

## Terms of Reference

### EVALUATION of

# Preschool Nutrition Pilot in Selected Counties of China from February 2018 to January 2021: An Evaluation from Baseline to Impact

WFP China Office

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**1. Introduction**

1. These Terms of Reference (TOR) are for the evaluation of Preschool Nutrition Pilot in the three Chinese counties of Guangxi, Hunan and Gansu. The intervention is expected to start in February 2018, and the baseline survey of the evaluation will start simultaneously with the intervention. It is intended that the evaluation will comprise a baseline and an impact analysis of the pilot as well. This evaluation is commissioned by WFP China office and will cover the period from 02/2018 to 01/2021. The baseline will cover 03/2018-04/2018, and the impact analysis will cover 04/2020-12/2020.
2. In line with the Country Strategy Plan 2017-2021, WFP China will launch a preschool nutrition pilot programme in February 2018 in selected preschools in Guangxi, Hunan and Gansu province. In these pilots WFP will provide nutrition intervention for the preschool kids, fostering direct procurement from smallholder farmers, and combine nutrition education component. The subject of the evaluation is the full intervention, including all its components.
3. These TOR were prepared by the WFP China office based upon an initial document review and consultation with stakeholders and following a standard template. The purpose of the TOR is twofold. Firstly, it 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.

**2. Reasons for the Evaluation**

**2.1. Rationale**

1. WFP China will launch a preschool nutrition pilot programme in February 2018 in a limited number of schools in Guangxi, Hunan and Gansu province. According to Zero Hunger Strategic Review, the prevalence of stunting and anaemia in children under 5 is most severe in western poor rural areas including above three provinces.
2. In these pilots WFP shall provide free lunch for the preschool kids, fostering direct procurement from smallholder farmers, and combine nutrition education component. There is currently not enough context specific evidence of the impact of this intervention, and as it is designed as a pilot, WFP China office would like to assess the operations of the pilots and its impact ahead of any potential decision on scale up.
3. The evaluation will provide evidence for the WFP China Office and its partners in decision-making, notably related to programme implementation and/or design, Country Strategy and partnerships, provide evidence-based analysis and assessment on the effectiveness of WFP’s nutrition intervention for preschool children in poor rural areas. The evaluation needs to be undertaken at the start of the intervention in order to get the baseline data and collect evidence for the impact evaluation at the end of the intervention. Especially WFP China had no operation in China in the past ten years

when WFP remained as a liaison office. The year of 2017 is the starting year of the CSP with new domestic programmes started. The evaluation will be used by the WFP China to decide whether it is feasible and desirable to scale up the intervention in the three provinces and replicate potentially in other regions in the central and west China and to glean lessons learnt to inform the design of future interventions. The CO will also use the results from the evaluation to advocate for government policy to take up. Finally the evaluation will be used to support resource mobilization towards WFP nutrition program.

## 2.2. Objectives

4. Evaluations in WFP serve the dual and mutually reinforcing objectives of accountability and learning. This evaluation will include elements of both, but as it is designed to support decision-making of potential scale up or continuation of activities, the emphasis is in learning.
  - **Accountability** – The evaluation will assess and report on the performance and impact of the Preschool Nutrition Intervention Pilot.
  - **Learning** – The evaluation will determine the reasons why certain results occurred or not to draw lessons, derive good practices and pointers for learning. It will provide evidence-based findings to inform operational and strategic decision-making. Findings will be actively disseminated and lessons will be incorporated into relevant lesson sharing systems. Given the pilot character of the intervention, a stronger emphasis is expected on the learning objective.

## 2.3. Stakeholders and Users

5. A number of stakeholders both inside and outside of WFP have interests in the results of the evaluation and some of these will be asked to play a role in the evaluation process. Annex 1 provides a preliminary stakeholder analysis, which should be deepened by the evaluation team as part of the Inception phase.
6. The evaluation will integrate gender analysis so that it informs the pilot and gender dimension as considered throughout. The evaluation will collect both quantitative and qualitative data from beneficiaries of different groups, boys and girls, to understand the impacts on them, and how their lives have been changed as a result, with the purpose of scaling the programme up if it has positive impacts.
7. The primary users of this evaluation will be:
  - The WFP China Office and its partners in decision-making, notably related to programme implementation and/or design, Country Strategy and partnerships.
  - WFP HQ may use evaluations for wider organizational learning and accountability
  - OEV may use the evaluation findings, as appropriate, to feed into evaluation syntheses as well as for annual reporting to the Executive Board.

### 3. Context and subject of the Evaluation

#### 3.1. Context

1. China is on the path to Zero Hunger, having made significant progress in poverty reduction and social development over the past three decades. While hunger and malnutrition have been substantially reduced, the Government of China recognises that challenges remain in addressing residual poverty and inequality and extending successful national program to marginalised communities.
2. China's Gender Inequality Index in 2014 was 0.191, ranking it 40th of 188 countries.<sup>1</sup> In 2014, girls accounted for 47.84 percent of secondary school students and 46.26 percent of primary school students,<sup>2</sup> but illiteracy rates among people aged 15 and above were 7.40 percent for women and girls and 2.51 percent for men and boys.
3. China's Food and Nutrition Development Plan (2014–2020) sets the targets of reducing stunting among children under 5 to less than 7 percent and reducing anaemia prevalence to less than 12 percent by 2020. The National Child Development Plan for Poverty-Stricken Areas<sup>3</sup> (2014–2020) aims to reach 40 million rural children in 680 counties. This plan prioritizes early intervention to increase child survival and promote healthy child development from birth to the completion of compulsory education. The goal is to bring child development in the targeted counties into line with national averages, to reduce under-5 stunting to 7 percent of children.
4. In 2011, the Government of China launched the nutrition improvement program for rural compulsory education students (ages 6-15 years) (hereinafter referred to as "nutrition improvement program"), focusing on poverty-stricken areas and families with financial difficulties. Up to now, there are 1590 counties in a total of 29 provinces which have implemented the nutrition improvement program (56% of all counties in China), benefitting over 36 million children (26% of all children enrolled in compulsory education). The Chinese government from central to local level has strong implementation capacity to make this programme a great success.
5. Malnutrition rates exhibit significant demographic disparities in China. Undernutrition among children under 5 remains high in rural areas, especially in poor rural areas. While stunting rates for children under 5 are 4.2 percent<sup>4</sup> in urban areas, they reach 18.7 percent in poor rural areas – 19.5 percent among boys and 17.6 percent among girls. Concerted efforts are needed in poor rural areas to reach the national target of less than 7 percent among children under 5 by 2020.
6. Currently, there is no institutional programme in China targeting 3-5 year old, and no lead ministry or agency responsible for assisting children aged 3-5 in China. Though

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<sup>1</sup> UNDP. 2014. Gender Inequality Index for 2014. Available at: <http://hdr.undp.org/en/composite/GII>.

<sup>2</sup> Report on China's Implementation of the Millennium Development Goals (2000–2015).

<sup>3</sup> Poverty-stricken areas: According to the basis of per capita GDP in county level in 3 years from 2007 to 2009, per capita net income of farmers and other indicators highly relevant to the poverty, and also with consideration to the old revolutionary base areas, ethnic minority areas, border areas, 680 counties are designated as the poverty-stricken areas.

<sup>4</sup> Chinese Nutrition and Health Surveillance (2010-2013)

the government has targets for preschool enrolment of children age 3-5, there is no platform for public food provision for 3-5 years. In contrast, all babies aged 6-24 months in China get micronutrient powder and children aged 6-15 in rural areas receive free meals under the National Student Nutrition Improvement Programme.

7. WFP China Country Strategic Planning 2017-2021 commits to assist the country to achieve the national SDG target which is reducing the stunting rate of children under 5 to below 7%, and reducing anaemia prevalence to less than 12 percent by 2020<sup>5</sup>. The preschool children nutrition improvement programme will devote to the SDG 2 which aims to end hunger, achieve food security and improved nutrition, and promote sustainable agriculture.
8. The selected provinces namely Hunan, Guangxi and Gansu are the prioritized provinces in the CSP. The three provinces are all targeted provinces under national poverty alleviation programme with large portion of poverty population. Due to the harsh natural condition (i.e. remote mountainous areas in Hunan and Guangxi, arid areas in Gansu), dominated by high density of ethnic minority groups, the social and economic development ranks far behind other developed regions in the east and coastal areas.
9. From 1990s to 2005, WFP implemented 2 assistance programmes on integrated rural development and agricultural resources use in Guangxi province with 164 thousand tons of food aid. Since 1980s, WFP have implemented 3 assistance programmes in 12 counties/districts in Hunan province, and played an important role in the rural infrastructure improvement and poverty alleviation in western Hunan. Since 1998, Hunan Province has implemented two programmes supported by \$57 million loan from IFAD to support the agricultural integrated development in Wuling mountainous area.
10. Given the context and the historical presence of WFP in these regions, WFP China will launch a preschool nutrition pilot programme in the above three provinces with total targeted children of 7,759 kids. According to Zero Hunger Strategic Review, the prevalence of stunting and anaemia in children under 5 is most severe in these western and poor rural areas, which is the reason why we focus in these three provinces. All the targeted counties will be poverty counties. The partners of the intervention will be the local county government comprising department of agriculture, education, health, and food and drug inspection bureau, women's federation, poverty alleviation office etc.
11. In these pilots WFP shall provide nutrient-rich food to the preschool kids, fostering direct procurement from smallholder farmers, and combine nutrition education component. The menu of food provision (meat, dairy, rice, vegetable and fruits etc.) will be locally customized according to the daily nutrient intake recommended by the China Nutrition Society.

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<sup>5</sup> WFP China Country Strategic Planning 2017-2021, 2017, World Food Programme  
TOR template *Version April 2017*

12. The evaluation is to understand the current situation of the nutritional, cognitive and socioemotional status and development of the current preschool children with special lens on left-behind children, and to examine the overall effectiveness and impact of the preschool nutrition intervention programme in terms of children's nutrition improvement, child development as well as linkage with smallholder farmers' production and promotion to local economic development. Baseline will be collected for both intervention and non-intervention schools to assess change in outcomes and impacts.

### 3.2 Subject of the evaluation

1. **Title:** Preschool children nutrition pilot in selected counties of China from February 2018 to January 2021: An evaluation from baseline to Impact.
2. **Geographic scope of the evaluation subject:** Please refer to map in Annex 2. The evaluation will be performed in Hunan province of China, where the first pilot intervention takes place.
3. **Relevant dates:** The pilot project is expected to run for three years: from February 2018 to January 2021. The evaluation will cover the entire period of implementation of the pilot project.
4. **Planned outputs:**
  - 1,940 preschool children are provided with nutrient-rich food in schools (number of children disaggregated by sex and age will be collected during inception so that there are clear gender targets and measured during baseline);
  - At least 30% of food provided to the schools are sourced from local smallholder farmers.
5. **Planned outcomes in design:**
  - Improved nutrition (height, weight and anemia rate) of preschool children;
  - Improved cognitive and social emotional conditions;
  - Increase of smallholder farmers' income and job opportunities.
6. **Key activities:**
  - Providing nutrient-rich meals to preschool children in schools;
  - Improve kitchen facilities and dining environment;
  - Enhance nutrition education and awareness campaign;
  - Creating enabling environment and stable market for smallholder farmers.
7. **Main partners:** Government bodies (County Government, County Bureau of Agriculture, Education, Health) and some NGOs who have similar children nutrition improvement programmes.
8. **Resources:** Budget allocated for the evaluation - USD 240,000. Currently WFP is the sole funder, and that it is intended funds are split between China Office and OEV's CEF.
9. The evaluation works include (1) conducting a baseline survey on the nutritional, cognitive and socioemotional status and development of the current preschool children with special lens on left-behind children and girls. (2) conducting an impact evaluation (at terminal stage) to examine the overall effectiveness and impact of the preschool nutrition intervention programme in terms of children's nutrition improvement, child

development as well as linkage with smallholder farmers' production and promotion to local economic development.

10. **logframe for the programme.** The project logframe is attached in Annex 3.

## **4 Evaluation Approach**

### **4.1 Scope**

- 1 Due to budget constraints and the nature of the projects being pilot, the project will select 28 preschools and 1,940 preschool children (gender-segregated data will be collected during inception phase) in Hunan province according to specific and agreed selection criteria (poverty degree, left-behind children concentration etc.). Since the number of preschoolers is much larger than that of beneficiaries, it will be possible to select a control or comparison group with the same characteristics from the other preschoolers that are not included in the intervention. The evaluation design and sampling strategy must carefully consider the number of individuals that are included in the comparison/control group and how these individuals are selected to avoid bias and power the study appropriately. It is expected quasi-experimental designs can also be considered.
- 2 The full micronutrient profile is beyond the scope of this evaluation as this may involve more well trained staff and testing equipment which is expensive.
- 3 The evaluation should start with an inception phase of 1-2 months to complete a full impact evaluation design (including the design of indicators and data collection instruments). The baseline data collection should be undertaken in April of 2018. The baseline data and analysis and report writing should conclude in September 2018. The endline data collection should take place between April and May 2020. There is only a baseline and endline surveys under this contract, hence no additional monitoring or data will need to be provided to WFP's routine monitoring of the programme.
4. Gender dimension is to be considered in impact study design. Data shall be collected from male and female beneficiaries. Data will be disaggregated by age/sex with specific reference to GEEW sensitive data collection tools.

### **4.2 Evaluation Criteria and Questions**

- 1 The evaluation will apply all of the five international evaluation criteria Relevance, Efficiency, Effectiveness, Impact, and Sustainability. The questions below set out how these criteria are addressed. The main purpose of the evaluation is to assess the Effectiveness and Impact of the pilot intervention. However, the evaluation, will also cover Relevance, Efficiency and Sustainability through specific questions. As this is a pilot evaluation, impact and effectiveness have been deemed the most important criteria to inform any potential scale up decision. The remaining three criteria are also included, but are considered less important given the close involvement of the Government in the design to ensure efficiency and relevance. Sustainability will be further explored in later faces of the programme, should there be a scale up decision.
- 2 An assessment of relevant gender equality aspects in the selection of the evaluation questions, reflecting gender sensitivity and/or deriving directly from gender principles like participation, social transformation, inclusiveness etc. is needed. The

mainstreaming of gender equality and the empowerment of women is reflected throughout the evaluation criteria and questions.

- 3 The central evaluation questions are the followings which will be further developed by the evaluation team during the inception phase:
  - a) What is the impact of nutrition intervention on nutritional outcome of the age group 3-5? The data shall be disaggregated by gender. (Impact)
  - b) What is the impact of nutrition intervention on the early child development (ECD) including cognitive ability of age group 3-5? The data shall be disaggregated by gender. (Impact)
  - c) What is the impact of food procurement on the local smallholders' income increase and market linkage? Women empowerment shall be considered in the questions. (Impact)
- 4 Other corollary questions are:
  - a. What are the differential impacts of any of the aspects of the intervention on left-behind children and girls and was the intervention aligned to their needs? (Relevance)
  - b. What internal and/or external factors affected the project's achievement of intended results? (Effectiveness)
  - c. What is the cost-effectiveness of the project? (Efficiency)
  - d. To what extent did the pilot's implementation arrangement consider sustainability of the intervention? (Sustainability).
- 5 The evaluation team will further develop the key questions during the inception phase, and agree with WFP on the final evaluation questions that are implemented (while maintaining rigour of the impact evaluation design). Collectively, the questions aim at highlighting the key lessons and performance of the nutrition intervention, which could inform future strategic and operational decisions.

### **4.3 Data Availability**

- 1 The evaluation team is responsible for collecting all primary and secondary data necessary for the impact evaluation analysis.
- 2 Primary data collected by WFP China (i.e. the number of counties, the total number of preschools in the counties and in the townships, the number of preschools for intervention, and the number of children for intervention etc.) will be made available to the evaluation team, but these should not be considered the main source of information on the results of the intervention.
- 3 The evaluation team should gather age and sex disseggregated data from government institutions, like concerned provincial and county government, China Nutrition Society, China CDC etc. for quality data. The availability and quality of such data cannot be assured by WFP. The team is expected to formulate a strategy to collect such information and check its reliability. The strategy has to be documented for future reference.
- 4 Concerning the quality of data and information, the evaluation team should systematically check accuracy, consistency and validity of collected data and



information and acknowledge any limitations/caveats in drawing conclusions using the data.

- 5 WFP will be the sole proprietor of all data produced by the evaluation, but use of the data for research purposes by the evaluation team could be agreed on a case by case basis.

#### 4.4 Methodology

1. The methodology will be designed by the evaluation team during the inception phase. It should include anthropometric measurements of sampled children, desk review, key informant interviews (with parents, teachers, farmers etc.), and focus group discussions.
2. The selection of provinces and the participating schools has been done by WFP together with the local governments based on the following criteria:
  - 1) Willingness of local stakeholders and matching fund for sustainability;
  - 2) National level poverty county;
  - 3) Preschool/kindergarten co-located with primary school covered under national students nutrition improvement programme.

There are many more schools in each of the three provinces that meet the selection criteria, which will allow comparison schools to be chosen.

3. In Hunan province, there are 154 preschools in Yongshun County, out of which 813 children in 9 preschools will be targeted in the pilot programme. There are 123 preschools in Longshan County, out of which 855 children in 11 preschools will be targeted in the pilot programme.
4. Variables of interest include, but are not limited to:

<b>Indicator</b>	<b>Metric</b>
Income	Farmer sales and profits
Distributional effects	Farmers participating in the programme
Schooling	Children’s enrolment, attendance, and completion
Attention and cognition	Digit span, Raven matrices
Learning achievement	Scores on literacy and maths tests
Physical growth	Anthropometric measures of height and weight
Micronutrient status	Haemoglobin level
Diet diversity	Household consumption

5. Using mixed methods (quantitative, qualitative etc.) to ensure a comprehensive design, and the reasons for the changes in indicators can be explained. This can include triangulation of information through a variety of means, or different evaluation questions being answered through different methods and types of data. The use of mixed methods should be documented in the inception report.
6. The inception report should include a full set of evaluation criteria, linked evaluation questions and methods that will be used to collect and analyse data. WFP anticipates that the consultants will recommend a methodology and will likely include carrying out key informant interviews and focus group discussions.

- Apply an evaluation matrix geared towards addressing the key evaluation questions taking into account the data availability challenges, the budget and timing constraints;
  - 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;
  - Mainstream gender equality and women’s empowerment. Gender lens will be applied throughout the evaluation and integrated into evaluation deliverables.
7. Risk and Mitigation measures: There could be risk of getting resistance from children’s parents when evaluation team goes to the schools to get blood test for the children. Mitigation measures include working closely with local government and school masters to convey the information transparently to parents.
  8. The following mechanisms for independence and impartiality will be employed. Independent evaluators will be contracted to conduct this evaluation, meaning the evaluators must not have been responsible for managing or designing the programme. The evaluators must not have a vested interest in this programme and will be given full freedom to access information, conduct their work impartially, and present their findings based on the available evidence. DE QS will be used to ensure transparent evaluation management, and any potential conflicts of interest by evaluators are assessed before hiring.

#### **4.5 Quality Assurance and Quality Assessment**

- 1 WFP’s Decentralized Evaluation Quality Assurance System (DEQAS) will be systematically applied to this evaluation. The WFP Evaluation Manager will be responsible for ensuring that the evaluation progresses as per the [corporate standard](#) and for conducting a rigorous quality control of the evaluation products ahead of their finalization.
- 2 WFP [Quality Assurance Checklists](#) will be applied at each stage, to ensure the quality of the evaluation process and outputs.
- 3 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:
  - a. systematic feedback from an evaluation perspective, on the quality of the draft inception and evaluation report;
  - b. recommendations on how to improve the quality of the final inception/evaluation report.
- 4 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.
- 5 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.
- 6 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.

- 7 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.
- 8 The impact evaluation will identify a counterfactual with a view to attribute the observed impacts to the programme. The method of attribution will be confirmed during inception, and appropriate methods and approaches for this will be finalised as part of the inception report.

## **5 Phases and Deliverables**

The evaluation will proceed through the following phases. The deliverables and deadlines for each phase are as follows.

1. Preparation phase (August 2017 to February 2018): The evaluation manager will conduct background research and consultation to design the evaluation; prepare the TOR; select and contract the evaluation team for the management and conduct of the evaluation.
2. Inception phase (March 2018): This phase aims to prepare the evaluation team by ensuring that it has a good grasp of the expectations for the impact evaluation and a clear design for conducting it. The inception phase will include a desk review of secondary data and initial interaction with the main stakeholders. During Inception, the evaluation team should:
  - i. confirm and define the evaluation questions and sub-questions.
  - ii. develop and thoroughly document the evaluation design (including how methods are mixed or combined), a sampling strategy, power calculations, data collection tools and instruments, and code the units. The evaluation design should include an experimental or quasi-experimental component, and therefore the evaluation team should define an appropriate counterfactual and comparison/control groups.
  - iii. submit a full evaluation matrix (that links methods and data collection strategy to each of the evaluation questions) to WFP as part of the inception report.
3. Baseline data collection phase (April 2018): The fieldwork will include visits to project sites and primary data collection with surveys. A debriefing session will be held upon completion of the field work. During this phase, the evaluation team should establish indicator baseline information and verify the targets established in the project as part of the baseline report. Baseline will collect data that is disaggregated by gender, including boys/girls school attendance etc.
4. Analyze field data and reporting phase (May-September 2018): The evaluation team will clean and analyse the data collected during the field work and draft the baseline report. The draft baseline report will be submitted to the evaluation manager for quality assurance. Stakeholders will be invited to provide comments, which will be

recorded in a matrix by the evaluation manager and provided to the evaluation team for their consideration before report finalisation.

5. Endline data collection phase (April 2020): a second round of survey will be conducted around the end of the intervention, using the same methodology used in the baseline phase.
6. Analyze field data and reporting phase (May – September 2020): the evaluation team will analyse the endline data and compare it both between treatment and control group and before-after the intervention in order to gauge changes in key indicators.
7. Follow-up and dissemination phase (January 2021): the final evaluation report will be disseminated and shared with the relevant stakeholders. Specifically a dissemination meeting with key stakeholders will be held where the baseline team will present the findings.
8. Summary Process Map and Timeline refer to Annex 4.

## **6 Organization of the Evaluation**

### **6.1 Evaluation Conduct**

1. 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.
2. The evaluation team will act impartially and respect the code of conduct of the evaluation profession.
3. To ensure transparency and credibility of the process in line with the UNEG ethical guidelines, a rationale should be provided for any recommendations that the team does not take into account when finalising the report.

### **6.2 Team composition and competencies**

1. The evaluation team is expected to include a minimum of 3 members, including the team leader and as well as an economist or statistician and a nutrition expert. 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.
2. The team will be multi-disciplinary and include members who together include an appropriate balance of expertise and practical knowledge in the following areas:
  - Impact evaluations with a experimental and quasi-experimental designs.
  - Nutrition.
  - Economics/Statistics.
  - Gender expertise / good knowledge of gender issues

- All team members should have strong analytical and communication skills, evaluation experience and familiarity with China.
  - the expected language of the evaluation report would be in English.
  - To the extent possible, we would prioritize Chinese national consultants in the evaluation team who understand better the country context and have language convenience.
3. The Team leader will have technical expertise in one of the technical areas listed above as well as expertise in designing methodology and data collection tools and demonstrated experience in leading similar evaluations. She/he will also have leadership, analytical and communication skills, including a track record of excellent English writing and presentation skills.
  4. Her/his primary responsibilities will be: i) defining the evaluation approach and methodology; ii) guiding and managing the team; iii) leading the evaluation mission and representing the evaluation team; iv) drafting and revising, as required, the inception report, the end of field work (i.e. exit) debriefing presentation and evaluation report in line with DEQAS.
  5. The team members will bring together a complementary combination of the technical expertise required and have a track record of written work on similar assignments.
  6. Team members will: i) contribute to the methodology in their area of expertise based on a document review; ii) conduct field work; iii) participate in team meetings and meetings with stakeholders; iv) contribute to the drafting and revision of the evaluation products in their technical area(s).

### 6.3 Security Considerations

1. **Security clearance** where required is to be obtained from WFP China Country Office.
2. 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.

## 7 Roles and Responsibilities of Stakeholders

### The WFP China Country Office:

1. The WFP China Office **Management (Director or Deputy Director)** will take responsibility to:
  - Assign an Evaluation Manager for the evaluation.
  - Compose the internal evaluation committee and the evaluation reference group (see below).
  - Approve the final ToR, inception and evaluation reports.
  - Ensure the independence and impartiality of the evaluation at all stages, including establishment of an Evaluation Committee and of a Reference Group (see below).

- 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
- Organise and participate in two separate debriefings, one internal and one with external stakeholders
- Oversee dissemination and follow-up processes, including the preparation of a Management Response to the evaluation recommendations

## 2. The **Evaluation Manager (EM)**:

- Manages the evaluation process through all phases including drafting this TOR
- Ensures quality assurance mechanisms are operational
- Consolidates and shares comments on draft TOR, inception and evaluation reports with the evaluation team
- Ensures expected use of quality assurance mechanisms (checklists, quality support
- Ensures that the team has access to all documentation and information necessary to the evaluation; facilitates the team's contacts with local stakeholders; sets up meetings, field visits; provides logistic support during the fieldwork; and arranges for interpretation, if required.
- Organises security briefings for the evaluation team and provides any materials as required
- The EM has no direct management involvement in the programme. The ET will keep close contact with the manager and seek guidance and advice as appropriate.

3. An **Internal Evaluation Committee** has been formed as part of ensuring the independence and impartiality of the evaluation. The EC will be headed by the CD and composed of DCD, Programme Policy Officers. They will review and approve the Terms of Reference, budget, evaluation team, and inception and evaluation reports, help maintain distance from influence by programme implementers, while also supporting management of the evaluation.

4. An **Evaluation Reference Group** will be formed, as appropriate, with representation from other UN agencies, donors and NOG partners to be invited to the ERG. The ERG members will review and comment on the draft evaluation products and act as key informants in order to further safeguard against bias and influence.

**Relevant WFP Headquarters divisions** will take responsibility to discuss WFP strategies, policies or systems in their area of responsibility and subject of evaluation, comment on the evaluation TOR, inception and evaluation reports, as required.

**The Office of Evaluation (OEV)** OEV will advise the Evaluation Manager and provide support to the evaluation process when required. It is responsible for providing access to the outsourced quality support service reviewing draft ToR, inception and evaluation reports from an evaluation perspective. It also ensures a help desk function upon request.

## 8 Communication and budget

### 8.1 Communication

1. 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. The evaluation manager will circulate all evaluation products for comments by the Evaluation Reference Group members. The evaluation manager will also circulate draft inception report, draft baseline report and draft endline report will also be circulated for comments by relevant units at CO. A communication and dissemination plan will be developed and finalised as aprt of inception.

2. As part of the international standards for evaluation, WFP requires that all evaluations are made publicly available. Following the approval of the final evaluation report.
3. The evaluation team will produce two 2-pages evaluation briefs containing key messages, main findings, conclusions, implications or recommendations. The brief will be distributed by WFP to a wider internal and external audience using the available corporate channels.
4. After the baseline exercise, the evaluation team will also produce a 10-slide powerpoint presentation describing the methodology adopted. After the endline evaluation, the evaluation team will produce a 10-slide powerpoint presentation with the main findings.
5. The evaluation team will share with WFP all the pictures and videos eventually taken during the baseline and endline exercises.
6. WFP reserves the right to engage with the evaluation team to participate in conferences and other events to present the results of the evaluation. Such engagements will be agreed on *ad hoc* basis and are subject to budget availability.
7. WFP will organize a learning workshop after the approval of the endline report to ensure wide dissemination of the results to all the stakeholders of the project.
8. The evaluation team will create a shared folder where all photos and videos taken during field visits will be uploaded.
9. The evaluation report will be shared to government, academic institutes, and concerned partners.

## 8.2 Budget

1. **Budget:** For the purpose of this evaluation, the full budget for the impact evaluation is USD 240,000 – released in tranches against specific key deliverables.
2. The detailed budget will be proposed by the applicant which may include travel/subsistence/other direct expenses, and some special communication-related provisions e.g. workshops, translation.
3. The source of funds will be from the CO and CEF fund support.

## Annex 1 Preliminary Stakeholders' analysis

Stakeholders	Interest in the evaluation and likely uses of evaluation report to this stakeholder	Types and level of involvement
<b>INTERNAL STAKEHOLDERS</b>		
<b>Country Office (CO) China</b>	Responsible for the country level planning and operations implementation, It has a direct stake in the evaluation and an interest in learning from experience to inform decision-making. It is also called upon to account internally as well as to its beneficiaries and partners for performance and results of its operation. China office will involve relevant units of partnership, programming, and communication in the learning process.	CD takes the Management role, and the DCD is the Evaluation Manager. Internal Committee will be set up.
<b>WFP HQ OSZ</b>	OSZ shall be consulted from the planning phase to ensure that key policy, strategic and programmatic considerations are understood from the onset of the evaluation.	Involved in the Evaluation Reference Group
<b>Office of Evaluation (OEV)</b>	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.	Involved in the Evaluation Reference Group
<b>WFP Executive Board (EB)</b>	The WFP governing body 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.	
<b>EXTERNAL STAKEHOLDERS</b>		
<b>Beneficiaries</b>	Direct beneficiaries from the assistance include 93 preschools and 7,759 preschool children with a large portion of left-behind children, as well as indirect beneficiaries of nearby smallholder farmers in the community who will get increased income from providing stable amount of vegetables and fruits to the schools. Perspectives from different groups of boys, girls, left-behind children will be sought during the evaluation.	Beneficiaries will be involved in the evaluation, with consideration of the most appropriate method for the inclusion of women. Men, women, boys and girls will be appropriately and proportionately represented by the sample of field sites to be visited.



<b>Government</b>	Ministry of Agriculture, Ministry of Education, provincial agriculture authorities and county governments, comprising representatives from the Department of Education, Health, and Agriculture, are partners in the design and implementation of WFP activities.	Government stakeholders will be involved in the evaluation, and provide support and coordination during the evaluation process.
<b>UN Country team</b>	FAO, UNICEF will be direct or indirect partners of WFP at policy and activity level to contribute or be consulted to ensure WFP operation is effective in contributing to the UN concerted efforts.	Involved in the Evaluation Reference Group

## Annex 2 Map

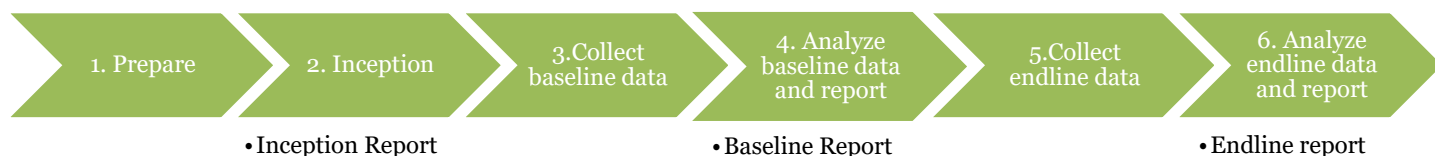


### Annex 3 Logframe

Inputs	Activities	Outputs	Outcomes
Nutrition Food	Providing nutrition meals to preschool children in schools: 1. Increased 1~2 new dishes with high fat and protein in daily meal; 2. Provided seasonal fruits to children in schools everyday	Number of preschool children are provided nutrition food in schools in the three provinces (number of children disaggregated by sex and age);	Improved nutrition (height, weight and anemia rate) of preschool children
Kitchen facilities	Improving kitchen facilities and teaching environment: 1. Cooking facilities provided to improve hygiene standard.	Number of schools receive kitchen facilities and equipment	
Education equipment Nutrition experts	Enhancing nutrition education and awareness advocacy: 1. Computer and television; 2. Food nutrition knowledge spread through blackboard report, window report, and health corners; 3. Class meeting on the theme of food and nutrition; 4. propaganda materials provided to the public; 5. Nutrition experts invited to give lectures to parents.	Children, parents and teachers are sensitized with food nutrition knowledge.	Improved cognitive and social motional conditions
Market connection Local procurement Technical trainings Production base	Creating enabling environment and stable market for local smallholder farmers: 1. established market to connect local farmers with pilot schools; 2. food materials are procured from local poor farmers; 3. Technical trainings on planting and farming of safe food, and brochures on production technical in value chain provided to poor farmers; 4. Vegetable/fruit production base established in pilot area.	At least 30% of food provided to the preschool are sourced from local smallholder farmers.	Increase of smallholder farmers' income and job opportunities due to the increase of procurement for school meals

## Annex 4 Process Map and Timeline

**Figure 1: Summary Process Map**



**Table 2 – Timeline and deliverables**

Phases	Actions	Deliverble	GEEW product	Timeline	Responsible person
Preparation	<p>Draft terms of reference</p> <p>Quality assure, consult and finalise the TOR</p> <p>Select evaluation team and finalize budget</p> <p>Contract signed with evaluation team</p>	<p>Terms of Reference</p> <p>TOR</p>	<p>TOR that are explicit on expectations on gender integration into the design of the evaluation</p> <p>Gender balanced Evaluation Team</p> <p>Communication and learning plan that takes account of gender</p> <p>Baseline design including disaggregated data</p> <p>Data collection tools allow for disaggregation of monitoring data</p>	<p>Partner institute selected and contract signed in February, 2018.</p>	<p>EM</p>
Inception	<p>Conduct inception meetings</p> <p>Prepare draft inception report</p> <p>Prepare data collection tool (survey)</p> <p>Quality assure inception report</p> <p>Circulating and finalising the inception report</p>	<p>An inception report / survey work plan (initially) that also includes the approach and methodology to be used in the exercise.</p>	<p>Inception Report which incorporates gender in the design</p> <p>Evaluation Matrix with gender integrated</p> <p>Methods and tools are gender sensitive</p>	<p>March 2018</p>	<p>Evaluation Team</p>
Collect Baseline Data	<p>Prepare evaluation field work</p>		<p>Data collected on and from both male and female</p>	<p>April 2018</p>	<p>Evaluation Team</p>

	Conduct fieldwork and preliminary analysis Present end of field work debriefing		participants in WFP activities Data disaggregated by gender		
Analyze data and Report	Draft baseline report Quality assure draft baseline report Circulate report for comments Finalize the baseline report Submit and get approval for baseline report	Baseline report	Draft and final Evaluation report which addresses gender dimensions in TOR	May – September 2018	Evaluation Team
Collect Endline Data	Prepare evaluation field work Conduct fieldwork and preliminary analysis Present end of field work debriefing		As above	April 2020	Evaluation Team
Analyze field data and report	Draft endline report Quality assure draft endline report Circulate report for comments Finalize the endline report Submit and get approval for endline report	Endline report	As above	May-September 2020	Evaluation Team
Disseminate and follow-up	Prepare a brief Prepare a powerpoint presentation	Brief, powerpoint presentation	Any dissemination to affected populations addresses gender related issues (when women are available etc.)	January 2021	Evaluation Team and EM

## Annex 5 Evaluation Schedule

	Phases, Deliverables and Timeline	Key Dates
<b>Phase 1 - Preparation</b>		
	Desk review, draft of TOR and quality assurance (QA) using ToR QC	(3 weeks)
	Sharing of draft ToR with outsourced quality support service (DE QS)	(3 days)
	Review draft ToR based on DE QS feedback	(3 days)
	Circulation of TOR for review and comments to ERG, and other stakeholders	(2 weeks)
	Review draft ToR based on comments received	(1 week)
	Submits the final TOR to the internal evaluation committee for approval	(1 day)
	<b>Sharing final TOR with key stakeholders</b>	
	<b>Selection and recruitment of evaluation team</b>	(3 weeks)
<b>Phase 2 - Inception</b>		
	Briefing core team	(1 day)
	Inception mission in the country (if applicable)	(1 week)
	Submission of draft inception report (IR) to EM	
	Sharing of draft IR with outsourced quality support service (DE QS) and quality assurance of draft IR by EM using the QC	(1 week)
	Revise draft IR based on feedback received by DE QS and EM	(1 week)
	Submission of revised IR based on DE QS and EM QA	
	Circulate draft IR for review and comments to ERG, and other stakeholders	(2 weeks)
	Consolidate comments	
	Revise draft IR based on stakeholder comments received	(1 week)
	Submission of final revised IR	
	Submits the final IR to the internal evaluation committee for approval	
	<b>Sharing of final inception report with key stakeholders for information</b>	
<b>Phase 3 – Data collection</b>		
	Briefing evaluation team at CO	(1 day)
	<b>Data collection</b>	<b>(2 weeks)</b>
	<b>In-country Debriefing (s)</b>	(1 day)
<b>Phase 4 - Analyze data and report</b>		
	Draft evaluation report	(2 weeks)
	Sharing of draft ER with outsourced quality support service (DE QS) and quality assurance of draft ER by EM using the QC	(1 week)
	Revise draft ER based on feedback received by DE QS and EM	(1 week)
	Submission of revised ER based on DE QS and EM QA	
	Circulate draft ER for review and comments to ERG, RB and other stakeholders (list key stakeholders)	(2 weeks)
	Consolidate comments	
	Revise draft ER based on stakeholder comments received	(2 weeks)
	Submission of final revised ER	
	Submits the final ER to the internal evaluation committee for approval	
	<b>Sharing of final evaluation report with key stakeholders for information</b>	
<b>Phase 5 Dissemination and follow-up</b>		
	Prepare management response	(4 weeks)
	<b>Share final evaluation report and management response with OEV for publication</b>	

## **Annex 8    Acronyms**

CD	Country Director
CDRF	China Development Research Foundation
CEF	Contingency Evaluation Fund
CO	Country Office
CSP	Country Strategic Plan
DCD	Deputy Country Director
DE	Decentralized Evaluation
DEQAS	Decentralized Evaluation Quality Assurance System
EB	Executive Board
EC	Evaluation Committee
ECD	Early Childhood Development
EM	Evaluation Manager
ER	Evaluation Report
ET	Evaluation Team
EQAS	Evaluation Quality Assurance System
ERG	Evaluation Reference Group
GEEW	Gender Equality and Women's Empowerment
HQ	Headquarter
IFPRI	International Food Policy Research Institute
IR	Inception Report
OEV	Office of Evaluation
QA	Quality Assurance
QS	Quality Support
RB	Regional Bureau
RMB	Renminbi
SDG	Sustainable Development Goals
SSC	South-South Cooperation
TN	Technical Note

TOR	Term of Reference
UN	United Nations
UNCT	United Nations Country team
UNDSS	UN Department of Safety & Security
UNEG	United Nations Evaluation Group
UNICEF	United Nations International Children's Emergency Fund
USD	United States dollar
WFP	World Food Programme