inception/evaluation report

57. The evaluation manager will review the feedback and recommendations from QS and share with the team leader, who is expected to use them to finalise the inception/ evaluation report. To ensure transparency and credibility of the process in line with the UNEG norms and standards[1], a rationale should be provided for any recommendations that the team does not take into account when finalising the report.

58. This quality assurance process as outline above does not interfere with the views and independence of the evaluation team, but ensures the report provides the necessary evidence in a clear and convincing way and draws its conclusions on that basis.

59. The evaluation team will be required to ensure the quality of data (validity, consistency and accuracy) throughout the analytical and reporting phases. The evaluation team should be assured of the accessibility of all relevant documentation within the provisions of the directive on disclosure of information. This is available in WFP's Directive (#CP2010/001) on Information Disclosure.

60. The evaluation company is expected to provide evaluation products of high quality. If the expected standards are not met, the evaluation company will, at its own expense, make the necessary amendments to bring the evaluation products to the required quality level.

61. All final evaluation reports will be subjected to a post hoc quality assessment by an independent entity through a process that is managed by OEV. The overall rating category of the reports will be made public alongside the evaluation reports.

5. Organization of the Evaluation

5.1. Evaluation Conduct

62. The evaluation team will conduct the evaluation under the direction of its team leader and in close communication with the WFP evaluation manager. The team will be hired following agreement with WFP on its composition.

63. The evaluation team will not have been involved in the design or implementation of the subject of evaluation or have any other conflicts of interest. Further, they will act impartially and respect the code of conduct of the evaluation profession.

64. The National M&E Officer serves as the Evaluation Manager who is responsible managing the evaluation process, but not conducting the evaluation. The National M&E Officer knows about the activities under evaluation while not having managed or implemented them directly.

65. The evaluation team will conduct and report on the evaluation according to WFP standards:

- Evaluators must have personal and professional integrity.

- Evaluators must respect the right of institutions and individuals to provide information in confidence and ensure that sensitive data cannot be traced to its source. Adhere to the national law on data privacy. Evaluators must take care that those involved in evaluations have a chance to examine the statements attributed to them.

- Evaluators must be sensitive to beliefs, manners and customs of the social and cultural environments in which they work.

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[1] UNEG 2016 Norms and Standards states Norm #7 states *"that transparency is an essential element that establishes trust and builds confidence, enhances stakeholder ownership and increases public accountability"*

- In light of the United Nations Universal Declaration of Human Rights, evaluators must be sensitive to and address issues of discrimination and gender inequality.

- Evaluations sometimes uncover evidence of wrongdoing. Such cases must be reported discreetly to the appropriate investigative body. Also, the evaluators are not expected to evaluate the personal performance of individuals and must balance an evaluation of management functions with due consideration for this principle.

- Evaluators must follow the UNEG Ethical Guidelines for Evaluation in the entire evaluation process.

5.2. Team composition and competencies

66. To the extent possible, the evaluation will be conducted by a gender-balanced, geographically and culturally diverse team with appropriate skills to assess gender dimensions of the subject as specified in the scope, approach and methodology sections of the TOR.

67. The evaluation team will be composed of one team leader and at least one additional member of Filipino nationality.

68. Below are the qualifications needed for the team leader and member of the evaluation team.

Table 6: Qualification and Primary Responsibilities of the Evaluation Team

Position	Qualification and Responsibilities
Team Leader	**Qualifications** o At least Master's Degrees in social sciences, evaluation, development studies, disaster management, climate change, institutional capacity development, food security or related fields o Extensive experience in conducting evaluations: 10 years for evaluation team leader, with at least 5 years of exposure to work on climate change and disaster risk management and/or food security, with demonstrable skills and knowledge of evaluation designs, both qualitative and quantitative data collection and analysis o Have leadership, analytical, presentation and communication skills, including a track record of excellent English writing and presentation skills. o Must have excellent interpersonal skills to be able to manage team members effectively, sorting out difference within the team, and making sure that the outputs are cohesive and comprehensive. o Facilitation skills and ability to manage diversity of views in different cultural contexts is a requirement o Previous experience of working with the UN particularly WFP, with experience of the Asia-Pacific Region, particularly in the Philippines, is a distinct advantage o Given the remoteness of some field sites and their limited accessibility, all team members should be in good physical condition **Responsibilities** o Ensure the quality of the deliverables including inception reports with evaluation approach, methods and matrix, preliminary findings, draft and final evaluation reports, powerpoint presentation, facilitate workshop and an evaluation brief in line with DEQAS

	o Communicate/consult with WFP and other stakeholders and incorporate their comments in the report o Guide and manage the team o Lead the evaluation mission and represent the evaluation team
Team Member(s)	**Qualifications** o At least Master's Degrees in social sciences, evaluation, development studies, disaster management, climate change, institutional capacity development, food security or related fields o At least 5 year experience in participation in evaluations related to climate change and disaster risk management and/or food security o Have strong analytical and communication skills, evaluation experience and familiarity with Philippine local and cultural context o Have strong skills in oral and written English and Filipino, knowledge of local dialect is desirable o Given the remoteness of some field sites and their limited accessibility, all team members should be in good physical condition **Responsibilities** o Contribute to producing the quality deliverables with the team leader including inception reports with evaluation approach, methods and matrix, preliminary findings, draft and final evaluation reports, PPT, facilitate workshop and an evaluation brief in line with DEQAS the methodology in their area of expertise based on a document review o Assist the team leader to manage the team, particularly providing the knowledge of the local context and culture o Participate in team meetings and meetings with stakeholders o Contribute to the drafting and revision of the evaluation products

5.3. Security Considerations

69. **Security clearance** where required is to be obtained from Philippine local authority.

- As an 'independent supplier' of evaluation services to WFP, the evaluation company is responsible for ensuring the security of all persons contracted, including adequate arrangements for evacuation for medical or situational reasons. The consultants contracted by the evaluation company do not fall under the UN Department of Safety & Security (UNDSS) system for UN personnel.

- Consultants hired independently are covered by the UN Department of Safety & Security (UNDSS) system for UN personnel which cover WFP staff and consultants contracted directly by WFP. Independent consultants must obtain UNDSS security clearance for travelling to be obtained from designated duty station and complete the UN system's Basic and Advance Security in the Field courses in advance, print out their certificates and take them with them.[15]

70. However, to avoid any security incidents, the Evaluation Manager is requested to ensure that:

- The WFP CO registers the team members with the Security Officer on arrival in country and arranges a security briefing for them to gain an understanding of the security situation on the ground.

- The team members observe applicable UN security rules and regulations – e.g. curfews etc.

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[15] Field Courses: Basic https://dss.un.org/bsitf/; Advanced http://dss.un.org/asitf

6. Communication and budget

6.1. Communication

71. To ensure a smooth and efficient process and enhance the learning from this evaluation, the evaluation team should place emphasis on transparent and open communication with key stakeholders. These will be achieved by ensuring a clear agreement on channels and frequency of communication with and between key stakeholders. Details of the communication plan is in Annex 9.

    - The Evaluation Manager will submit all final deliverables to the WFP COs for pre-approval. Upon pre-approval of deliverables, the WFP COs will forward the deliverables to the Regional Bureau.

    - The evaluation team will deliver an evaluation report and other information products stated in Part 5. The evaluation team will produce an excel file indicating all comments received and how these were addressed. Exit debriefings will follow all field visits. A final presentation on the overall findings will be delivered to the RBB and the CO.

72. As part of the international standards for evaluation, WFP requires that all evaluations are made publicly available. This will be available in the WFP's site. Following the approval of the final evaluation report, the CO M&E team will organize a workshop to discuss the findings and recommendation to the programme unit discussing the learnings and possible action points for improvement. The CO M&E Team will also be responsible to tracking the progress of the action plan to address the findings accepted by the CO.

6.2. Budget

73. **Budget:** For the purpose of this evaluation, the budget will:

    - Tender through procurement procedures, in which case the budget will be proposed by the applicant.

    - The proposed budget by the applicant should not exceed of USD 80,000. The budget source is from OFDA which was allocated during the budget proposal.

    - Travel/subsistence/other direct expenses by the contracted evaluation team should be included in the proposal. This should include any foreseen primary data collection and analysis.

    - The budget will also include the dissemination of the findings through workshop to be conducted as indicated in the communication section.

    Please send any queries to Jutta Neitzel (Head of Programme; jutta.neitzel@wfp.org) or Alma Perey (National M&E Officer; alma.perey@wfp.org)

Annex 1   Map of the Philippines
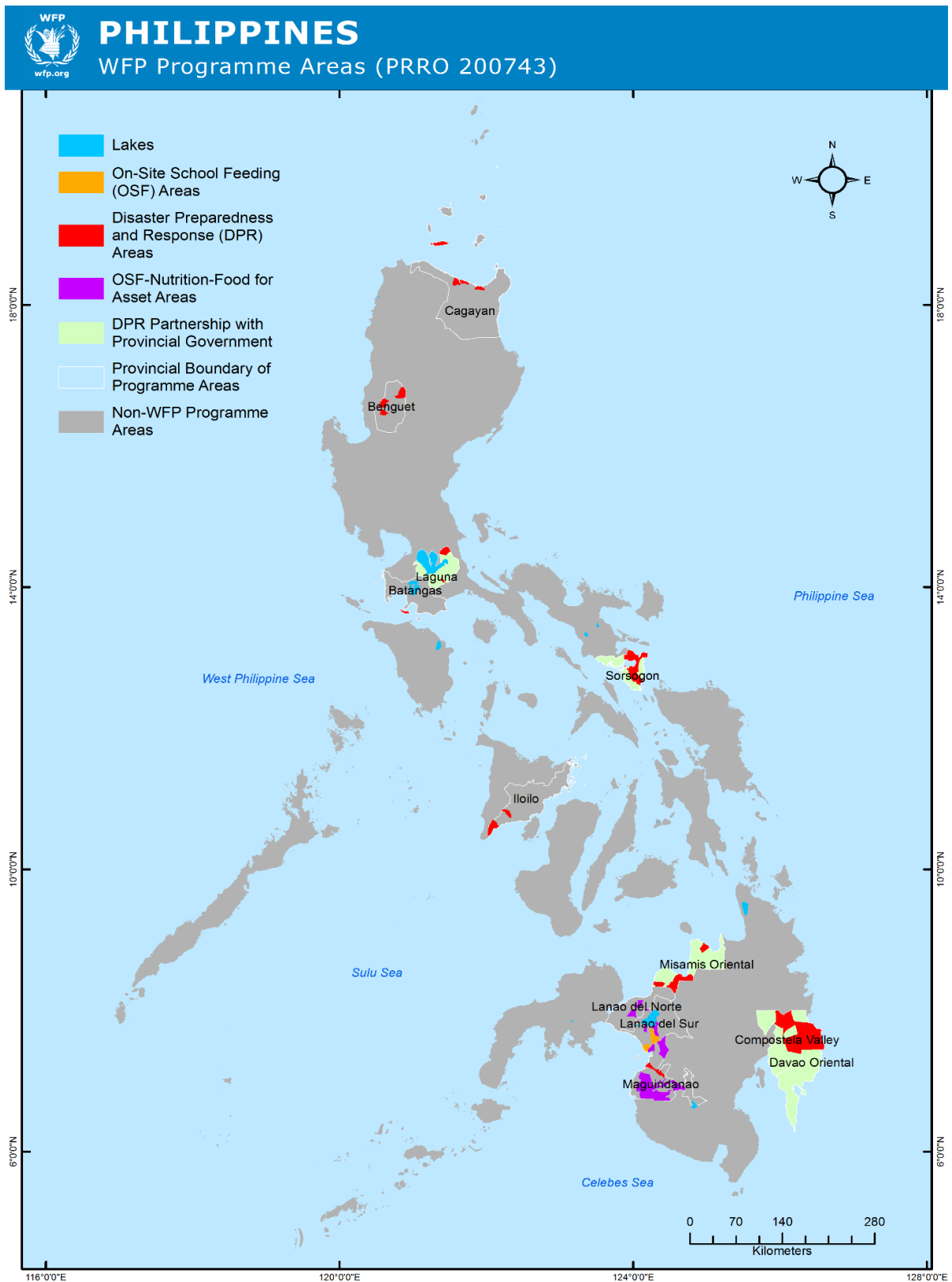
Annex 2   List of Partners/Beneficiaries

Phase I	Phase II	Phase III	Phase IV	Phase V
Province of Laguna	**Province of Laguna**	**Province of Laguna**	**Province of Laguna**	**Province of Laguna**
Pila	Pila	Pila	Rizal	Pakil
Mabitac	Mabitac	Mabitac	Sta. Maria	Liliw
	Rizal	Rizal		Famy
				Sta. Maria
				Luisiana
Province of Benguet	**Province of Benguet**	**Province of Benguet**	**Province of Benguet**	**Province of Benguet**
Atok	Atok	Atok	Buguias	Kabayan
Tublay,	Tublay,	Tublay,	La Trinidad	Bokod
	Kapangan	Kapangan	Kapangan	Kapangan
	Kibungan	Kibungan		Sablan
		Baguio City		
Province of Cagayan	**Province of Cagayan**	**Province of Cagayan**	**Province of Cagayan**	**Province of Cagayan**
Amulung	Amulung	Amulung	Aparri	Rizal
Aparri	Aparri	Aparri	Sta. Teresita	Camalanuigan
Enrile	Enrile	Enrile		Sta. Praxedes
	Ballesteros	Ballesteros		Sta. Teresita
	Sta. Teresita	Sta. Teresita		Pamplona
		Pamplona		
Province of Sorsogon	**Province of Sorsogon**	**Province of Sorsogon**	**Province of Sorsogon**	**Province of Sorsogon**
Irosin	Irosin	Irosin	Irosin	Barcelona
Juban	Juban	Juban	Juban	Casiguran
	Casiguran	Casiguran	Casiguran	Sta. Magdalena
	Sta. Magdalena	Sta. Magdalena	Sta. Magdalena	Prieto Diaz
		Sorsogon City	*Sorsogon City*	
		Prieto Diaz	Prieto Diaz	
		Province of Iloilo	**Province of Iloilo**	**Province of Iloilo**
	Iloilo City	*Iloilo City*	Tubungan	New Lucena
		Tubungan	San Joaquin	Tubungan
		San Joaquin		San Rafael
				Zarraga
		Province of Batangas	**Province of Batangas**	**Province of Batangas**
		Batangas City	Tingloy	Mataas na Kahoy
		Tingloy		Tingloy
				San Luis
				Cuenca
				Balete
		Province of Misamis Oriental	**Province of Misamis Oriental**	**Province of Misamis Oriental**
		Manticao	Manticao	Manticao
		Medina	Medina	Medina
	Cagayan de Oro City	*Cagayan de Oro City*	*Cagayan de Oro City*	Libertad
				Balingoan
				Binuangan
		Province of Davao Oriental	**Province of Davao Oriental**	**Province of Davao Oriental**
		Cateel	Cateel	San Isidro
		Baganga	Baganga	*Mati City*

Phase I	Phase II	Phase III	Phase IV	Phase V
		Province of Compostella Valley	**Province of Compostella Valley**	**Maguindanao**
		New Bataan	New Bataan	Kabuntalan
		Monkayo	Monkayo	Northern Kabuntalan
	Butuan City	*Butuan City*		Buldon
	Davao City	*Davao City*		South Upi
NGOs	Jaime V. Ongpin Foundation, Inc.	Jaime V. Ongpin Foundation, Inc.	Jaime V. Ongpin Foundation, Inc.	Jaime V. Ongpin Foundation, Inc.
	Cagayan Valley Partners in People Development	Cagayan Valley Partners in People Development	Cagayan Valley Partners in People Development	Community Organizers Multiversity
	Partnership of Philippine Support Agencies	Partnership of Philippine Support Agencies	Green Valley Development Program	Coastal Core
	Green Valley Development Program	Green Valley Development Program	People's Initiative for Learning and Community Development	Philippine Legislators' Committee on Population and Devt Inc (PLCPD)
	Philippine Business for Social Progress	Philippine Business for Social Progress	PROCESS Panay Foundation, Inc.	Philippine Rural Reconstruction Movement (PRRM)
		Batangas Community Divers Seal, Inc.	Society for the Conservation of Philippine Wetlands	Philippine Business for Social Progress (PBSP)
		People's Initiative for Learning and Community Development	Green Mindanao Association, Inc.	Iloilo Caucus of Development Non-Government Organizations Inc. (ICODE)
		Iloilo Caucus of Development NGOs	Good Neighbors International - Philippines	
		Society for the Conservation of Philippine Wetlands	Integrated Rural Development Foundation	
		Green Mindanao Association, Inc.	Philippine Legislators Committee on Population and Development	
		Good Neighbors International - Philippines		
		Integrated Rural Development Foundation		
Academe	University of the Philippines Los Banos	University of the Philippines Los Banos	University of the Philippines Los Banos	West Visayas State University
	University of the Philippines Baguio	University of the Philippines Baguio	University of the Philippines Baguio	Benguet State University
	Cagayan State University	Cagayan State University	Benguet State University	Isabela State University
	Bicol University	Bicol University	Laguna State Polytechnic University	Xavier University – Ateneo de Cagayan
	Ateneo Innovation Center	Ateneo Innovation Center	Cagayan State University	Davao Oriental State College of Science and Technology
		Batangas State University	Isabela State University	Mindanao State Univeristy-Maguindanao
		University of the Philippines Visayas	Xavier University – Ateneo de Cagayan	Sorsogon State College
		West Visayas State University	Sorsogon State College	

Annex 3 Stakeholder Involvement

Stakeholder	Role
Provincial, City, and Local Governments	Provincial, City, and Local Governments is the primary stakeholder of the DPR Programme. Activities will be implemented in line with the two objectives to assist these stakeholders in 1) establishing and strengthening Disaster Risk Reduction Management Councils and Offices; 2) effectively utilizing Calamity Funds (5% of total revenue) to enhance DPR capacity and address known risks, in support of overall development plans; and 3) formulating, planning, and implementing local climate change action plans (LCCAP).
National Government Agencies	The DSWD, DILG, and OCD are to be core partners of WFP in the implementation of the DPR/CCA Programme. DILG and OCD provides speakers/facilitators to the trainings organized by WFP and also provide administrative assistance to WFP by liaising the activities to provincial, city and local government units. Various ministries are partners in the design and implementation of WFP activities, including Office of Civil Defense (OCD), National Disaster Risk Reduction and Management Council (NDRRMC), Department of Social Welfare and Development (DSWD), Department of Environment and Natural Resources (DENR), Department of Interior and Local Government (DILG), Department of Science and Technology (DOST), Philippine Atmospheric Geophysical and Astronomical Services Administration (PAGASA), Climate Change Commission (CCC), provincial and local government unit (LGU)
Academic Community	WFP links the academic institutions and local communities. Academic institutions develop/integrate DPR/CCA into their curriculum and carry out related activities as part of their research intiatives, share innovative DPR/CCA science and technologies with local communities, assess the efficacy of DPR/CCA activities and take steps to document best practices and lessons learned, with an emphasis on indigenous DPR/CCA approaches. WFP also tapped universities to conduct mitigation project and create curriculum for DPR/CCA such as Isabela State University, Laguna State Polytechnic University, University of the Philippines – Baguio, University of Philippines - Los Banos, Xavier University, Mindanao State University. Results might encourage more collaboration with academe on DPR/CCA activities if found more efficient and sustainable.
NGOs	Local NGOs implement DPR/CCA projects in collaboration with government and community (including academe) efforts. Local NGOs have been partners of WFP in implementing some activities such as Batangas Community Divers Seal, Inc., Cagayan Valley Partners in People Development, Good Neighbors, Green Mindanao Association Inc., Green Valley Development Programme, Integrated Rural Development Foundation, Iloilo Caucus of Development NGOs, Jaime V. Ongpin Foundation, Inc. (JVOFI), Partnership of Philippine Support Service Agencies (PHILSSA), People's Initiative for Learning and Community Development (PILCD), Philippine Business for Social Progress (PBSP), Philippine Legislators Committee on Population and Development (PLCPD), Process Foundation Inc., Society for the Conservation of Philippine Wetlands to mention a few.
United Nations Agencies	WFP forged a strategic partnership with UN-Habitat to implement the CCA component of the DPR programme in four cities. WFP also partnered with UNFPA to provide technical assistance in terms of gender mainstreaming in WFP's DPR/CCA activities. United Nations Population Fund (UNFPA) and UN Habitat were some of the UN Agencies that WFP had partner in the implementation of some of the activities. United Nations Children's Fund (UNICEF) also has project related to disaster preparedness and response.

Annex 4   Logical Framework

Phase 1: May 2011 – May 2012

Results Based Performance Framework – WFP DRR Project in the Philippines

Development Hypothesis	Objective	Indicators (Quantitative)	Outcome	Beneficiaries
1. At present, because of its streached resources, DSWD requires support in disaster preparedness and response capacity interms of warehouse information system and reporting mechanisms, and vulnerability analysis, assessment and mapping. In addition, CFW/T implementation is likely to pose a serious challenge as it is a new programme to the DSWD.	1. The objective of the proposed project is to enhance DSWD's disaster preparedness and response capacity through logistics training on warehouse management and tracking of food and non-food items; training on vulnerability analysis, assessment and mapping; as well as through technical support the DSWD for the implementation of CFW/T at the community level as a means to jump-starting the implementation of government's disaster preparedness and mitigation plans.	a) **Approximately 30** DSWD warehouse staff trained in warehouse management and tracking; **1 central and 17 regional warehouses** adopt standardized warehouse inentory, tracking and reporting system. b) **Approximately 11 national and regional DSWD and 10 LGU personnel** in the four provinces (Cagayan, Sorsogon, Benguet and Lagune) trained in GIS and assessment techniques; **four provinces equipped** with GIS facilities and maps produced. c) **Atleast four model evacuations centres upgraded** in the four provinces; **four early warning systems** installed; **farm-to-market roads** rehabilitated in the four provinces as mitigation measures. d) **Approximately 120 community members in the four provinces are trained** through CFT using DSWD's Community and Family Disaster Preparedness Module.	a) Improved and standardized warehouse inventory, tracking and reporting system for DSWD's central warehouse in Manila and 17 regional warehouses. b) Trained DSWD and selected LGU personnel in GIS, rapid assessment and M&E techniques at the national and regional level; vulnerability and early warning maps produced. c) Effective/pilot community-based disaster preparedness/resiliance and mitigation through small-scale projects. d) Improved community awareness on DRR	a) DSWD staff at the the central and regional warehouses. b) National and regional DSWD/MIS; and LGU staf in the four provinces. c) National DSWD LGUs and community members in the four provinces. d) Communitiy members in the four provinces.

Phase 2: April 2012 – April 2013

OBJECTIVE	ACTIVITY	OUTPUT INDICATOR	OUTPUT TARGET	MEANS OF VERIFICATION	OUTCOME	OUTCOME INDICATOR	OUTCOME TARGET	MEANS OF VERIFICATION	DEFINITIONS
Support scaling up of **disaster preparedness and response projects** and further build the capacities of LGUs in project areas (10 LGUs in 5 province), replicate successes in new areas	Identify and implement small-scale disaster mitgation projects	Number of small scale mitgation projects implemented	9 municipal (prior area); 8 new areas/9 HQ	Project Plan Summary and Project Closing Form	Reduced hazard impacts on communities through effective community based disaster preparedness/mitigation small scale projects	Number of projects that mitigate specific risks or improve preparedness	17	Project Plan Summary and Project Closing Form	
		Number of consultation meetings held with key personnel	9 municipal	PIW	Roles/responsibilities clarified	MOUs signed	9	MOUs	
		Number of project activities/knowledge mainstreamed into regular government's financial and other commitments	9 municipal	Project Plan Summary, MOUs	Project budgets partially covered by government at LGU level	Number of projects with budgets partially covered by government at LGU level	9	Project Plan Summary , MOUs	Government counterpart includes province, municipal, national agencies (DSWD CFW) and other resources that may be identifeid prior and in the course of the project implementation
						% of total project budget covered by counterpart	50	Project Plan Summary, MOUs	
					Project activities mainstreamed into national budget	Activities captured in 2013 national budget	N/A	Programme monitoring	this can also mean use of LGU funds as counterpart to the project implementation (cash and non-cash)
	Develop contingeny plans	Number of contingeny planning trainings	3 provincial; 9 municipal	Training Monitoring Form and Post training monitoring form	Training used to formulate contingency plans	Number of plans formulated at municipal level	8 (new areas)	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	
						Number of plans formulated by locals at barangay level	9	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	
					Contingency plans integrated into the local DRRM plans and mainstreamed in local development plans in collaboration with UNDP and NEDA	Number of contingency plans included in development plans	2 provincial; 7 municipal	Project Plan Summary and Project Closing Form	inclusion to the differnet plans ensure programming and budget allocation at the LGU level for DPR projects identified in the contingency plans
		Number of trainers trained in contingency planning	20 Trainers in each LGU (8)	Training Monitoring Form and Post training monitoring form	Municipal staff have capacity to train barangays in contingency planning	Number of municipal staff with capacity to train barangays in contingency planning	180	Pre and Post Tests	
					Municipal staff train barangays in contingeny planning		9	Training Monitoring Form and Post training monitoring form	trained trainersas facilitators in the conduct of the baangay contingency plannin

OBJECTIVE	ACTIVITY	OUTPUT INDICATOR	OUTPUT TARGET	MEANS OF VERIFICATION	OUTCOME	OUTCOME INDICATOR	OUTCOME TARGET	MEANS OF VERIFICATION	DEFINITIONS
	Train trainers in GIS or vulnerability and risk mapping	Number of trainers trained in GIS or vulnerability and risk mapping (OFDA) /Number of municipal staff trained in GIS or vulnerability and risk mapping (HQ)	80 (OFDA)/20 (HQ)		Trainers train other community members in GIS or vulnerability and risk mapping	Number of barangays involved in participatory GIS trainings	20	Training Monitoring Form and Post training monitoring form	
		Number of maps prepared	1/municipality		Maps used during contingency planning	Number of maps used during contingency planning	1/municipality	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	
	Conduct ICS Training	Number of LGU personnel trained in ICS	90		ICS protocols established with systems and procedures	Number of LGUs with protocols established	9	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	
	Develop training package	Standard and tailored training module prepared with international standards	1 module	Project Plan Summary and Project Closing Form	Module shared with other WFP Country Offices	Number of WFP Country Offices who receive module	5	Programme monitoring	
Support **NGOs/CSOs** to implement local level mitigation projects at the barangay and community level	Implement Community based development and disaster mitigation projects	Number of NGOs/CSO identified, Number of DPR projects locally identified, Number of DPR projects implemented	5	Project Plan Summary and Project Closing Form	Projects reduce impact of disasters on communities	Number of projects that mitigate specific risks or improve preparedness	5	Project Plan Summary and Project Closing Form	
	Formulate Municipal wide awareness and advocacy plans	Number of municipal wide awareness and advocacy plans formulated	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Awareness and advocacy plans are used by communities	Number of plans adopted or shared	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	this can be community based trainings, IEC, etc.
	Develop IEC materials	Number of NGOs/CSOs that develop IEC materials	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Communities' awareness is increased	Number of community members who can answer DPR related questions correctly after trainings	10 per community	Pre and Post Tests	materials developed to be used for trainings, and other activities(?)
	Launch awareness campaigns	Number of awareness camapigns launched	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form					

OBJECTIVE	ACTIVITY	OUTPUT INDICATOR	OUTPUT TARGET	MEANS OF VERIFICATION	OUTCOME	OUTCOME INDICATOR	OUTCOME TARGET	MEANS OF VERIFICATION	DEFINITIONS
	GIS Info and Maps linked between LGUs and CSOs	Number of GIS Networks formed	4	Project Plan Summary and Project Closing Form	GIS information is shared across programme areas	# of instances where GIS info is shared between stakeholders	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	A network is defined as more than 5 GIS professionals working together across different programme areas (muniicpallities, provinces, academe, NGOs). Working together could mean period meetings or consultations by phone/email.
	Establish community based early warning systems	Number of early warning systems established	9	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Communities are aware of early warning systems	Number of community members who can answer questions about the early warning system established	10 per community	Pre and Post Tests	
	Develop early warning protocols	Number of early warning systems protocols developed	9	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Communities adopt or practice protocals developed	Number of communities that adopt or practice the protocols developed	9	Project Plan Summary and Project Closing Form	
Leverage the experience of **academic institutions/universities**	Build partnerships with government and private learning institutions to advance/implement/test/ pilot innovative DPR projects	Academic institutions are identified and new innovative interventions implemented at local level (Barangay or LGU)	5	Project Plan Summary and Project Closing Form	Projects reduce impact of disasters on communities	Number of projects that mitigate specific risks or improve preparedness	5	Pre and Post Tests	
					Projects increase academic institutions involvement in DPR activities in collaboration with LGUs	Number of projects implemented in coordination with LGUs	5	Project Plan Summary and Project Closing Form	
	Document best practices, research results	Number of academic projects that document best practices, research results	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Documentation shared with stakeholders	Number of stakeholders who receive documentation	150	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	
	DPR modules developed by and pilot tested for integration in specific existing curriculum	Number of DPR modules developed and pilot tested	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	DPR modules adopted by academic institutions	Number of DPR modules adopted by academic institutions	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	
	DPR systems set-up	Number of DPR systems set-up	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	DPR projects assessed/analysed	Number of DPR projects assessed/analysed	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	
					Pool of DPR champions identified from leading institutions	Number of champions identified	25	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	

OBJECTIVE	ACTIVITY	OUTPUT INDICATOR	OUTPUT TARGET	MEANS OF VERIFICATION	OUTCOME	OUTCOME INDICATOR	OUTCOME TARGET	MEANS OF VERIFICATION	DEFINITIONS
	Conduct Exchange Visits/Dialogues	Number of exchange visits/dialogues conducted	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Participants share best practices	Number of participants who attend exchange visit/dialogues	150	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	
		Number of best practices documented from dialogues	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Best practices implemented by LGUs	Number of best practices implemented by LGUs specifically attributable to academic projects	5	Project Plan Summary and Project Closing Form	
CCA 1. Conduct participatory climate change vulnerability and adaptation assessment to guide mainstreaming efforts and identify adaptation strategies	Identify national and local partners to undertake the UN-H/WFP JP	Number of national and local implementing partners identified	3 major National partners with oversight functions (DILG, HUDCC, LCP) and 4 cities	Letter of Understanding, Inception Report, Progress Reports	CC mainstreaming in national and LGU planning and programming institutionalized	No. of LGUs with CC/DRR-responsive CLUPs and CDPs;	1	Letter of Understanding, Inception Report, Progress and Final Reports, CC Vulnerability Assessment	
	Create city technical working (TWG) groups to review assessment findings	City TWG formed	4	Project Plan, TWG Documentation Reports, City Administrative/Executive Order	TWG members integrate assessment findings in the Comprehensive Development Plan	Number of findings integrated into local/sectoral/development programs	2	Project Plan, TWG Documentation Reports, Progress Report, Final Report	
		TWGs institutionalized via official government orders	4	Project Plan, TWG Documentation Reports, City Administrative Order				Administrative Issuance, Expanded Ecological Profile of the CDP, AIP, DRRM plan; Final Report	Institutionalization may come in the form of administrative issuances or official statement (e.g., Administrative Order, Circular or official letter forming the CTWG)
	Validate and present findings to local stakeholders	Number of stakeholders participating in the validation and presentation	200	Activity Monitoring Form, Post Activity Monitoring Form, Final CC Vulnerability Report, Participant Sign-in form	Stakeholders who participated in validation/presentation	No of findings integrated into CC Adapation Action Plans	4	Activity Monitoring Form and Post Activity Monitoring Form, Final CC Vulnerability Report	
CCA 2. Strengthen the DRR–CCA capacity, competency and knowledge of local government personnel on DRR-CCA planning and implementation in climate-sensitive areas.	Identify training participants and training focal points	Number of local government personnel and CSO identified for training	50	Administrative order, Training Plan, Activity Monitoring	Roles and responsbilities of identified training participants clarified	Re-entry plan	4	Progress and Final reports	
	Reviewed existing training modules	Number of training modules reviewed	4	Training Modules, Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	VAA Training modules used in trainings	% of participants rate VAA learnings as useful to local planning	60	Post DPR Training Outcome Forms, Participant Survey	

OBJECTIVE	ACTIVITY	OUTPUT INDICATOR	OUTPUT TARGET	MEANS OF VERIFICATION	OUTCOME	OUTCOME INDICATOR	OUTCOME TARGET	MEANS OF VERIFICATION	DEFINITIONS
	modules	Number of stakeholders using the training modules	100	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	VAA Training modules used in assessment and planning	No. of stakeholders rate VAA learnings as useful to local planning	60	Participant Survey, Bi-annual and Final Reports	
	Provide technical assistance in conducting climate and disaster sensitive CC planning	Number of VAA trainings provided	4	Training Modules, Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form, Post DPR Training Outcome Form, Training Facilitator Form	VAA Training modules used in assessment and planning	No. of cities able to enhance their ecological profiles	4	KM and Training Plan, Progress and Final Report, enhanced Ecological Profiles	
		No of LGU sectoral comittee, LDC and legislative member-participants will participate in training	200	Training Plan, Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Understanding of identified participants on mainstreaming CC/DRR in planning is enhanced	% of participants rate the activity as favorable and useful	60%	Bi-annual reports; Partner Feedback Implementation Form	
	Organize Climate Change Action (CCA) Planning workshops	Number of CCAP workshops organized	6	Activity Monitoring Form, Post Activity Monitoring Form, Progress Report	Understanding of identified participants on mainstreaming CC/DRR in planning is enhanced	Number of CCAPs developed	4	CCAPs, Progress and Final Reports	
						Local ordinance or administrative guidelines is issued to support CCAP	4	Local ordinance/Administrative guidelines, Sanggunian proceedings, Progress Report	
CCA 3. Enhance local awareness and understanding of CCA	Enhance knowledge products on CCA/DRR/DPR	Number of VA&A knowledge products disseminated	700	Knowledge Management (KM) Plan , printed/print-ready KM and IEC materials	Beneficiary knowledge is increased	%of beneficiaries interviewed know the impacts and adaptation options for climate-induced hazards	60%	KM Plan, Process documentation reports, Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form, Random beneficiary survey	
	Document capacity development initiatives and processes	Number of capacity development processes and initiatives documented and shared	4	KM Plan, Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form, Exchange Visit Form	Improved documentatation and sharing of CCA experiences	Number of LGUs who use the processes shared	2	Process documentation reports, Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	

OBJECTIVE	ACTIVITY	OUTPUT INDICATOR	OUTPUT TARGET	MEANS OF VERIFICATION	OUTCOME	OUTCOME INDICATOR	OUTCOME TARGET	MEANS OF VERIFICATION	DEFINITIONS
	Organize and facilate city-to-city exchange visits	No. of city-level exchange learning visits	2	KM Plan, Process documentation	Beneficiary knowledge is increased	No of LGUs that revise local plans or implement new	4	KM Plan, Events documentation, Photo-	
	Organize city-level visibility activities to promote awareness on CCA policies and best practices	No. of visibility events for DRR-CCA	4	Comms Plan, Events documentation Pre and post activity monitoring forms	Improved documentatation and sharing of CCA experiences	No of press releases or official statements issued on CCA	4	Comms Plan, Event documentation, News report/press release	
		No. of local government officials who attend visibility events	50		LGUs adopt best practices from learning visits				
CCA 4. Build the resilience of vulnerable communities to manage and anticipate the negative impacts of climate change.	Climate change adaptation projects selected	No. of CCA projects identified	8	Project Proposals/Plan, MoUs, Progress and Final Project Reports	High-impact pilot projects are designed	Number of approved proposals	4	Project Proposals/Plan, MoUs, Progress and Final Reports, Financial Report, Beneficiary interviews	
		Number of CCA Projects selected for Implementation	4		Pilot projects utilize particpatory mechanisms to engage a variety of stakeholders	Number of projects with stakeholder consultations indicated as part of the process	4	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form, Participant survey	
	CCA projects are implemented	Number of CCA projects implemented	4	Project Plans, MoUs, Progress and Final Project Reports	CCA projects reduce risks from natural and climate-induced hazards in project areas	Number of projects that mitigate specific climate-induced risks or improve preparedness	4	Project Baseline Form, Project Proposals/Plan, MoUs, Progress and Final Reports, Financial Report, Activity and Post Activity Monitoring Forms	
					LGUs commit financial resources to implement projects	% of Total project costs provided by LGUs	50	MoUs, Project plan, Financial reports, Final report, Activity and Post Activity Monitoring Forms	
		Number of project implementers receive technical support in implementation	50	Project Plan, MoU, Partner Implementing Feedback Form, Post	LGUs tranfer skills gained through technical assistance to other local stakeholders	Number of stakeholders who receive technical assistance from LGUs	25	Competency Test, Participant Survey	
	Monitor project activities to ensure financial and implementation commitments according to MOUs	Number of CCA projects completed within alotted time	4	MoUs, Project Closing form, Final Reports	High impact results reported for all projects to WFP within DPR timeframe	Final report submitted by August 2013	1	Project Proposals/Plan, MoUs, Progress and Final Reports, Financial Report	
		Number of CCA projects completed within budget	4	MoUs, Project Closing form, Final Reports	Financial reports are compiled and shared with WFP for all projects				

Phase 3: January 2013 – June 201

GOAL: Build resilience of vulnerable communities, thus reducing the impact of natural disasters and climate change and protecting								
OBJECTIVE	**ACTIVITY**	**OUTPUT INDICATOR**	**OUTPUT TARGET**	**MEANS OF VERIFICATION**	**OUTCOME**	**OUTCOME INDICATOR**	**OUTCOME TARGET**	**MEANS OF VERIFICATION**
1. Strengthen the technical and physical capacity of national and local government, academic institutions, and NGOs/CSOs to effectively prepare for and respond to disasters and climate change	Develop contingeny plans	Number of contingeny planning trainings	3 provincial/ 9 municipal / 3 cities	Training Monitoring Form and Post training monitoring form	Training used to formulate contingency plans	Number of plans formulated	3 provincial/ 9 municipal / 3 cities	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
						Number of plans formulated by locals at barangay level	9	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
					Contingency plans integrated into the local DRRM plans and mainstreamed in local development plans in collaboration with UNDP and NEDA	Number of contingency plans included in development plans	2 provincial/ 7 municipal/2 cities	Project Plan Summary and Project Closing Form
		Number of trainers trained in contingency planning	7 municipalities / 2 cities	Training Monitoring Form and Post training monitoring form	Municipal staff have capacity to train barangays in contingency planning	Number of municipal staff with capacity to train barangays in contingency planning	90	Pre and Post Tests
					Municipal staff train barangays in contingeny planning	Number of barangays trained by Trainers	18	Training Monitoring Form and Post training monitoring form
	Organize and equip emergency response teams with necessary skills and emergency paraphenlia to conduct disaster response operations	Number of emergency response teams organized and trained with necessary skills	13 municipal	Activity/Training Monitoring Forms and Post Activity/Training Forms	Functional emergency teams in place and ready to act during emergency	Teams act appropriately and effectively during simulations	Rank how appropriately teams act (13)	Pre and Post Tests
		Number of emergency response teams equipped emergency paraphenlia for disaster response operations	13 municipal	Activity Monitoring Forms and Post Activity Forms	Equipped emergency teams know how to use equipment	Number of teams that efficiently used emergency equipment in simulated or real disaster response	Rank how appropriately teams act (13)	Pre and Post Tests
	Build GIS Capacity	Number of barangays involved in participatory GIS training	20	Training Monitoring Form	Barangays use GIS to develop hazard maps/or during times of emergency	Number of barangay level hazard maps developed independently	10	Post training monitoring form, Partner Feedback Form
		Number of municipal and provincial officials trained in GIS	30 (2 from each of new areas)	Training Monitoring Form	Local government officials use GIS to develop hazard maps/or during times of emergency	Number of municipal or provincial hazard maps developed independently	10	Post training monitoring form, Partner Feedback Form
		Number of academe and NGO stakeholders trained in GIS	12 (2 from each for each new province)	Training Monitoring Form	Academe or NGOs/CSOs use GIS to develop hazard maps/or during times of emergency	Number of academe or NGO/CSO level hazard maps developed independently	3	Post training monitoring form, Partner Feedback Form
		Number of trainers trained in GIS or vulnerability and risk mapping (OFDA)	100	Training Monitoring Form	Trainers train other community members in GIS or vulnerability and risk mapping	Number of community members who receive training from WFP trained government staff	50	Partner Feedback Form
	Train LGU government personnel in logistics, warehousing and relief good inventory and management system	Number of government personnel trained in logistics, warehousing and relief good inventory and management system	15 (1 from each of new areas)	Training Monitoring Form	Improved logistics, warehousing and relief good inventory and management system	Number of LGUs with improved warehouse inventory system management	5	Baseline Assessment, Post Training Assessment
	Conduct community based hazard specific disaster preparedness and response simulations	Number of simulations conducted	10	Activity Monitoring Form	Communities adjust response plans based on simulation experience	Number of communities who adjust plans due to simulations	3	Training Monitoring Form and Post training monitoring form, Partner Feedback Form
	Build DANA and Hazard Risk Assessment Capacity	Number of MDRRMC staff trained in DANA/Hazard Risk Assessments	18	Training Monitoring Form	Training improves MDRRMC's staff capacity in DANA/Hazard Risk Assessments	Number of MDRRMC's with improved DANA/Hazard Risk Assessment capacity as a result of trainings	18	Training Monitoring Form and Post training monitoring form/Pre and post test
	DPR/CCA modules developed by and pilot tested for integration in specific existing curriculum	Number of DPR/CCA modules developed and pilot tested	7	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	DPR/CCA modules adopted by academic institutions	Number of DPR modules adopted by academic institutions	7	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form, Strategic Plans
	Conduct ICS Training	Number of government officials trained in ICS	100	Training Monitoring Form	ICS protocols established with systems and procedures	Number of Provinces with protocols established	3	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
	Identify local partners to conduct CCA vulnerability assessment	Number of local implementing partners identified	1	Letter of Understanding, Inception Report, Progress Reports	Vulnerability assessment methodology developed and finalized	CC Vulnerability assessment is implemented by identified partners	3 cities/13 muni	Letter of Understanding, Inception Report, Progress and Final Reports, CC Vulnerability Assessment
	Organize Climate Change Action (CCA) Planning workshops	Number of CCAP workshops organized	3 new cities/25municipalities	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form, Partner Feedback Form	CCAP is developed by local goverments and local legislative councils	Number of CCAPs developed	3 new cities/13	CCAPs
					CCAP adopted by city goverments and local legislative councils	Local ordinance or administrative guidelines is issued to support CCAP	2 new cities/6 m	Local ordinance/Administrative guidelines, Sanggunian proceedings

| Activity	Output Indicator	Target	Means of Verification	Outcome	Outcome Indicator	Target	Means of Verification
Provide technical assistance in conducting climate and disaster sensitive urban CC planning	Number of technical trainings provided	3	Training Monitoring Form	Technical capacities of identified training participants in action planning is enhanced	% of trained development planners able to revise/craft their adaptation and sectoral plans	70	Competency Test, Participant Survey, Revised CDP sections
	Number of Training Participants	30	Training Monitoring Form		% of Training participants rate the training as favorable and useful and pass competency test	85	Competency Test, Participant Survey
Document best practices, research results	Number of academic projects that document best practices, research results	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Documentation shared with stakeholders	Number of stakeholders who receive documentation	300	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
Conduct Exchange Visits/Dialogues	Number of exchange visits/dialogues conducted	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Participants share best practices	Number of participants who attend exchange visit/dialogues	300	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
				Best practices implemented by LGUs	Number of best practices implemented by LGUs specifically attributable to academic projects	5	Project Plan Summary and Project Closing Form
Develop training package	Standard and tailored training module prepared with international standards	1 module/training type	Project Plan Summary and Project Closing Form	Module shared with other WFP Country Offices	Number of WFP Country Offices who receive modules	5	Programme monitoring
2. Engage national and local government, academic institutions, NGOs/CSOs, and the private sector to implement quick, meaningful, mitigation activities designed to address the risks of known hazards. — Identify and implement small-scale disaster/CCA mitgation projects	Number of small scale risk DPR/CCA mitgation projects implemented at municipal level	25	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form	Reduced hazard impacts on communities through effective community based disaster preparedness/CCA/mitigation small scale projects	Number of municipal projects that mitigate specific risks or improve preparedness	25	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form, Independent Evaluation
	Number of small scale risk DPR/CCA mitgation projects implemented at provincial level	7	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form	Reduced hazard impacts on communities through effective community based disaster preparedness/CCA/mitigation small scale projects	Number of provincial projects that mitigate specific risks or improve preparedness	7	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form, Independent Evaluation
	Number of small scale risk DPR/CCA mitgation projects implemented at city level	5	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form	Reduced hazard impacts on communities through effective community based disaster preparedness/CCA/mitigation small scale projects	Number of city projects that mitigate specific risks or improve preparedness	5	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form, Independent Evaluation
	Number of small scale risk DPR/CCA mitgation projects implemented by NGO/CSOs	7	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form	Reduced hazard impacts on communities through effective community based disaster preparedness/CCA/mitigation small scale projects	Number of NGO/CSO projects that mitigate specific risks or improve preparedness	7	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form, Independent Evaluation
				Projects increase NGO/CSO involvement in DPR/CCA activities in collaboration with LGUs	Number of projects implemented in coordination with LGUs	7	Project Plan Summary and Project Closing Form
	Number of consultation meetings held with key personnel	3 provincial	Programme Initiation Workshops	Roles/responsibilities clarified	MOUs signed	25 municipalities/ 7 provinces/5 cities/ 1 national	MOUs
	Number of project activities/knowledge mainstreamed into regular government's financial and other commitments	9 municipal/ 3 provincial	Project Plan Summary, MOUs	Project budgets partially covered by loca/provincial government	Number of projects with budgets partially covered by government	9 municipal/3 provincial	Project Plan Summary, MOUs
					% of total project budget covered by counterpart	50	Project Plan Summary, MOUs
				Project activities mainstreamed into national budget	Activities captured in 2013 national budget	Yes	Programme monitoring
	Academic institutions are identified and new innovative interventions implemented at local level (Barangay or LGU)	7	Project Plan Summary and Project Closing Form	Projects reduce impact of disasters on communities	Number of projects that mitigate specific risks or improve preparedness	7	Pre and Post Tests
				Projects increase academic institutions involvement in DPR activities in collaboration with LGUs	Number of projects implemented in coordination with LGUs	7	Project Plan Summary and Project Closing Form
Establish community based early warning systems	Number of early warning systems established	9 new municipalities / 3 new provinces / 3 new cities	Activity Monitoring Form and Post Activity Monitoring Form	Communities are aware of early warning systems	Number of community members who can answer questions about the early warning system established	10 per community	Pre and Post Tests
Develop early warning protocols	Number of early warning systems protocols developed	9 new municipalities / 3 new provinces / 3 new cities	Activity Monitoring Form and Post Activity Monitoring Form	Communities adopt or practice protocals developed	Number of communities that adopt or practice (via simulations) the protocols developed	9 new municipalities / 3 new provinces / 3 new cities	Project Plan Summary and Project Closing Form

Phase 4: July 2014 – December 2016

	GOAL: Build resilience of vulnerable communities, thus reducing the impact of natural disasters and climate change and protecting lives, livelihoods and development gains							
OBJECTIVE	**ACTIVITY**	**OUTPUT INDICATOR**	**OUTPUT TARGET**	**MEANS OF VERIFICATION**	**OUTCOME**	**OUTCOME INDICATOR**	**OUTCOME TARGET**	**MEANS OF VERIFICATION**
1. Strengthen the technical and physical capacity of national and local government, academic institutions, and NGOs/CSOs to effectively prepare for and respond to disasters and climate change	Develop contingency plans	Number of contingecy planning trainings	5 Provinces/ 5 Cities/ 15 Municipalities	Training Monitoring Form and Post training monitoring form	Training used to formulate contingency plans	Number of plans formulated	5 Provincial/ 5 City-level/ 15 Municipal	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
						Number of plans formulated by locals at barangay level	100	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
					Contingency plans integrated into the local DRRM plans and mainstreamed in local development plans in collaboration with UNDP and NEDA	Number of contingency plans included in development plans	2 provincial/ 7 municipal/2 cities	Project Plan Summary and Project Closing Form
		Number of trainers trained in contingency planning	5 Provinces/ 5 Cities/ 15 Municipalities	Training Monitoring Form and Post training monitoring form	Municipal staff have capacity to train barangays in contingency planning	Number of municipal staff with capacity to train barangays in contingency planning	90	Pre and Post Tests
					Municipal staff train barangays in contingeny planning	Number of barangays trained by Trainers	100	Training Monitoring Form and Post training monitoring form
	Organize and equip emergency response teams with necessary skills and emergency paraphenlia to conduct disaster response operations	Number of emergency response teams organized and trained with necessary skills	15 Municipal	Activity/Training Monitoring Forms and Post Activity/Training Forms	Functional emergency teams in place and ready to act during emergency	Teams act appropriately and effectively during simulations	Rank how appropriately teams act (13)	Assessments
		Number of emergency response teams equipped emergency paraphenlia for disaster response operations	15 Municipal	Activity Monitoring Forms and Post Activity Forms	Equipped emergency teams know how to use equpiment	Number of teams that efficiently used emergency equipment in simulated or real disaster response	Rank how appropriately teams act (13)	Assessments
	Build GIS Capacity	Number of barangays involved in participatory GIS training	20	Training Monitoring Form	Barangays use GIS to develop hazard maps/or during times of emergency	Number of barangay level hazard maps developed independently	10	Post training monitoring form, Partner Feedback Form
		Number of municipal and provincial officials trained in GIS	30	Training Monitoring Form	Local government officials use GIS to develop hazard maps/or during times of emergency	Number of municipal or provincial hazard maps developed independently	10	Post training monitoring form, Partner Feedback Form
		Number of academe and NGO stakeholders trained in GIS	12	Training Monitoring Form	Academe or NGOs/CSOs use GIS to develop hazard maps/or during times of emergency	Number of academe or NGO/CSO level hazard maps developed independently	3	Post training monitoring form, Partner Feedback Form
		Number of trainers trained in GIS or vulnerability and risk mapping (OFDA)	60	Training Monitoring Form	Trainers train other community members in GIS or vulnerability and risk mapping	Number of community members who receive training from WFP trained government staff	50	Partner Feedback Form
	Train LGU government personnel in logistics, warehousing and relief good inventory and management system	Number of government personnel trained in logistics, warehousing and relief good inventory and management system	15	Training Monitoring Form	Improved logistics, warehousing and relief good inventory and management system	Number of LGUs with improved warehouse inventory system management	5	Baseline Assessment, Post Training Assessment

	ACTIVITY	OUTPUT INDICATOR	OUTPUT TARGET	MEANS OF VERIFICATION	OUTCOME	OUTCOME INDICATOR	OUTCOME TARGET	MEANS OF VERIFICATION
	GOAL: Build resilience of vulnerable communities, thus reducing the impact of natural disasters and climate change and protecting lives, livelihoods and development gains							
	Conduct community based hazard specific disaster preparedness and response simulations	Number of simulations conducted	10	Activity Monitoring Form	Communities adjust response plans based on simulation experience	Number of communities who adjust plans due to simulations	3	Training Monitoring Form and Post training monitoring form, Partner Feedback Form
	Build DANA and Hazard Risk Assessment Capacity	Number of MDRRMC staff trained in DANA/Hazard Risk Assessments	20	Training Monitoring Form	Training improves MDRRMC's staff capacity in DANA/Hazard Risk Assessments	Number of MDRRMC's with improved DANA/Hazard Risk Assessment capacity as a result of trainings	20	Training Monitoring Form and Post training monitoring form/Pre and post test
	DPR/CCA modules developed by and pilot tested for integration in specific existing curriculum	Number of DPR/CCA modules developed and pilot tested	7	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	DPR/CCA modules adopted by academic institutions	Number of DPR modules adopted by academic institutions	7	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form, Strategic Plans
	Conduct ICS Training	Number of government officials trained in ICS	60	Training Monitoring Form	ICS protocols established with systems and procedures	Number of Provinces with protocols established	3	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
	Organize Climate Change Action (CCA) Planning workshops	Number of CCAP workshops organized	3 new cities/25 municipalities	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form, Partner Feedback Form	CCAP is developed by local goverments and local legislative councils	Number of CCAPs developed	3 new cities/13 municipalities	CCAPs
					CCAP adopted by city goverments and local legislative councils	Local ordinance or administrative guidelines is issued to support CCAP	2 new cities/6 municipalities	Local ordinance/Administrative guidelines, Sanggunian proceedings
	Document best practices, research results	Number of academic projects that document best practices, research results	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Documentation shared with stakeholders	Number of stakeholders who receive documentation	300	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
	Conduct Exchange Visits/Dialogues	Number of exchange visits/dialogues conducted	5	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form	Participants share best practices	Number of participants who attend exchange visit/dialogues	300	Activity Monitoring Form (Includes baseline) and Post Activity Monitoring Form
					Best practices implemented by LGUs	Number of best practices implemented by LGUs specifically attributable to academic projects	5	Project Plan Summary and Project Closing Form
2. Engage national and local government, academic institutions, NGOs/CSOs, and the private sector to implement quick, meaningful, mitigation activities designed to address the risks of known hazards.	Identify and implement small-scale disaster/CCA mitigation projects	Number of small scale risk DPR/CCA mitgation projects implemented at municipal level	20	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form	Reduced hazard impacts on communities through effective community based disaster preparedness/CCA/mitigation small scale projects	Number of municipal projects that mitigate specific risks or improve preparedness	20	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form, Independent Evaluation
		Number of small scale risk DPR/CCA mitigation projects implemented at provincial level	6	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form	Reduced hazard impacts on communities through effective community based disaster preparedness/CCA/mitigation small scale projects	Number of provincial projects that mitigate specific risks or improve preparedness	6	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form, Independent Evaluation

GOAL: Build resilience of vulnerable communities, thus reducing the impact of natural disasters and climate change and protecting lives, livelihoods and development gains						

	OUTPUT INDICATOR	OUTPUT TARGET	MEANS OF VERIFICATION	OUTCOME	OUTCOME INDICATOR	OUTCOME TARGET	MEANS OF VERIFICATION
	Number of small scale risk DPR/CCA mitgation projects implemented at city level	5	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form	Reduced hazard impacts on communities through effective community based disaster preparedness/CCA/mitigation small scale projects	Number of city projects that mitigate specific risks or improve preparedness	5	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form, Independent Evaluation
	Number of small scale risk DPR/CCA mitgation projects implemented by NGO/CSOs	14	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form	Reduced hazard impacts on communities through effective community based disaster preparedness/CCA/mitigation small scale projects	Number of NGO/CSO projects that mitigate specific risks or improve preparedness	14	Community Proposals, Project Plan Summary and Project Closing Forms, Activity Monitoring Form, Post Activity Monitoring Form, Independent Evaluation
				Projects increase NGO/CSO involvement in DPR/CCA activities in collaboration with LGUs	Number of projects implemented in coordination with LGUs	14	Project Plan Summary and Project Closing Form
	Number of project activities/knowledge mainstreamed into regular government's financial and other commitments	5 Provinces/ 5 Cities/ 15 Municipalities	Project Plan Summary, MOUs	Project budgets partially covered by loca/provincial government	Number of projects with budgets partially covered by government	9 municipal/3 provincial	Project Plan Summary, MOUs
					% of total project budget covered by counterpart	50	Project Plan Summary, MOUs
				Project activities mainstreamed into national budget	Activities captured in 2015 national budget	Yes	Programme monitoring
	Academic institutions are identified and new innovative interventions implemented at local level (Barangay or LGU)	7	Project Plan Summary and Project Closing Form	Projects reduce impact of disasters on communities	Number of projects that mitigate specific risks or improve preparedness	7	Pre and Post Tests
				Projects increase academic institutions involvement in DPR activities in collaboration with LGUs	Number of projects implemented in coordination with LGUs	7	Project Plan Summary and Project Closing Form
Establish community based early warning systems	Number of early warning systems established	9 new municipalities / 3 new provinces / 3 new cities	Activity Monitoring Form and Post Activity Monitoring Form	Communities are aware of existing early warning systems	Number of community members who are aware of the early warning system established	9 new municipalities / 3 new provinces / 3 new cities	Pre and Post Tests
Develop early warning protocols	Number of early warning systems protocols developed	9 new municipalities / 3 new provinces / 3 new cities	Activity Monitoring Form and Post Activity Monitoring Form	Communities adopt or practice protocals developed	Number of communities that adopt or practice (via simulations) the protocols developed	9 new municipalities / 3 new provinces / 3 new cities	Project Plan Summary and Project Closing Form

Annex 5 Theory of Change
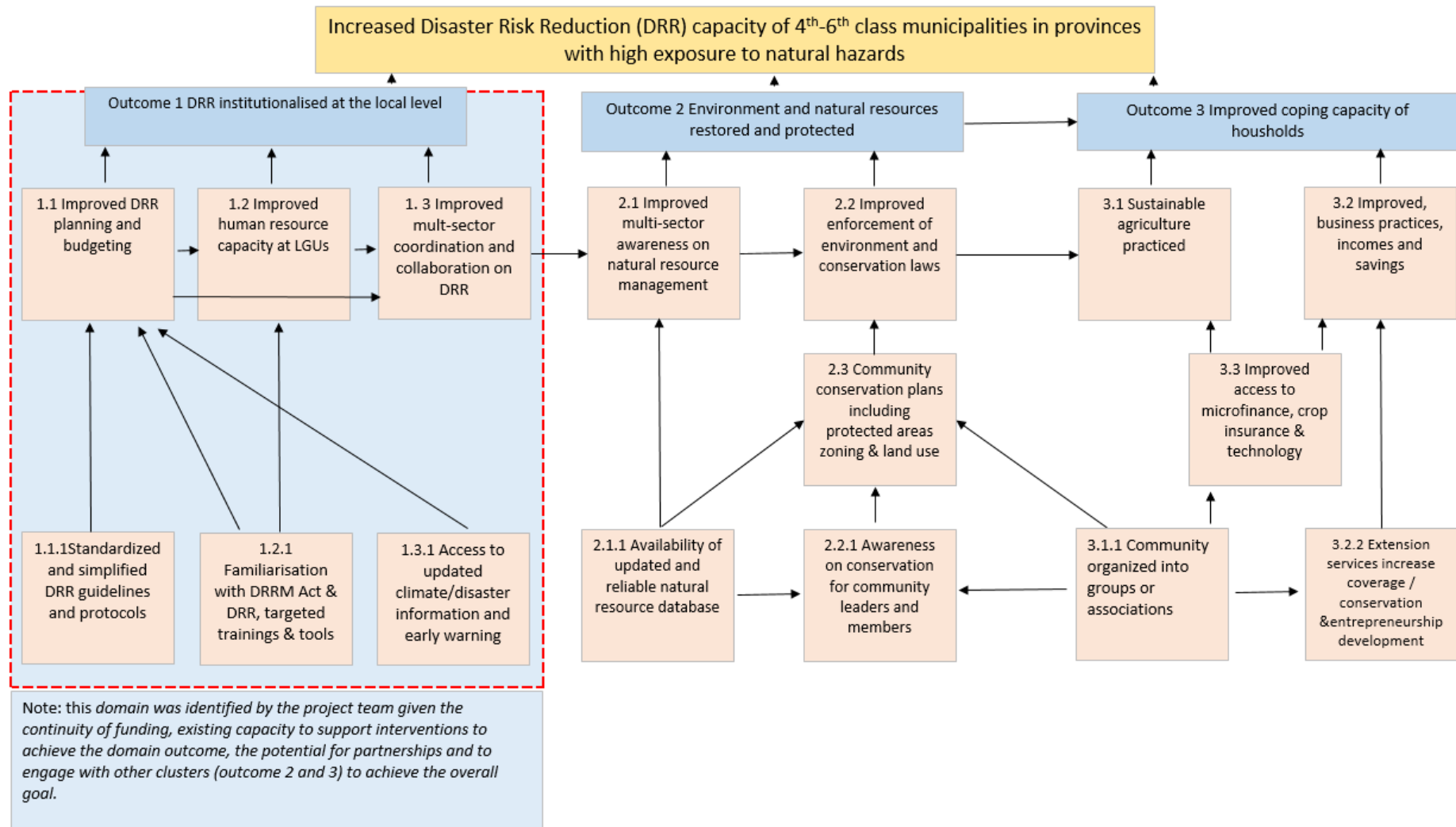
Annex 6   Fund Disbursement Details

Phase	Contribution Reference Number	Valid From Date	Terminal Obligation Date	Terminal Disbursement Date	Grant No.	Grant Amount	FR	FR Open Balance	PO Open Balance	PR Open Balance	Grant Balance As Of 2014 SPR
PHASE 1	USA-C-00671-01	24.03.2011	31.12.2011	31.03.2012	10014617	$750,000.00	30007585	$0.00	$0.00	$0.00	$0.00
PHASE 2	USA-C-00829-01	06.03.2012	30.06.2016	30.09.2016	10016926	$2,570,093.46	30009627	$1,354,972.42	$0.00	$0.00	$1,332,366.00
	USA-C-00829-02	06.03.2012	30.06.2016	30.09.2016	10017195	$1,000,000.00					$0.00
PHASE 3	USA-C-00829-03	06.03.2012	30.06.2016	30.09.2016	10018926	$4,549,854.00	30011382	$262,145.97	$0.00	$0.00	$1,788,707.00
	USA-C-00829-04	06.03.2012	30.06.2016	30.09.2016	10019878	$972,202.00	30013782	$2,534,839.41	$212,019.45	$0.00	$723,512.00
							30014011	$452,566.54	$0.00	$0.00	
PHASE 4	USA-C-00829-05	06.03.2012	30.06.2016	30.09.2016	10021980	$5,000,000.00	30016723	$3,563,418	$0.00	$95,242.15	$4,670,960.00
PHASE 5					10025287	$4,018,692.00					
PHASE 5					10026987	$654,206.00					
						$19,515,047.46					

Annex 7   Membership of the internal evaluation committee and of the evaluation reference group

The composition of the evaluation committee are the following:

Position		Name	Designation
Chair		Martin Bettelley	Deputy Country Director
Evaluation Manager(EM)/ Secretary		Alma Perey	National M&E Officer
Membership			
EC	ERG		
✓	✓	Jutta Nietzel	Head of Programme
✓	✓	Juan Blenn Huelgas	National Programme Officer (DPR)
	✓	Hongyi Xie	Programme Officer, Head of Cotabato AO
	✓	Mishael Argonza	National Programme Officer(Cotabato SO)
	✓	Yumiko Kanemitsu	Regional Evaluation Officer
	✓	Joseph Curry	Regional Advisor, OFDA/USAID
	✓	Silvester Barrameda	Head, Institutional Partnership, DILG

Annex 8   Evaluation Timeline

Entity Responsible	Phases, Deliverables and Timeline	Key Deadlines
Phase 1 - Preparation		
CO M&E, Evaluation Committee	Desk review, first draft of TOR, review CD/DCD, RBB and quality assurance from QAS	May 2017
EM	Revision of TOR based on comments from QAS, and submission of final TOR	July 14, 2017
EM	Identification of ERG members, search for evaluation team	July 21, 2017
CD/DCD	Sharing final TOR in ERG	July 28, 2017
EM	Identification and recruitment of evaluation team	August 15, 2017
Phase 2 - Inception		
EM/CO	Briefing evaluation team	August 30, 2017
EM/RBB	Review documents and draft inception report including methodology.	September 2017
	Submit draft inception report to CO and RBB	**September 15, 2017**
CO/RBB	Quality assurance and feedback	September 18, 2017
EM/ET	Revise inception report	September 22, 2017
	Submit revised inception report to CO and RBB	**September 22, 2017**
ERG	Sharing of inception report with stakeholders for information	September 22, 2017
Phase 3 – Data collection and analysis		
EM	Briefing	September 24, 2017
EM/ET	**Field work**	**September 24- October 17, 2017**
ET	Debriefing	October 19, 2017
	Aide memoire/In-country Debriefing	**October 20, 2017**
Phase 4 - Reporting		
EM/ET	Draft evaluation report	November 2, 2017
	Submit Draft evaluation report to CO and RBB	**November 2, 2017**
CO/RBB	Quality feedback	November 8, 2017

Entity Responsible	Phases, Deliverables and Timeline	Key Deadlines
EM/ET	Revise evaluation report	November 15, 2017
	Submit revised evaluation report to CO and RBB	**November 15, 2017**
EM	Share evaluation report with stakeholders (working level)	November 15, 2017
EM	Consolidate comments	November 22, 2017
EM/ET	Revise evaluation report	November 29, 2017
	Submit final evaluation report, evaluation summary with power-point presentation and evaluation brief to CO and RBB, ERG	**December 6, 2017**
Phase 5 Dissemination and follow-up		
CO/RBB	Management Response	December 13, 2017

Annex 9   Communication Plan

When	What	To whom	How (in what way)	Why
Preparation/ TOR	Draft TOR	ERG, EC	Email/Actual Discussion	To get comments
	Final TOR	ERG, EC, Procurement, Human Resources Programme Unit	Email	-Inform the relevant staff of the overall plan for the evaluation, including critical dates and milestones. -informs the support staff on the selected option for contracting team
Inception	Draft Inception report	ERG, EC	Email/Actual Discussion	To get comments
	Final Inception Report	ERG, EC, Programme Unit, Procurement and Admin Unit (on the travel plan)	Email/Actual Discussion	Inform the relevant staff of the detailed plan for the evaluation, including critical dates and milestones; sites to be visited; stakeholders to be engaged etc. -Informs the support staff (especially administration) of required logistical support
Data collection and analysis debrief	Debriefing power-point	ERG, EC	Presentation	Allow reflection on the preliminary findings before the scheduled debriefing.
Reporting	Draft Evaluation report	ERG, EC	Email/Actual Discussion	Request for comments on the draft report
	Final evaluation Report	All WFP Staff -Global WFP	Email/Actual Discussion -Posting report on WFP go	Informing internal stakeholders of the final main product from the evaluation -Making the report available publicly
	Discussion on the conclusion, findings, lessons learned, recommendation	National Government, LGU Donor, NGO Partners, WFP	Workshop	Share the result of the evaluation in an interactive manner
Dissemination & Follow-up	Draft Management Response to the evaluation recommendations	Unit Heads	Email/ Actual Discussion	-Communicate the suggested actions on recommendations and elicit comments -Discuss the commissioning office's action to address the evaluation recommendations
	Final management Response	-Staff in the commissioning office -Global WFP	Email, plus shared folders WFP go	-Ensure that all relevant staff are informed on the commitments made on taking actions -Make MR accessible across WFP

Annex 10 Acronyms

AusAID	Australian Agency for International Development
CD	Country Director
CIDA	Canadian International Development Agency
CO	Country Office
COMET	Country Office Tool for Managing (operations) Effectively
CSP	Country Strategic Plan
DCD	Deputy Country Director
DEQAS	Decentralized Evaluation Quality Assurance System
DILG	Department of Interior and Local Government
DOST	Department of Science and Technology
DPR/CCA	Disaster preparedness and response/climate change adaptation
DRRM	Disaster Risk Reduction and Management
EB	Executive Board
EM	Evaluation Manager
EQAS	Evaluation Quality Assurance System
ERG	Evaluation Reference Group
ET	Evaluation Team
eWIN	Electronic WFP Information Network
GoP	Government of the Philippines
HQ	Headquarters
LGU	Local Government Unit
M&E	Monitoring and Evaluation
MISP	Minimum Initial Service Package
NGO	Non-Governmental Organization
OCD	Office of Civil Defense
OEV	Office of Evaluation
OFDA	Office of U.S. Foreign Disaster Assistance
PAGASA	Philippine Atmospheric Geophysical and Astronomical Services Administration
QS	Quality Support
RA	Republic Act
RB	Regional Bureau
RBB	Regional Bureau Bangkok
SO	Special Operations
SPR	Standard Project Report
TN	Technical Note
TOR	Terms of Reference
UN	United Nations
UNCT	United Nations Country Team
UNDP	United Nations Development Programme
UNDSS	UN Department of Safety & Security
UNEG	United Nations Evaluation Group
UNFPA	United Nations Population Fund

UNICEF	United Nations Children's Fund
USAID	United States Agency for International Development
WFP	World Food Programme