
Decentralized Evaluation Quality Assurance System (DEQAS)

Terms of Reference

Mid-Term EVALUATION of

Integrated Risk Management and Climate Services

Programme in Malawi from 2017-2019

Commissioned by: WFP Malawi Country Office

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1. Introduction

1. These Terms of Reference (TOR) are for the Mid-term evaluation of the project "*Reducing food and nutrition income insecurity among vulnerable households in Malawi through climate services and Integrated Risk Management Programme*" (here in referred to as IRMP) in Chikwawa, Blantyre Rural and Mangochi districts. These three districts are chronically food insecure districts and disaster - prone due to frequent drought and floods. This evaluation is commissioned by WFP Malawi Country Office. From WFP perspective this is an activity evaluation that will cover all the activities that have been implemented from January, 2017 to March 2019. The evaluation will be conducted between January and June 2019.
2. The three year programme (2017-2019) is implemented by the Malawi Government and NGO partners with technical support from WFP, with financial support from Government of Flanders, in Belgium. The programme brings together four tools focused on risk reduction (through participation in food for asset activities), weather-indexed insurance (protects against crop losses in case of drought thereby safeguarding livelihoods), microfinance/credit and savings. The programme aims to reduce food and income insecurity among vulnerable households, and build their resilience to climatic shocks through integrated climate services and risk mitigation measures, in the context of increasing climatic risks and climate variability in rural Malawi. The programme supports Sustainable Development Goals (SDGs) 1, 2, 13 and 17; with main emphasis on SDG 2 : End hunger, achieve food security and improved nutrition and promote sustainable agriculture; and SDG 13: take urgent action to combat climate change and its impacts.
3. These TOR were drafted by the Regional Bureau at the request of the Country office based on review of the programme document, and finalised by WFP Malawi Country Office based on further review of other documents including project reports and using feedback from the OEV-managed quality Support service. The purpose of the TOR is twofold. Firstly, it provides key information to stakeholders about the programme and the proposed evaluation; and secondly, it provides key information to the evaluators and helps guide them throughout the evaluation process.

2. Reasons for and Objectives of the Evaluation

2.1. Rationale

4. While this is a mid-term evaluation, it is being conducted a little later than the mid of the planned implementation period (January 2017-December 2019) because implementation started in July 2017 instead of January. January 2019 therefore is the mid-term of actual implementation. The evaluation is being commissioned for the following reasons:
 - a. To assess the extent of achievement [or likelihood of achievement by end of the project] of the results and targets set out in the results framework;
 - b. To understand the contribution of the programme in reducing food and income insecurity among vulnerable smallholder households in the context of increasing climatic risks and climate variability through delivery of integrated resilience interventions;
 - c. To provide data and evidence upon which the final evaluation of the programme will be based;
5. The findings of the mid-term evaluation will be used to make adjustments to the design and/or implementation arrangements of ongoing activities and to inform similar resilience programmes and strategic choices in future.

2.2. Objectives

6. Evaluations in WFP serve the dual and mutually reinforcing objectives of accountability and learning.
 - **Accountability**–The evaluation will assess and report on the performance and results of the programme at mid-term, thus meeting accountability requirements as set out in the programme agreement.

- **Learning**–To promote learning, feedback, and knowledge sharing through results and lessons learnt, the evaluation will determine the reasons why certain results occurred or not to draw lessons, derive good practices and pointers for learning that can be taken by the key stakeholders including WFP, NGO partners, the government and donors. It will provide evidence-based findings to inform operational and strategic decision-making and thus contribute to improvements in future programming of similar interventions. The evaluation will deepen knowledge and understanding of underlying assumptions guiding the design, and implementation of the programme and the cultural context in which the programme was implemented. Findings will be actively disseminated and lessons will be incorporated into relevant lesson sharing systems.
7. This being a mid-term evaluation, it should lay emphasis on learning for the remaining period of implementation, while also highlighting key improvements that can be made to enhance the possibility of the results being credibly evaluated to meet accountability requirements at the end of the project.

2.3. Stakeholders and Users

8. A number of stakeholders internal and external to WFP have interests in the results of the evaluation and some of these will be asked to play a role in the evaluation process. Table 1 below provides a preliminary stakeholder analysis, which will be deepened by the evaluators as part of Inception phase.
9. 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 participation of boys, girls, men and women from different groups, and that gender equality and women’s empowerment (GEEW) dimensions are integrated throughout the evaluation process.

Table 1: Preliminary Stakeholders’ analysis

Stakeholders/Users	Interest in the evaluation and likely uses of evaluation report to this stakeholder
INTERNAL STAKEHOLDERS	
Malawi Country Office (CO)	Responsible for the overall planning and coordination of WFP interventions at country level, the CO 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 programmes. In addition the CO would like to identify, lessons learnt and best practises which will inform design and implementation to enhance accountability towards the Government of Malawi, other partners, donors and beneficiaries.
Regional Bureau (RB) Johannesburg	Responsible for both oversight of COs and technical guidance and support, the RB management has an interest in an independent and impartial account of the operational performance as well as in learning from the evaluation findings to apply this learning to other country offices. The Regional Evaluation Officers supports CO/RB management to ensure quality, credible and useful decentralized evaluations. The RB programme team has an interest in understanding how the implementation of the programme has progressed, emerging lessons and how these may be applied to other country contexts.
WFP HQ	WFP HQ technical units are responsible for issuing and overseeing the rollout of normative guidance on corporate programme themes, activities and modalities, as well as of overarching corporate policies and strategies. They also have an interest in the lessons that emerge from evaluations, as many may have relevance beyond the geographical area of focus. Relevant HQ units will be consulted during the evaluation process, as they have an interest in knowing how well the programme was designed following appropriate normative guidelines and policy, what results were achieved, and how lessons may be applied globally for organisation-wide learning.
Office of Evaluation (OEV)	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)	The WFP governing body has an interest in being informed about the effectiveness of WFP programmes. This evaluation will not be presented to the Board but its findings may feed into thematic and/or regional syntheses and corporate learning processes.
EXTERNAL STAKEHOLDERS	
Beneficiaries	As the ultimate recipients of food assistance, beneficiaries have a stake in WFP determining whether its assistance is appropriate and effective. As such, the level of participation in the evaluation of women, men, boys and girls from different groups will be determined and their perspectives will be sought.
Malawi Government Ministries involved in the implementation of the programme	The Government has a direct interest in knowing whether WFP activities in the country are aligned with its priorities, harmonised with the actions of other partners and meet the expected results. Issues related to capacity development, handover and sustainability will be of particular interest. Ministry of Agriculture, Irrigation and water Development/ Department of Agriculture extension services, Ministry of Natural Resources, Energy and Mining/ Department of Climate Change and Meteorological Services are the relevant partners in design and implementation of this programme. Other government partners include Department of Disaster Management Affairs , District Councils and other key
Other Government Ministries	Ministry of Health and Ministry of Gender, Children, Disability and Social Welfare
UN Country team	The UNCT's harmonized action should contribute to the realisation of the government developmental objectives. It has therefore an interest in ensuring that WFP programmes are effective in contributing to the UN concerted efforts in supporting Malawi development. Various agencies such as UNDP and FAO are partners that contribute to the realisation of the governmental objectives i.e. climate services, early warning
NGOs and other technical partners	NGOs are WFP's partners for the implementation of some activities while at the same time having their own interventions related to risk management and climate services. These includes World Vision, United Purpose, Concern World Wide, Farm Radio Trust, Foundation for Irrigation and Sustainable Development, University of Reading, IRI They have an interest in this evaluation because the results of the evaluation might affect future implementation modalities, strategic orientations and partnerships arrangements.
Main Donor [Government of Flanders, Belgium]	The Government of Flanders is interested in knowing whether the resources it provided to WFP were utilised as planned, whether the results agreed in the programme document have been achieved and what lessons are emerging.
Other complementary donors	SDC, Green Climate Fund, and NORAD are funding related interventions in Malawi and are therefore interested in seeing how the results of the IRM programme complement the programmes that they are funding.
Private sector [NICO General Insurance, CUMO/ Vision Fund, FISD Fund]	WFP CO has an interest in assessing links and activities with the private sector in programme implementation and complementary activities

10. The primary users of this evaluation will be:

- The Malawi WFP Country Office and its partners in decision-making, notably related to adjustments in programme implementation and/or design, enhancement of partnerships, accountability for results and learning what has worked and what needs to be improved;
- Given the core functions of the Regional Bureau (RB), the RB is expected to use the evaluation findings to provide strategic guidance, programme support, and oversight, not only to Malawi but also other country offices with similar interventions or operating in similar context;
- 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 on progress in the implementation of the evaluation policy;
- The Government of Flanders and other donors may use the evaluation to understand the extent to which the programme met its objectives, key challenges, lessons learnt and good practices for decision making and replications in future support;

- The Government of Malawi will use the evaluation to inform policy development/changes on particular approaches including the PICSA methodology and the inter-ministry collaboration for the delivery of programmes
- Other users of the evaluation include Key stakeholders involved in agriculture, climate change and adaptation, including UN agencies, Academia and NGOs.

3. Context and subject of the Evaluation

3.1. Context

- 11. Geography and Demographics:** Malawi, a small and landlocked sub-Saharan African country, is a UNFPA global population hotspot with a population rapidly expanding at 3 percent per year. The country's growing population has placed intense pressure on farm-holdings of an average 0.24 hectares, compared with the sub-Saharan African average of 0.40. Endemic poverty and increasing population is also putting intense pressure on natural resources, especially forests, which are being destroyed at a high pace for charcoal production and other wage-earning uses in the face of widespread unemployment. At the same time, smallholder farmers contribute to 70 percent of the overall national agricultural sector, and most produce maize on a subsistence basis. This makes most of the population highly vulnerable to the effects of the frequent and intense natural disasters, such as recurrent seasonal dry spells and flooding.
- 12. Poverty:** Malawi is one of the poorest countries in the world with 51.5 percent of the population living below the income poverty line of US\$1.9 a day. Despite significant investments in development, Malawi ranks 171 out of 189 countries in the 2018 Human Development Index.
- 13. Climatic shocks:** Following three consecutive seasons characterized by dry spells and historic flooding in early 2015, Malawi experienced widespread and severe food insecurity triggered by the intense climatic shock of El Niño. Climatic shocks are expected to increase in Malawi, both in the short term and in the long-term as a result of climate change (McSweeney et al., 2010), which has the potential to increase temperatures and alter precipitation regimes. Malawi is projected to remain highly vulnerable to these climatic shocks, ranking 152nd out of 180 countries on the University of Notre Dame Global Adaptation Index—an index which ranks countries based on their capacity to cope with weather-related shocks (ND-GAIN, 2016). The intensity and frequency of shocks hitting Malawi is not allowing enough time for households to recover and thus perpetuating the cycle of food and nutrition insecurity.
- 14. Food and nutrition insecurity:** Thirty-seven percent of children under five years are chronically malnourished; up to 60 percent of households report experiencing some food insecurity annually¹; and there is recurrent need for food assistance in response to food insecurity during the lean season. With up to 80 percent the majority of rural livelihoods dependent on rain-fed agriculture, food and nutrition insecurity remains high, linked to, among other factors, poor dietary diversity, a high disease burden and persistent annual food shortages. According to the 2015 Cost of Hunger in Africa study in Malawi, the annual costs of child undernutrition – which is associated with 23 percent of child mortality cases in the country – are estimated at USD 597 million, equivalent to 10.3 percent of its GDP.
- 15. Health:** Food insecurity in the country is compounded by the high HIV infection rate at 9.2 percent², the ninth highest rate in the world.
- 16. Gender:** Gender inequality in Malawi continues to be among the worst in the world, ranking fifteenth lowest on the gender inequality index.³ Poverty is predominant in rural areas and affects women more than men due to gender and power dynamics that result in women having less access and control over resources. In addition to gender inequality, overexploited natural resources, high

¹ Malawi Demographic Health Survey 2016 (MDHS), quoted in IFPRI, ZHMSR, 2018

² <https://www.cia.gov/library/publications/the-world-factbook/rankorder/2155rank.html>

³ 2015 UNDP Human Development Report

deforestation rates, high disease burden, poor diet diversity and rapid population growth are aggravating factors contributing to rising vulnerability to shocks and food and nutrition insecurity.

17. **Policy Framework:** The Government's development priorities are expressed in the third Malawi Growth and Development Strategy (2017–2022)⁴, which focuses on improving productivity, boosting national competitiveness and developing resilience to shocks and hazards. The UN system support will continue to be provided through the United Nations Development Assistance Framework (UNDAF 2019-2023) which was signed in September 2018.⁵ The IRMP contributes to UNDAF **outcome 7** (*Households have increased food and nutrition security, equitable access to WASH and healthy ecosystems and resilient livelihoods*) and **outcome 8** (*Malawi has more productive, sustainable and diversified agriculture, value chains and market access*).

3.2. Subject of the evaluation

18. WFP has expanded its approach to integrated resilience building alongside key partners to reduce the vulnerability of food insecure communities, whilst aiming to simultaneously equip them with the tools and knowledge to prepare for, and deal with the impacts of climate-related hazards. The IRMP was aimed at helping address the aforementioned problem. Its design was informed by a number of baselines and scoping studies that were conducted in Malawi in 2014 and 2015 under the GFCS pilot through the CGIAR Research Program on Climate Change, Agriculture and Food Security (CCAFS) and WFP, which found that:
- Households had access to climate services with sometimes very basic agricultural advice, but most of the households interviewed did not use these forecasts for their agricultural decision-making;
 - Climate information was not localized sufficiently and thus the geographical range of the information was too large and the weather information was generalized over a number of different agricultural zones, rendering it non-useful for smallholder farmers;
 - The types of climate information that farmers and pastoralists need in Malawi, ranked based on importance: onset of rains, forecast on extreme events, seasonal rainfall, daily weather forecast, and pest and diseases;
 - Preferred channels for delivering climate information included radio (especially for pastoralists or larger-scale farmers), SMS and voice messages on cell phones, visits from extension agents from government and NGOs, and television – a significant source of climate information particularly for the daily weather forecast, the seasonal forecast and the forecast on the onset of rainfall;
 - Visits from extension agents were cited as their first preferred format to receive climate information for both women and men. Training of key informants, particularly extension workers in understanding climate forecast concepts and integrating them in agricultural activities is therefore essential.
19. At the national level, the project aims to engage government to integrate climate change measures into national policies, strategies and planning such as the National Adaptation Plans (NAP), National Adaptation Plan of Action (NAPA), National Agriculture Investment Plan (NAIP). Climate change and disaster risk reduction (DRR), as well as addressing food insecurity, feature prominently in the policy and strategic agenda of the Government of Malawi.
20. The IRM Programme was approved in October 2016 and was meant to start in January 2017 and end in December 2019. Due to late disbursement of funds the project started in July 2017. The three year programme is being implemented in Chikwawa, Blantyre Rural and Mangochi districts. The total budget provided by the Government of Flanders is 2.5 million Euros.
21. **Targeting** was based on a food security factors. The three districts targeted are chronically food insecure and disaster-prone due to frequent drought and floods. The Malawi Vulnerability Assessment committee (MVAC) of 2016 had found that these districts had huge rainfall short falls,

⁴ Malawi Growth and Development Strategy (MGDS) III: Building a Productive, Competitive and Resilient Nation. Available at <https://cepa.rmpportal.net/Library/government-publications/the-malawi-growth-and-development-strategy-mgds-iii/view>.

⁵ <https://mw.one.un.org/un-malawi-govt-sign-the-new-undaf-2019-2023/>

permanent crop wilting and household applying severe coping mechanisms. In addition to these food security considerations included presence of complementary initiatives.

22. The overall objective of the programme is *'to reduce food and income insecurity among vulnerable smallholder households in the context of increasing climatic risks and climate variability over the project cycle through delivery of integrated resilience interventions'*. Specific objectives are to:
 - 1) improve access to locally relevant weather and climate information for **40,000 food insecure households** in three selected districts, through extension services, radio and SMS, to strengthen their capacities to adapt to increased climate variability and climate related shocks by 2019.
 - 2) Enable food insecure households in three selected districts to access risk management mechanisms to cope with climate shocks by 2019.
 - 3) Promote and facilitate access to financial services among food insecure households to invest and diversify their livelihood thereby making them more productive and climate smart by 2019.
23. The intended outcomes of the programme are:
 - 1) Improved access to climate and weather information for vulnerable, food insecure communities to strengthen their capacities to prepare for, cope with, and adapt to increased climate variability and climate related shocks;
 - 2) Expanded smallholder access to risk management mechanisms and strengthened integrated safety nets to cope with climate shocks;
 - 3) Access to financial services among vulnerable smallholder farmers promoted/facilitated to strengthen their capacities to invest and diversify their livelihoods, making them more productive and climate Resilient.
24. The stated outcomes were to be achieved through the following activities; (1) District level baseline assessments, (2) Extension worker Training, (3) Piloting of the Participatory Integrated Climate Service for Agriculture (PICSA); (4) Use of Radio and ICTs, (5) Trialling a forecast-based financing mechanisms, (6) Reducing disaster risk through asset creation, (7) Creating an index-based micro-insurance product, (8) Raising awareness of index-based micro-insurance, (9) Creating Village savings and Loans (VSL) Groups, (10) Facilitating access to micro-credit services, (11) Trainings on financial literacy and business skills, (12) Pilot mobile banking, (13) Building national and district capacity to deliver risk-management and climate services.
25. **Beneficiaries/target groups** include farmers, policy makers and government and NGO partner extension workers.
26. **Achievements:** as at the time of preparing these TOR, the following is a summary of achievements:
 - **Climate Services: 145 government agricultural extension officers and NGO staff have been trained** so far in climate services using the 'Participatory Integrated Climate services for agriculture' (PICSA) methodology, developed by the University of Reading as a sustainable approach to manage climate risks and increase resilience for smallholder farmers. **197 Community Information hubs were strengthened** in all three districts and were given MP3 Solar powered radio handsets, to enable the beneficiaries access weather, climate information through the radio show. The radio show is another platform used to communicate messages on weather, climate and agriculture. The radio show is on a national radio station and as such reaches out to a wider audience. Over **6,000 beneficiaries were directly reached** with information through the radio show – the messages helped beneficiaries to make informed farming decisions. The National Agricultural Content Development Committee (NACDC), a national level committee mandated to develop agriculture content, met twice over the past two years to develop agro-climatic content for climate services;
 - **Insurance: 2000 beneficiaries** under Insurance, received a pay out in Blantyre district after a bad season (2017/2018 season). So far, **over 20,000 beneficiaries have registered** under the Insurance component for the 2018/2019 agricultural season. Beneficiaries participating in the integrated resilience programme in Mangochi, Chikwawa and Blantyre accumulated significant savings during the year being shared among the saving group members in the month of December. Beneficiaries have invested the proceeds from the saving groups to buy agriculture inputs, while some have invested in small income generating activities to diversify their livelihood options utilizing the

business and financial management trainings offered to the groups by our financial services partners (CUMO and FISS Fund). A detailed results framework is included in Annex 5 and the operational plan in Annex 6.

27. **Gender Dimensions:** In Malawi, gender issues are becoming increasingly mainstreamed in government policies and strategies, including through the Ministry of Agriculture and Food Security's Agriculture, Gender and HIV/AIDS strategy for 2012-2017; the National Gender Policy and Programme (under review); and a gender sector wide approach (SWAp) (currently being developed). Nevertheless, significant challenges persist with regard to enforcement, monitoring, cultural bias, political will and inadequate budgetary allocations to gender actions.
28. Women's participation and leadership in project management committees is particularly important, especially since cultural norms mean that women have more restricted access to productive assets and land. WFP and partners aimed to ensure that 70% of management committees are composed of women – to mitigate any discrimination against marginalized groups and ensure equal access to assistance. WFP and partners were also to ensure that project activities do not over-burden women or distract people from income-generating or care responsibilities. WFP has also developed key messages on gender that are being disseminated to the targeted population to increase the knowledge and shift attitudes in support of positive behavior change.
29. **Partners and other actors:** The design of the programme aimed to maximize coverage with other investments in climate service, in particular the Global Framework for Climate services (GFCS) adaptation programme funded by NORAD, the R46 (2017-2022) funded by The Swiss Agency for Development Cooperation (SDC), and the Government of Malawi/UNDP Scaling up the use of Modernized Climate Information and Early Warning Systems funded by Green Climate Fund. In addition to those actors, the key implementing partners for the programme include: Ministry of Agriculture Irrigation and Water Development; Department of Climate Change and Meteorological Services; Farm Radio Trust; District Councils (Agriculture Sector); Foundation for Irrigation and Sustainable Development (FISS); World Vision International; Concern World Wide (CWW); University of Reading; International Research Institute (IRI) Columbia University, CUMO, and FISS Fund.

4. Evaluation Approach

4.1. Scope

30. The mid-term evaluation is taking place during the second year as planned. The following are the key parameters that will determine the scope:
 - a) **Timeframe:** The evaluation will cover the period since start of the programme in July 2019 to to January 2021;
 - b) **Geographical coverage:** The evaluation will cover Chikwawa, Blantyre rural and Mangochi districts where the programme is being implemented. A detailed design including sampling of locations within each region will be conducted during the inception phase;
 - c) **Activities:** The evaluation will cover all activities implemented as part of the IRM programme in order to provide a complete assessment of achievements and lessons;
 - d) **Depth and breadth of analysis:** This will be determined by the availability of monitoring data on the key performance indicators listed in Annex 6.
31. The evaluation will follow the United Nations Evaluation Group (UNEG) Norms and Standards which were adopted in 2005 and revised in 2016. They have served in strengthening and harmonizing evaluation practices across the UN system and are used as key reference for evaluators around the globe.

⁶This is a combination of four risk management strategies: improved resource management through asset creation (**risk reduction**); insurance (**risk transfer**); livelihoods diversification and microcredit (**prudent risk taking**); and savings (**risk reserves**)

32. The mid-term evaluation will also assess gender mainstreaming and implications on livelihoods and people's resilience. The evaluation will consider stakeholder participation in the IRMP processes; in particular cooperating partners, government authorities, donors and UN-Agencies.

4.2. Evaluation Criteria and Questions

33. **Evaluation Criteria:** The evaluation will apply the international evaluation criteria of Relevance, Effectiveness, Efficiency, Impact and Sustainability.⁷ Given this is a mid-term evaluation, sustainability and impact will not be a key focus, but their inclusion is to allow assessment of the factors that are likely to affect impact and sustainability and how the chances of the programme having intended impact and being sustainable can be increased. Gender Equality and empowerment of women (GEEW) dimensions will be mainstreamed throughout.
34. **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 performance of the IRMP at mid-term, which could inform future strategic and operational decisions.
35. The evaluation analyse whether and how GEEW objectives and mainstreaming principles were included in the intervention design, and whether this was guided by WFP and system-wide objectives on GEEW.

Table 2: Criteria and evaluation questions

Criteria	Evaluation Questions
Relevance	1. To what extent are the objectives of the IRMP still valid? 2. To what extent are the objectives in line with the needs of women, men, boys and girls from different marginalized groups? 3. To what extent was the design of the IRMP linked/complementary with other Resilience activities in Malawi, by WFP and other actors?
Effectiveness	4. To what extent have the IRMP activities implemented and outputs achieved or likely to be achieved as set out in the design of the project? 5. What are key major [internal and external] factors influencing the achievement / non achievement of the objectives?
Efficiency	6. Were the activities implemented on time as planned? 7. Were resources utilised efficiently? 8. What factors affected efficiency of the programme? 9. Was the IRMP activity implemented in the most efficient way compared to alternatives?
Impact	10. To what degree have the project outputs and outcomes contributed or are likely to contribute to progress towards the higher level results? 11. What are the positive/negative effects of the IRMP on targeted beneficiaries/ communities?
Sustainability	12. What is the likelihood that the results of the IRM programme will be sustainable after termination of external assistance? 13. What factors are affecting sustainability and how can these be mitigated to increase chances?
Gender Equality and Women Empowerment (GEEW) dimensions	14. To what extent was the intervention based on a sound gender analysis? 15. To what extent was the design and implementation of the intervention gender-sensitive? 16. How did WFP's actions affect the context of gender inequality? Did WFP's work (1) improve the lives of women, girls and gender diverse people? 2) maintain existing gender inequalities; 3) worsen the circumstances for women, girls and gender diverse people?

4.3. Evaluability Assessment and Data Availability

36. The baseline survey was conducted in September 2017 to set the reference point of the indicators and the basis for assessing project performance (**See Annex 7 for summary of baseline findings**).

⁷ For more detail see: <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm> and <http://www.alnap.org/what-we-do/evaluation/eha>

The baseline report and the associated data sets will form the basis for assessing progress at mid-term. During the inception phase, the evaluation team will assess the implications of having the baseline **3 months after the start** of the programme in July 2017.

37. In addition to the baseline summary report and associated data sets, other sources of information that the team will have access to includes:
- Programme monitoring reports and data;
 - Government data e.g. Malawi Vulnerability Assessment Committee (MVAC) reports;
 - Policy and programme documents;
 - Information from other UN agencies, cooperating partners and other key actors in the provision of climate services and risk management.
38. Concerning the quality of data and information, the evaluation team should:
- a) assess data availability and reliability as part of the inception phase expanding on the information provided in this section. This assessment will inform the evaluation data collection strategy;
 - b) systematically check accuracy, consistency and validity of collected data and information and acknowledge any limitations/caveats in drawing conclusions using the data;
 - c) The methodology will be based on an analysis of the logic model of activity and on a thorough stakeholder analysis.

4.4. Methodology

39. The evaluation will use a mixed methods approach. It is recommended that the overall methodology closely follow the baseline to enable comparisons, but should ensure that any limitations with the baseline methodology are addressed by providing a revised approach with a clear justification. In order to do so, the evaluation team, with support from the RB evaluation staff (with quantitative skills) will assess the baseline methodology, review the baseline data sets and sampling approach and the extent to which it can be credibly followed.
40. In case the methodology proposed differ significantly from the baseline approach, the team should ensure that it allow end of project evaluability and assessment of project results. The overall methodology will be developed the evaluation team during inception phase and should:
- Employ the relevant evaluation criteria with appropriate focus as discussed in section 4.2 above;
 - Demonstrate impartiality and lack of biases by relying on a cross-section of information sources (stakeholder groups, including beneficiaries, etc.)
 - Transparently select/sample field visit sites to demonstrate impartiality;
 - Using mixed methods (quantitative, qualitative, participatory etc.) to ensure triangulation of information through a variety of means;
 - 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 through key informant interview and focus group discussions;
 - The number and choice of the stakeholders for quantitative and qualitative data collection should be in line with the baseline to allow comparability of the result;
41. Noting WFP's commitment to core humanitarian principles of humanity, neutrality, impartiality and operational independence,⁸ the evaluation team will ensure that the approach and methodology proposed as well as the actual implementation of the evaluation adheres to these principles within the context of Malawi and the subject under evaluation.
42. The methodology will be reviewed by the Evaluation Committee and Evaluation Reference Group and the Evaluation Manager, in close consultation with the M&E team for the programme, who will provide an oversight role in ensuring that the agreed methodology is adhered to during the entire evaluation process. The Evaluation committee will be established to oversee the implementation of

⁸ WFP recently conducted an Evaluation of WFP Policies on Humanitarian Principles and Access in Humanitarian Contexts. The report is available here

the evaluation and safe guard its impartiality and independence. This committee will be composed of representative from WFP, the government and donor (see Annex 3);

43. The methodology should be GEEW-sensitive, indicating what data collection methods are employed to seek information on GEEW issues and to ensure the inclusion of women and marginalised groups. The methodology should ensure that data collected is disaggregated by sex and age; an explanation should be provided if this is not possible. Triangulation of data should ensure that diverse perspectives and voices of both males and females are heard and taken into account;
44. Looking for explicit consideration of gender in the data after fieldwork is too late; the evaluation team must have a clear and detailed plan for collecting data from women and men in gender-sensitive ways before fieldwork begins;
45. The evaluation findings, conclusions and recommendations must reflect gender analysis, and the report should provide lessons/ challenges/ recommendations for conducting gender responsive evaluation in the future;
46. The following potential risks to the methodology have been identified.

Table 2: Potential risks and mitigation actions

#	Potential Risk	Mitigation actions
1	The Evaluation Team may have challenges regarding the availability of data for some indicators due to gaps in record keeping as well as quality issues.	Secondary data sources from monitoring may assist for the best estimates possible. In addition the team will explore different option to fill in existing the data gaps.
2	Difficulties accessing government institutional partners and representatives; staff turnover within government and partner organisation may result in significant changes in personnel and especially in key positions related to IRMP.	WFP country office to use their relationships with Government and partners to establish means of reaching the key persons even if they no longer work in the same positions;
3	Based on community arrangements, there may have some changes in the targeted beneficiaries over the project implementation period	The evaluation team to predetermine the extent of this occurrence so that only those community members that have been consistently in the programme can be sampled for the evaluation to provide consistent information

4.5. Quality Assurance and Quality Assessment

47. WFP's Decentralized Evaluation Quality Assurance System (DEQAS) defines the quality standards expected for this evaluation and sets out processes with in-built steps for Quality Assurance, Templates for evaluation products and Checklists for their review. DEQAS is based on the 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.
48. 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.
49. 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.
50. To enhance the quality and credibility of this evaluation, an outsourced quality support (QS) service directly managed by WFP's Office of Evaluation 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.
51. 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.

- 52. 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.
- 53. 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.
- 54. In addition, technical advisory and support will be provided by the Regional Evaluation Officer remotely and during country visits at critical period of the of the evaluation process;
- 55. The final evaluation report 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 via www.wfp.org alongside the evaluation reports.

5. Phases and Deliverables

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

Figure 1: Summary Process Map



57. **Preparation phase:** The Evaluation Manager will conduct background research and consultation to frame the evaluation; Prepare the Terms of Reference, finalise provisions for impartiality and independence, Quality assure, consult and Finalise the Terms of reference, Select the Evaluation Team and Finalise the budget, Prepare the document of library and develop a Communication and Learning Plan.

Deliverables: Approved TOR and Evaluation team (individual consultant or firm contract)

58. **Inception phase:** The phase aim to prepare the evaluation team for the evaluation phase by ensuring that the evaluators have a good grasp of the expectations for the evaluation and prepare a clear plan for conducting it. The inception phase will include orientation of the evaluation team, desk review of secondary data, initial interaction with the main stakeholders; deeper discussions on the methodological approach upon review of the baseline report and data sets; and detailed design of evaluation, including the evaluation matrix, methodology, data collection tools and field work schedule.

Deliverable: Inception Report

59. **Field work phase:** The fieldwork will span over three weeks and will include visits to project sites and primary and secondary data collection from local stakeholders. A debriefing/ presentation of preliminary findings will be done at the end the field work or soon after initial data analysis.

Deliverable: PowerPoint Exit Briefing/ Presentation of Preliminary Findings

^[1] UNEG Norm #7 states “that transparency is an essential element that establishes trust and builds confidence, enhances stakeholder ownership and increases public accountability”

60. **Reporting phase:** After analysing the data, the Evaluation team will draft the evaluation report. It 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 the report will be send to the evaluation team for their considerations before the report is finalised.

Deliverables: Evaluation report

61. **Dissemination and follow-up phase:** The final approve evaluation report will be published on the WFP public website. The final evaluation will be shared with relevant stakeholders. The CO management will respond to the evaluation recommendations by providing actions that will be taken to address each recommendation and estimated timelines for taking those actions. Findings will be disseminated and lessons will be incorporated into other relevant lessons learnt sharing systems and processes.

Deliverable: Management Responses & Published Evaluation report; other products as required

6. Organization of the Evaluation & Ethics

6.1. Evaluation Conduct

62. The evaluation team will conduct the evaluation under the direction of the team leader and in close communication with the WFP evaluation manager. The team will be hired following appropriate WFP procedures.

63. The evaluation team members 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. Please refer to the evaluation schedule in Annex 2 for timeline and deadline of deliverables.

6.2. Team composition and competencies

65. The evaluation team is expected to include **two evaluators**, one national evaluator with familiarity with Malawi rural development context and an international evaluator with understanding of the resilience/climate change/adaptation concepts, programming and implementation. The team should have appropriate skills to assess gender dimensions of the subject as specified in the scope, approach and methodology sections. At least one team member should have WFP experience.

66. The team will be multi-disciplinary bring an appropriate balance of expertise and practical knowledge in the following areas:

- **Resilience/Climate Change/adaptation programming;** with in-depth understanding of resilience programmes, implemented within a low income country context and understanding of food security
- **Rural development concepts and programming,** with deep understanding of Malawi context.
- Knowledge of humanitarian/developmental evaluation methods and techniques, including a thorough understanding of data collection, evaluation methodologies and design, strong qualitative and quantitative research skills.
- Fully conversant with the principles and working methods of project cycle management.
- Gender expertise / good knowledge of gender issues and gender integration analysis
- Strong analytical and communication skills, evaluation experience and familiarity with Malawi and or Eastern and southern African region.
- Oral and written English language;

67. 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.

68. 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.

69. The team member will bring together a complementary combination of the technical expertise required and have a track record of written work on similar assignments.
70. Team member will: i) contribute to the methodology 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.

6.3. Security Considerations

71. **Security clearance** where required is to be obtained from Malawi Country Office
- 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.
72. However, to avoid any security incidents, the Evaluation Manager is requested to ensure that:
- The WFP CO registers the evaluators 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.
73. In overall, there is no specific security issues of concern in relation to this evaluation.

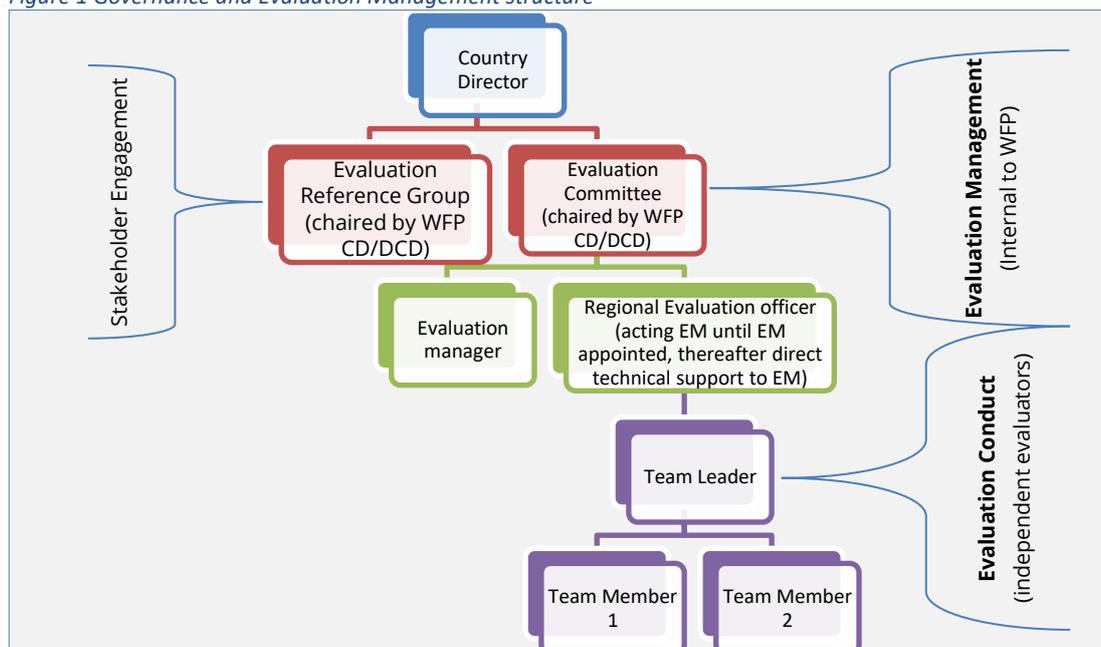
6.4. Ethical Considerations

74. WFP's decentralised evaluations must conform to WFP and UNEG ethical standards and norms. The evaluators undertaking the evaluation are responsible for safeguarding and ensuring ethics at all stages of the evaluation cycle (preparation and design, data collection, data analysis, reporting and dissemination). This should include, but is not limited to, ensuring informed consent, protecting privacy, confidentiality and anonymity of participants, ensuring cultural sensitivity, respecting the autonomy of participants, ensuring fair recruitment of participants (including women and socially excluded groups) and ensuring that the evaluation results in no harm to participants or their communities.
75. Informed consent and contact with vulnerable groups- Data collection training must include research ethics including how to ensure that all participants are fully informed about the nature and purpose of the evaluation and their involvement. Only participants who have given informed written and verbal consent should be included in the evaluation.
76. Contractors are responsible for managing any potential ethical risks and issues and must put in place in consultation with the Evaluation Manager, processes and systems to identify, report and resolve any ethical issues that might arise during the implementation of the evaluation.

6.5. Evaluation Management and Governance Arrangements.

77. This is a decentralised evaluation, managed by WFP, and applying WFP evaluation management processes, systems and tools. The Governance mechanisms for the evaluation comprises of:
- Evaluation manager:** who will not be part of the day-to-day implementation of the programme
 - Evaluation committee:** Which will support the evaluation manager in managing the evaluation and will make key decisions (see Annex 3 for details)
 - Evaluation Reference group:** provide subject matter expertise in advisory capacity (See Annex 4)
78. The evaluation manager will work together with the committee members to ensure that the appropriate safeguards for impartiality and independence are applied throughout the process. The WFP regional evaluation officer will provide additional support to the management process as required.

Figure 1 Governance and Evaluation Management structure



7. Roles and Responsibilities of Stakeholders

79. The **Malawi Country Office Management (Director or Deputy Director)** will:

- Assign an Evaluation Manager for the evaluation: [**Jason Nyirenda**]. To ensure that the evaluation manager should not be the staff who are involved in the day-to-day implementation of the programme.
- 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 and TN on Independence and Impartiality).
- 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 debriefings, with internal and external stakeholders
- Oversee dissemination and follow-up processes, including the preparation of a Management Response to the evaluation recommendations

80. The **Evaluation Manager, once appointed will:**

- Manage the evaluation process through all phases including finalising these TOR
- Ensure quality assurance mechanisms are operational;
- Consolidate and share comments on draft TOR, inception and evaluation reports with evaluators;
- Ensure, as required, use of quality assurance mechanisms (checklists, quality support;
- Ensure 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 translation, if required;
- Organise security briefings for the evaluation team and provides any materials as required;

81. An internal **Evaluation Committee** will provide input to evaluation process and commenting on evaluation products (see annex 3 on roles and membership).

82. **An Evaluation Reference Group** will review and comment on the draft evaluation products and act as key informants in order to further safeguard against bias and influence (see Annex 4).

83. **The Regional Bureau** will take responsibility to:

- Advise the Evaluation Manager and provide support to the evaluation process where appropriate.

- Participate in discussions with the evaluation team on the evaluation design and on the evaluation subject as required.
- Provide comments on the draft TOR, Inception and Evaluation reports
- Support the Management Response to the evaluation and track the implementation of the recommendations.

While the Regional Evaluation Officer -Grace Igweta will perform most of the above responsibilities, other RB relevant technical staff may participate in the evaluation reference group and/or comment on evaluation products as appropriate.

84. **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.

85. **Other Stakeholders (Government, NGOs, UN agencies)** will review and comment on draft evaluation products (inception report and evaluation report) and attend stakeholder sessions;

86. **Beneficiaries (smallholder farming households)** will be consulted during the evaluation process and their inputs will be critical to assessing the level of implementation of activities and achievement of results. They will participate in individual interviews and /or focus group discussions.

87. **The Office of Evaluation (OEV)**, through the Regional Evaluation Officer, will advise the Evaluation Manager and provide support to the evaluation process when required. OEV 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

88. 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. This will be achieved by ensuring a clear agreement on channels and frequency of communication with and between key stakeholders.

89. The Evaluation Manager will be responsible for:

- Sharing all draft products including TOR, inception report, and evaluation report with the internal and external stakeholders to solicit their feedback; The communication will ***specify the date by when the feedback is expected and highlight next steps***;
- Documenting systematically how stakeholders feedback has been used in finalising the product, ensuring that where feedback has not been used a rationale is provided;
- Informing stakeholders (through the ERG) of planned meetings at least one week before and where appropriate sharing the agenda for such meetings;
- Informing the team leader in advance the people who have been invited for meetings that the team leader is expected to participate and sharing the agenda in advance,
- Sharing final evaluation products (TOR, inception and evaluation report) with all the internal and external stakeholders for their information and action as appropriate.

90. To ensure a smooth and efficient process and enhance the learning from this evaluation, the evaluation team will emphasize transparent and open communication with all key stakeholder. The evaluation team will be responsible for:

- Communicating the rationale for the evaluation design decisions (sampling, methodology, tools) in the inception report and through discussions;
- Working with the evaluation managers to ensure a detailed evaluation schedule is communicated to stakeholders before field work starts (annexed to the inception report);
- Sharing a brief PowerPoint presentation before the debriefings to enable stakeholders joining the briefings remotely to follow the discussions;
- Including in the final report the list of people interviewed , as appropriate (bearing in mind confidentiality and protection issues);

- Systematically considering all stakeholder feedback when finalising the evaluation report, and **transparently provide rationale for feedback that was not used;**
91. The Communication and Learning Plan should include a GEEW responsive dissemination strategy, indicating how findings including GEEW will be disseminated and how stakeholders interested or those affected by GEEW issues will be engaged.
 92. 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, the evaluation manager will be responsible for sharing the report and management response with their regional evaluation offices, who will ensure that they are loaded to the appropriate systems (intranet and public website).
 93. To enhance the use of the evaluation findings, WFP may consider holding a dissemination and learning workshop. Such a workshop will target key government officials, donors, UN staff and partners. The team-leader may be called to co-facilitate the workshop. The details will be provided in a communication plan that will be developed by the evaluation manager jointly with the team leader during the inception phase.

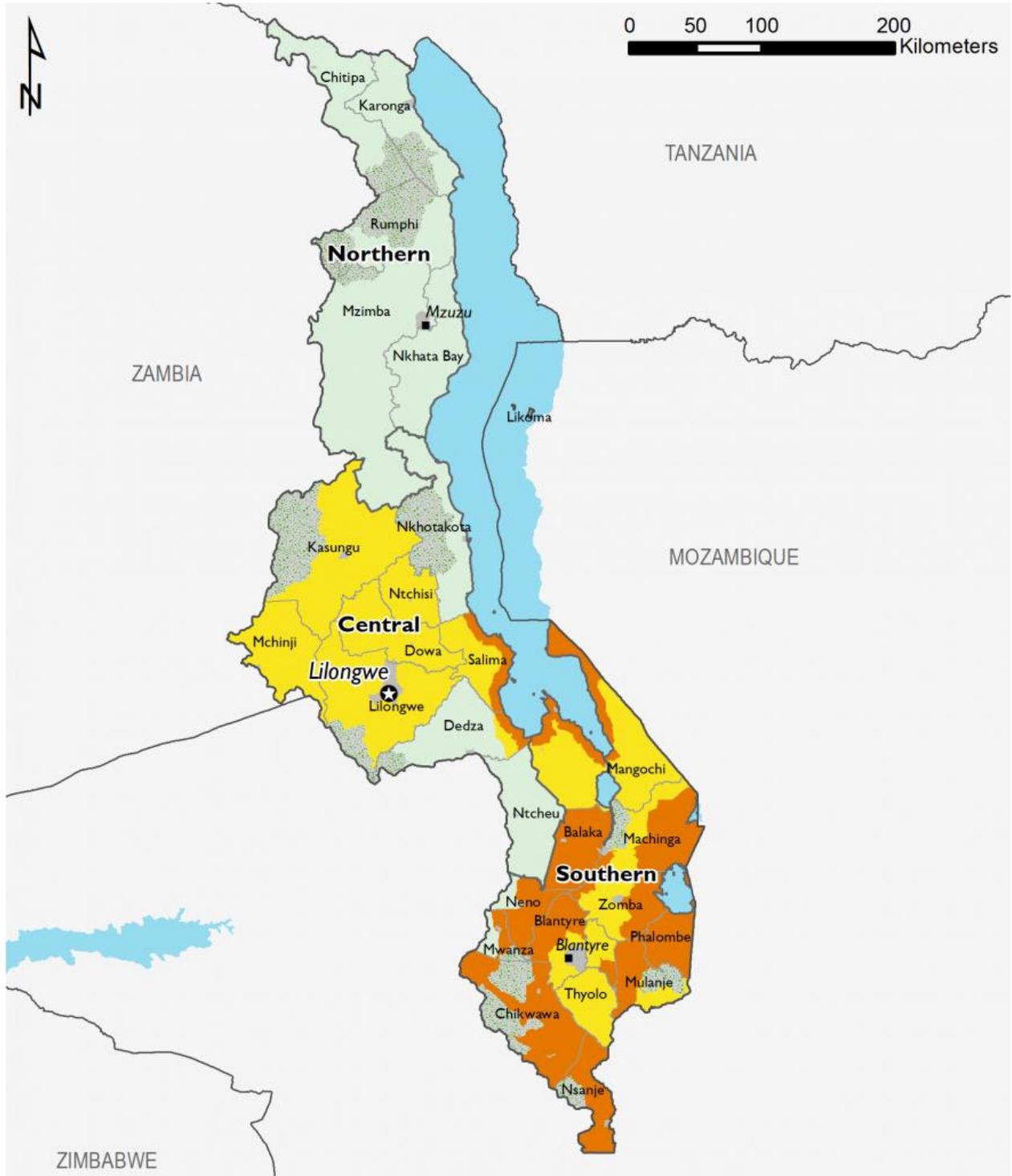
8.2. Budget

94. The actual budget will be determined by level of expertise and experience of the individual consultants recruited and the LTA rates if the recruitment is done through a firm.
95. In country road travel for the evaluation team will be provided by WFP. However firms should include in their budget in-country flights i.e. from Lilongwe to Blantyre if road travel is not deemed feasible.

Please send any queries to:

- Duncan NDHLOVU duncan.ndhlovu@wfp.org
- Grace MAKHALIRA grace.makhalira@wfp.org
- Jason NYIRENDA jason.nyirenda@wfp.org

Annex 1 Map of Malawi Food Security Outlook (October 2018-January 2019)



IPC 2.0 Acute Food Insecurity Phase

1: Minimal
 2: Stressed
 3: Crisis
 4: Emergency
 5: Famine
 National Parks/Reserves

! *Would likely be at least one phase worse without current or programmed humanitarian assistance*

FEWS NET classification is IPC-compatible. IPC-compatible analysis follows key IPC protocols but does not necessarily reflect the consensus of national food security partners.

Annex 2 Evaluation Schedule

#	Phases, Deliverables and Timeline	Key Dates	By who
Phase 1 - Preparation			
1	Desk review, prepare draft zero draft of TOR and quality assurance using ToR QC	Dec 2018	REO
2	Sharing of draft zero TOR with CO for review and comments/revisions	Dec 2018	CO
3	Revise draft TOR to produce draft 1 based on CO inputs	10 th -15 th Jan 2019	REO
4	Sharing of draft 1 TOR with outsourced quality support service (DE QS)	15 th - 23 rd Jan 2019	REO
5	Review draft 1 ToR based on DE QS feedback and produce draft 2	24 th -30 th Jan 2019	REO
6	Circulate draft 2 TOR for review and comments to ERG, RB and other stakeholders and start the process of searching for the evaluation team ⁹	31 st Jan -6 th Feb 2019	REO
7	Review draft 2 ToR based on comments received to produce final draft TOR	7 th Feb 2019	REO
8	Final TOR approved by the Chairperson of the Evaluation Committee	8 th Feb 2019	EC/CD
9	Sharing final TOR with key stakeholders	11 th Feb 2019	REO/EM
10	Finalize the identification and recruitment of the Evaluation team	8 th March 2019	REO/EM ¹⁰
Phase 2 - Inception			
11	Briefing evaluation team (orientation call with the evaluation team, CO and REO)	11 th March 2019	CO (Prog)
12	Desk review of key documents and draft inception report including the methodology, data collection tools and evaluation matrix by evaluation team	12 th -19 th Mar 2019	ET
13	Submit Draft 1 Inception report	20 th March 2019	TL
14	Check Draft 1 Inception report against the quality check list for completeness, if not complete return to the team leader with indications of what needs to be revised/added	21 st March	EM
15	Evaluation Manager submit draft inception report to QS	22nd March 2019	EM
16	QS review the report and provide feedback and recommendations for improvement	22 nd - 29 th March	DE QS
17	Review QS feedback and submit to team leader	1 st April 2019	EM
18	Evaluation team revise the inception report to produce draft 2 inception report	2 nd -9 th April 2019	ET
19	Submits draft 2 inception report	10th April 2019	TL
20	Circulate draft 2 IR for review and comments to ERG, RB and other stakeholders	11 th April 2019	EM
21	Review draft 2 IR and provide comments	11 th - 23 rd April 2019	
22	Receive and consolidate comments from the stakeholders and submit to ET	24 th April 2019	EM
23	Review stakeholder comments on draft 2 IR and revise to produce draft v3	25 th April to 2 nd May 2019	ET
24	Submit draft 3 of the IR to the evaluation manager	2nd May 2019	TL
25	Review draft 3 IR and if all comments have been addressed, submit for approval otherwise return to team leader with comments on what needs to be addressed	3 rd May 2019	EM
26	Submit the final IR to the evaluation committee for approval	6 th May 2019	EM
27	Internal evaluation committee approves the final IR	7th May 2019	CD/DCD
28	Share of final inception report with key stakeholders for information	8 th May 2019	EM
Phase 3 - Data collection			
29	Evaluation team holds a detailed planning meeting with the CO	10 th May 2019	TL, EM, Prog
30	Field work/data collection (team travel to the field on Sunday 7 th)	13 th to 26 th May 2019	ET
31	Aide memoire/ In-country Debriefing (s)	27 th May 2019	ET
Phase 4 - Analyze data and report			
32	Analyze data and prepare Draft 1 evaluation report	28 th May - 11 th June 2019	ET
33	Team leader present preliminary results and receive feedback	11 th June 2019	TL
34	Revise ER based on feedback from stakeholders	12 th -17 th June 2019	ET
35	Submit Draft 1 Evaluation report	18th June 2019	ET
36	Check the evaluation report draft 1 against quality check list for completeness	19 th June 2019	EM
37	Share draft evaluation report with outsourced quality support service (DE QS)	20 th - 27 th June 2019	EM
38	Receive the feedback from QS and submit to Team Leader	28 th June 2019	EM
39	Revise draft ER based on feedback received by DE QS and EM QA	29 th June -6 th July 2019	ET
40	Submit draft 2 ER to the evaluation manager	7th July 2019	TL
41	Submit draft 2 evaluation report to stakeholders for review and comments	8 th July 2019	EM
42	Review draft 2 ER and provide comments	9 th -16 th July 2019	ERG/others
43	Consolidate stakeholders comments and submit to the evaluation team	17 th July 2019	EM
44	Evaluation team revise draft evaluation report based on stakeholder comments to produce draft 3 ER	18 th - 25 th July 2019	ET

⁹ Note that the process for recruiting the team can start once draft 2 has been received by the CO since from past experience stakeholder comments have not significantly changed the TOR unless the evaluation is joint. This evaluation is of a WFP intervention so any stakeholder inputs are unlikely to fundamentally change the key elements.

¹⁰ It is expected that by this stage the CO will have appointed the evaluation manager (either a CO staff or a staff from another CO on Temporary mission). Once the preparation phase is successfully completed, the REO will gradually hand over the day to day management of the evaluation process to the CO and continue technical support as member of the evaluation committee.

45	Submit draft 3 ER to the evaluation manager	26th July 2019	ET
46	EM in consultation with Evaluation Committee and support of the RB checks draft 3 report against the stakeholders comments, if all comments are sufficiently addressed, submit to RB for final quality check, if not all comments are sufficiently addressed, return to team leader indicating which comments needs further treatment ¹¹	29 th –31 st July 2019	EM with support from RB
47	RB conducts a final quality check of the evaluation report		REO
48	Chairperson of the evaluation Committee approves the final Evaluation report	1 August 2019	CD
49	Sharing of final evaluation report with key stakeholders for information	2 nd August 2019	EM
Phase 5 - Dissemination and follow-up			
50	Dissemination workshop	5 th August 2019	WFP CO
51	Prepare Management Response (MR) to evaluation recommendations and submit to RB for review	6 th -30 th August 2019	WFP CO
52	RB review the MR and provide feedback to CO	2 nd to 6 th September 2019	RB
53	CO management finalize the MR based on feedback from the RB	9 th -13 th September 2019	WFP CO
54	Share final evaluation report and management response with OEV for publication	16 th September 2019	RB

Annex 3 Membership of the Evaluation Committee

- a. The evaluation committee (EC) is a temporary mechanism established to facilitate the evaluation management process. The overall purpose of the committee is to ensure a credible, transparent, impartial and quality evaluation process in accordance with WFP Evaluation Policy (2016-2021) and relevant Government directives. It will achieve this by:
- Supporting the evaluation manager throughout the process, including resolving any issues that may affect the quality of the evaluation;
 - Making decisions on evaluation budget, funds allocation and selection of evaluators;
 - Reviewing evaluation deliverables (TOR, inception report and evaluation report) and submitting them to the EC co-chairs for approval;
 - Leading the preparation of the management response/action plan for the evaluation implementation of the evaluation recommendations to ensure that the findings of the evaluation inform decision making as outlined in section 7 of these TOR.
- b. The evaluation committee will be composed of:
- Chair:** Mietek Maj – WFP Malawi Deputy Country Director
 - Secretary [Evaluation Manager]:** Jason Nyirenda
- Committee Members:**
- Grace Makhalira, Monitoring and Evaluation Officer
 - Bernard OWADI, WFP Malawi, Head of Programmes
 - Duncan NDHLOVU, WFP Malawi, Programme Policy Officer
 - Shirin MEROLA, WFP RB, Climate Adaptation (subject expertise)
 - Grace Igweta, WFP Regional Evaluation Officer (Evaluation Advisory role)

Annex 4 Membership of the Evaluation Reference Group (ERG)

1. The Evaluation Reference Group (ERG) is a temporary mechanism established to facilitate stakeholder's systematic engagement in the evaluation process. The overall purpose of the ERG is to support a credible, transparent, impartial and quality evaluation process in accordance with WFP Evaluation Policy (2016-2021) and relevant Government directives. It will achieve this by:
- Providing a systematic mechanism for engaging stakeholders in the evaluation process;
 - Reviewing draft evaluation products and providing feedback;
 - Attending the debriefing sessions to discuss preliminary findings;
 - Attending other dissemination sessions as required;
 - Support use of evaluation findings through implementation of evaluation recommendations;

¹¹ This step may have several iterations until all comments are sufficiently addressed. Also noting that when the ET addresses some comments, then changes made may elicit more comments

2. The evaluation reference group will be composed of:

1. **Chair:** Mietek Maj -Malawi Deputy Country
2. **Secretariat:** Jason Nyirenda, evaluation Manager

ERG Members

3. Bernard OWADI, WFP Malawi, Head of Programmes
4. Duncan NDHLOVU, WFP Malawi, Programme Policy Officer
5. Shirin MEROLA, WFP RB, Climate Adaptation (subject expertise)
6. Shirin Merola, WFP RB Climate/Resilience
7. Giovanni La Costa, RBJ Resilience
8. 2 representatives from the government
9. 1 representative from FAO
10. 1 representative from NGO s implementing the IRMP

Annex 5 Logical framework

INTERVENTION LOGIC	VERIFIABLE INDICATORS	SOURCES OF VERIFICATION	IMPORTANT ASSUMPTIONS
<p>General Objective Reduce food and income insecurity among vulnerable smallholder households in the context of increasing climatic risks and climate variability by 2019 through delivery of integrated resilience interventions</p>	<ul style="list-style-type: none"> • Food Consumption Score • Coping Strategies Index • % Change in number of income sources • % Change in HH expenditure • % of HH expenditure on food 	End of project reports, Evaluation report, Baseline/Outcome Monitoring Survey	Sustained funding to ensure adequate provision of food and timely programme implementation Continued government/stakeholder support for programme activities
<p>Specific Objective 1 Improve access to climate and weather information for vulnerable communities to strengthen their capacities to adapt to increased climate variability and climate related shocks</p>	<ul style="list-style-type: none"> • % HHs within targeted communities using agro-climatic advice to make DRR, agro and/or livelihood related decisions 	Project reports Baseline/Outcome Monitoring Survey	Participants apply information and agro-climatic advice received via relevant platforms to their livelihoods
<p>Result 1 Vulnerable communities have access to locally-relevant climate and weather information.</p>	<ul style="list-style-type: none"> • Number of radio programmes aired on climate services • Number of extension workers placed within target communities (disaggregated by district) • Number of SMS sent on climate services • % of HHs within the targeted communities that receive seasonal climate services with agro-climatic advice, disaggregated by source (i.e. farm intermediaries, radio advisories, and SMS) 	Partner Reports Baseline/Outcome Monitoring Survey	Participants have access to technologies such as radios and mobile phones Participants are literate and can understand climate/weather information disseminated Information and agro-climatic advice from extension workers trickles down to participants
<p>Activities *</p> <ul style="list-style-type: none"> • Develop relevant platforms (Radio, SMS, Extension worker training) to disseminate weather and climate information to vulnerable communities. 			
<p>Result 2 Extension Workers capacity to access, understand, and deliver locally-relevant climate information and agromet advisories to farmers strengthened.</p>	<ul style="list-style-type: none"> • Number of extension workers trained in PICSA (disaggregated by district and by gender) 	Workshop reports, monthly monitoring reports from extension workers, end of season reports from farmers.	Extension workers are available and willing to undergo PICSA training Historical climate information available for relevant districts
<p>Activities *</p> <ul style="list-style-type: none"> • Train Extension Workers in Participatory Integrated Climate Service for Agriculture (PICSA) Training of Trainers (ToTs) • Conduct Planning and Review (P&R) workshop to collectively interpret the seasonal climate forecasts and provide guidance to extension workers 			
<p>Specific Objectives 2 Increase access of smallholder farmers to risk mitigation mechanisms to cope with climate shocks</p>	<ul style="list-style-type: none"> • % change in total HH assets • % of HH purchasing insurance with cash • Community asset score 	Partner Reports Baseline/Outcome Monitoring Survey	FFA funding available for risk reduction activities Partners provide necessary support to communities to identify and implement risk reduction activities

<p>Result 1 Index-based micro-insurance products designed and made available to households.</p>	<ul style="list-style-type: none"> • Number of farmers insured • Number of HHs covered by a programme-subsidized insurance policy 	<p>Workshop reports Partner reports</p>	<p>Stakeholders are in agreement to finalise / develop the index based insurance</p>
<p>Activities</p> <ul style="list-style-type: none"> • Develop and provide an index-based micro-insurance product to participants of asset creation activities. • Raise awareness to encourage greater participation in index-based micro-insurance. 			
<p>Result 2 Insured participants are able to transfer drought risk to the market, receive timely compensation in case of a shock event, and limit the use of negative coping strategies</p>	<ul style="list-style-type: none"> • Value of pay-outs • Number of farmers insured 	<p>End-of-project reports Output monitoring survey</p>	<p>Participants are willing to sign up for weather based insurance Participants paying a substantial amount of premium Technology adequately capturing / monitoring the rainfall data</p>
<p>Activities</p> <ul style="list-style-type: none"> • Installation of rain gauge and monitoring of rainfall 			
<p>Result 3 Physical assets built under insurance for assets to reduce the impact of climate shocks on vulnerable households and promote improved agricultural productivity.</p>	<ul style="list-style-type: none"> • Number of assets built, restored or maintained by targeted households and communities, by type and unit of measure 	<p>Partner Reports Monthly monitoring reports</p>	<p>Participants are committed in the implementation of asset creation activities Communities/participants have the capacity with support to maintain, protect and further enhance asset created Continued funding is available for FFA ration.</p>
<p>Activities</p> <ul style="list-style-type: none"> • Mobilize communities to implement asset-creation activities 			
<p>Specific Objectives 3 Strengthen capacities of smallholder farmers to invest and diversify their livelihoods, making them more productive and climate resilient.</p>	<ul style="list-style-type: none"> • % Targeted HH accessing credit • % Change in number of income sources 	<p>Partner reports</p>	<p>Participants apply knowledge/skills from trainings to their professional activity Credit provided to participants is invested in livelihood diversification activities and not spent</p>
<p>Result 1 Access to Village Savings & Loans and formal credit services provided to smallholder farmers.</p>	<ul style="list-style-type: none"> • % targeted HH who are a member of a formal/informal savings scheme 	<p>Partner Reports Baseline/Outcome Monitoring Survey</p>	<p>VSL groups are meeting the adequate level of savings Enough people volunteer to participate in VSL groups Group members fulfil the VSL groups' minimum requirements</p>
<p>Activities</p> <ul style="list-style-type: none"> • Facilitate the creation of Village Savings & Loans Groups • Link targeted households to micro-finance institutions to access credit. 			

Result 3 Financial literacy of participants strengthened to better access and benefit from financial services (both formal and informal).	<ul style="list-style-type: none"> • Number of VSL participants trained in financial literacy, disaggregated by gender 	Partner reports Training reports	People will attend the trainings VSL groups has members that are literate (comfortable with reading and writing skills)
Activities <ul style="list-style-type: none"> • Facilitate trainings for VSL groups on financial literacy and business skills 			
Result 4 Integrated mobile services tested and made available in selected and appropriate locations.	<ul style="list-style-type: none"> • % of HHs registered under mobile banking 	Outcome monitoring survey	The technology needs to be available and accessible in remote locations in order for it to be functional. People willing to uptake this new mobile banking scheme
Activities <ul style="list-style-type: none"> • Explore the potential of using mobile banking to facilitate VSL activities and their linkages to microfinance providers. • Explore the possibility of making insurance payouts through the mobile platform, and support of the saving and credit activities of the programme. 			
Result 5 Capacities of key national and district stakeholders strengthened through targeted and tailored trainings on the delivery and management of integrated risk management services, index-based micro-insurance, savings, and credit.	<ul style="list-style-type: none"> • Number of partners trained in integrated risk management services • Number of technical assistance sessions provided by type 	Training reports	National and district stakeholders attend trainings and apply knowledge gained in delivery and management of integrated risk management, index-based micro-insurance, savings, and credit, and further provide support to communities to implement and monitor activities.
Activities <ul style="list-style-type: none"> • Conduct trainings to national and district partners. 			

**no indicators required at activity level*

Annex 6 Operational Plan per Year

	Year indicators	Schedule				Responsible entity
		Q1	Q2	Q3	Q4	
Specific Objective 1						
Result 1						
Activity 1.1 Baseline assessment survey	-Baseline report -Needs of the targeted households regarding climate information and risk reduction activities known	■				WFP, Government partners
Activity 1.2 National level meetings & District level meetings	-Number of meetings held by type -Decisions made relating to project implementation -Radio & ICT partner identified		■			WFP, Government and NGO partners
Activity 1.3 Formalise service contracts agreement with Radio + ICT providers	-Service Contract with Radio & ICT partner Signed		■			WFP
Result 2	Service Contract between WFP and University of Reading signed					
Activity 2.1 Extension Officer Training (PICSA)	-Number of extension workers trained in PICSA disaggregated by districts and gender -Number of farmers reached with locally relevant weather and climate information			■		WFP and its partners including University of Reading, DCCMS, Ministry of Agriculture
Activity 2.2 Planning and Review Days Activity 2.3 climate data rescue and analysis	-Number of Planning and Review Workshops conducted -FLA signed between WFP and Department of Climate Change and Meteorological Service (DCCMS) Weather and climate products developed by district			■	■	WFP, University of Reading, DCCMS, Ministry of Agriculture
Specific objective 2						
Result 1						
Activity 1.1 Develop index based micro-insurance products	-Service Contract signed with IRI -Number of districts with index based micro-insurance -Number of households covered by index based insurance.	■				WFP, IRI, DCCMS, Ministry of Agriculture
Result 2						
Activity 2.1 Purchase and installation of rain gauge	-Number of rain gauges purchased and installed -Number of communities using the rain gauge				■	WFP, DCCMS
Specific objective 3						
Result 1						
Activity 1.1 Facilitate creation of VSL groups	-FLA signed between WFP and implementing partner -Number of VSL groups created/strengthened and disaggregated by districts		■			WFP and NGO partners
Result 2						
Activity 2.1 Facilitate trainings for VSL groups on financial literacy and business skills	-Number of trainings held disaggregated by district -Number of participants trained disaggregated by gender			■		WFP and NGO partners

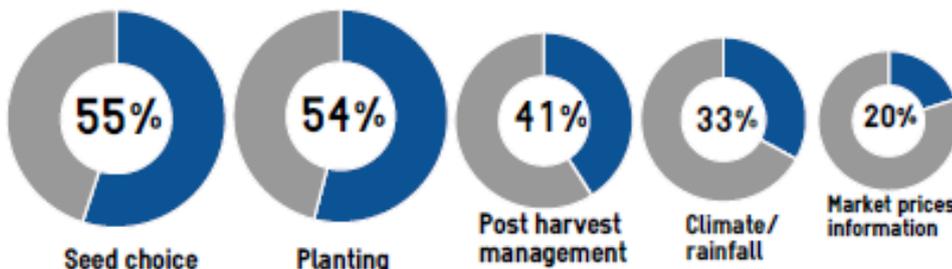
Baseline Results on Climate Services

September 2017



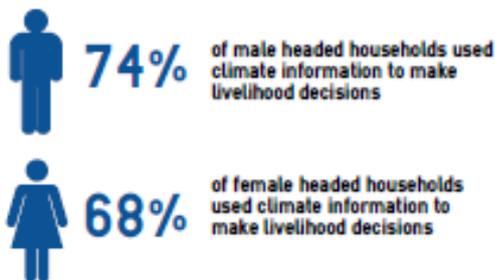
World Food Programme

Received Extension Advice by Type of Information

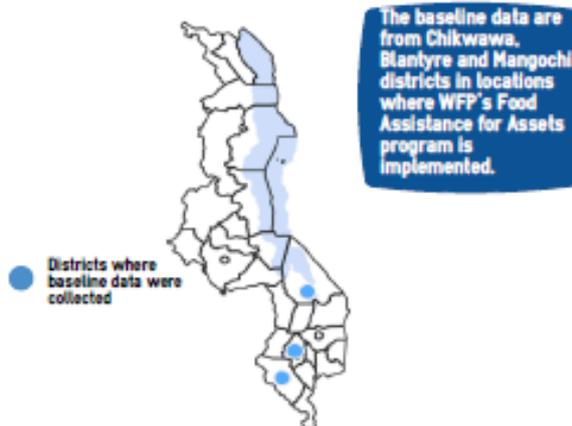


A higher proportion of respondents (55 percent) reported that they received extension advice on planting during the 2016/2017 growing season. Roughly a similar proportion (about 54 percent) indicated they had received climate information during the same season.

73% of Households Overall Used Climate Information to Make Livelihood Decisions

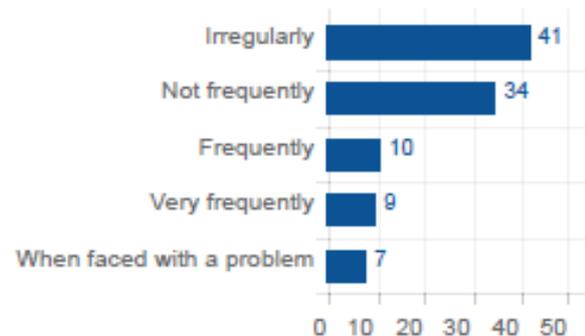


Where were the data collected?



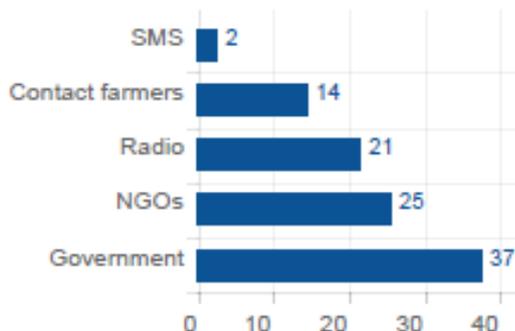
The baseline data are from Chikwawa, Blantyre and Mangochi districts in locations where WFP's Food Assistance for Assets program is implemented.

Frequency of Accessing Extension Advice During 2016/17 Growing Season (%)



Evidence from the baseline shows that access to extension advice was irregular. There is a need to ensure that communities have access to multiple channels disseminating extension information frequently.

Most Preferred Sources of Climate Information (%)



The most preferred source of climate information according to the survey respondents is the Government mentioned by around 37 percent of the respondents. This was followed up by NGOs (25 percent), Radio (21%) and SMS (2%).

Acronyms

CCAFS Security	CGIAR Research Program on Climate Change, Agriculture and Food
CGIAR	Consortium of International Agriculture Research Centers
CO	Country Office
CUMO	Concern Universal Micro-Finance
DCCMS	Department of Climate Change and Meteorological Services
EC	Evaluation Committee
ERG	Evaluation Reference Group
FFA	Food for Assets
GEEW	Gender equality and women's empowerment
GFCS	Global Framework for Climate Services
HH	Household
ICT	Information, Communication and Technology
IRMP	Intergrated Resilience Management Programme
MGDs	Malawi Growth and Development Strategy
MVAC	Malawi Vulnerable Assessment Committee
NGO	Non-governmental Organisations
ND-GAIN	University of Notre Dame Global Adaptation Index
NICO	National Insurance Company
NOAA	National Oceanic and Atmospheric Administration
NSO	National Statistical Office
PISCA	Participatory Intergrated Climate Service for Agriculture
RB	Regional Bureau
RIASCO	Southern African Regional Interagency Standing Committee
SMS	Short Message Service
ToT	Training of Trainers
UNAIDS	The Joint United Nations Programme on HIV/AIDS
UNDP	United Nations Development Programme
UNFPA	United Nations Children's Fund
USD	United States Dollars
VSL	Village Savings and Loans
WFP	World Food Programme
WFP HQ	World Food Programme Headquarters