



# Decentralized Evaluation

## Mid-Term Evaluation of Integrated Risk Management and Climate Services Programme in Malawi from 2017-2019

**2017-2019**

### **Final Evaluation Report Volume II: Additional Annexes**

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## **Annex A: Terms of Reference**

### **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 (GEWE) 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  |
|--|--|
| <b>INTERNAL STAKEHOLDERS</b>             |  |
| <b>Malawi Country Office (CO)</b>        | 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.                      |
| <b>Regional Bureau (RB) Johannesburg</b> | 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. |
| <b>WFP HQ</b>                            | 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.  |
| <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.   |
| <b>WFP Executive Board (EB)</b>   | 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.  |
| <b>EXTERNAL STAKEHOLDERS</b>  |   |
| <b>Beneficiaries</b>  | 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.   |
| <b>Malawi Government Ministries involved in the implementation of the programme</b> | 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 |
| <b>Other Government Ministries</b>  | Ministry of Health and Ministry of Gender, Children, Disability and Social Welfare  |
| <b>UN Country team</b>  | 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  |
| <b>NGOs and other technical partners</b>  | 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.   |
| <b>Main Donor</b><br>[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.   |
| <b>Private sector</b><br>[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 152<sup>nd</sup> 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 annually<sup>1</sup>; 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

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<sup>1</sup> Malawi Demographic Health Survey 2016 (MDHS), quoted in IFPRI, ZHMSR, 2018

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 \$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 percent<sup>2</sup>, 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.<sup>3</sup> 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 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)<sup>4</sup>, 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.<sup>5</sup> 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

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

<sup>3</sup> 2015 UNDP Human Development Report

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

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

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, 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 FISD 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 behaviour 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 (FISD); World Vision International; Concern World Wide (CWW); University of Reading; International Research Institute (IRI) Columbia University, CUMO, and FISD 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 January 2019;
  - 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;

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<sup>6</sup>This 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**)

- 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.
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.<sup>7</sup> 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 (GEWE) 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 GEWE objectives and mainstreaming principles were included in the intervention design, and whether this was guided by WFP and system-wide objectives on GEWE.

**Table 2: Criteria and evaluation questions**

| Criteria       | Evaluation Questions   |
|----------------|--|
| Relevance      | 1. To what extent are the objectives of the IRMP still valid?<br>2. To what extent are the objectives in line with the needs of women, men, boys and girls from different marginalized groups?<br>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?<br>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?<br>7. Were resources utilised efficiently?<br>8. What factors affected efficiency of the programme?<br>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?<br>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?   |

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

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|---|--|
|   | 13. What factors are affecting sustainability and how can these be mitigated to increase chances?  |
| Gender Equality and Women Empowerment (GEWE) dimensions | 14. To what extent was the intervention based on a sound gender analysis?<br>15. To what extent was the design and implementation of the intervention gender-sensitive?<br>16. How did WFP's actions affect the context of gender inequality? Did WFP's work (1) <b>improve</b> the lives of women, girls and gender diverse people? 2) <b>maintain</b> existing gender inequalities; 3) <b>worsen</b> 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**). 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,<sup>8</sup> 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 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 GEWE-sensitive, indicating what data collection methods are employed to seek information on GEWE 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 3: 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 |

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

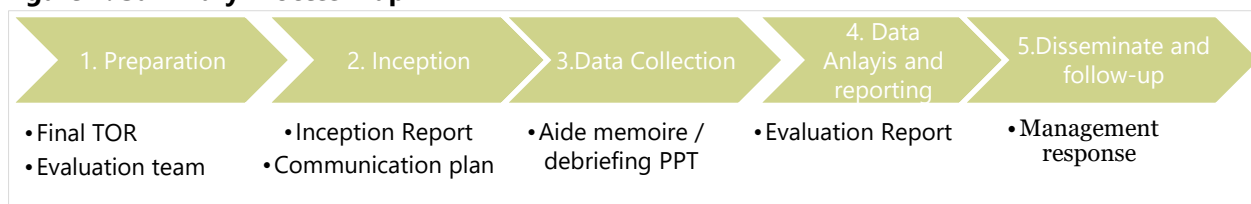
## 4.5 Quality Assurance and Quality Assessment

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](#)<sup>[1]</sup>, 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](http://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**



<sup>[1]</sup> [UNEG Norm #7](#) states "that transparency is an essential element that establishes trust and builds confidence, enhances stakeholder ownership and increases public accountability"

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

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:

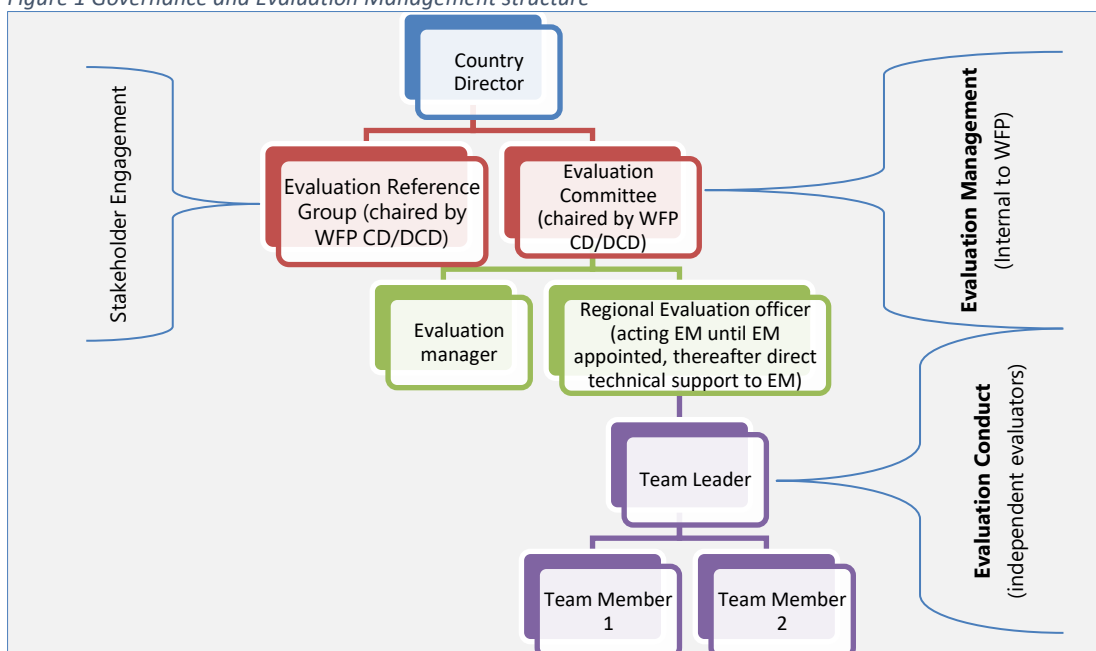
**Evaluation manager:** who will not be part of the day-to-day implementation of the programme

**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 GEWE responsive dissemination strategy, indicating how findings including GEWE will be disseminated and how stakeholders interested or those affected by GEWE 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 manger 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](mailto:duncan.ndhlovu@wfp.org)
- Grace MAKHALIRA [grace.makhalira@wfp.org](mailto:grace.makhalira@wfp.org)
- Jason NYIRENDA [jason.nyirenda@wfp.org](mailto:jason.nyirenda@wfp.org)

## Annex B: Evaluation Matrix

Changes/additions to the evaluation questions are indicated in red and strike-through text.

| No   | TOR Evaluation Questions                                   | Sub-questions  | Measure/<br>Indicator <sup>1</sup>   | Main Sources of Information   | Data Collection Methods   | Data Analysis Methods   | Availability and Reliability of Evidence*   |
|--|--|--|--|---|---|---|---|
|  |  |  |  |   |   |   | Strong (Good)   |
|  |  |  |  |   |   |   | Medium (Satisfactory)   |
|  |  |  |  |   |   |   | Poor (Weak)   |
| <b>Overarching question: What has been the progress in the implementation and performance of the IRMP up to April 2019, and what are the emerging lessons which could inform the implementation of the second cycle (from July 2019) and the conduct of a credible final evaluation?</b> |  |  |  |   |   |   |   |
| <b>Relevance: Are the objectives of the IRMP relevant to the current context, needs, and other Resilience interventions?</b>   |  |  |  |   |   |   |   |
| 1  | To what extent are the objectives of the IRMP still valid? | <p><i>Are the objectives in line with national policies and programming approaches in Malawi?</i></p> <p><i>Are they in line with WFP's corporate, regional and country frameworks and approaches?</i></p> <p><i>Are the objectives in line with the scale and types of current needs?</i></p> | <p>1.1 Relevance of the objectives to the current context and scale of needs. (PS)</p> <p>1.2 Recent changes in context (policy, needs, programming best practice, etc) that might invalidate the objectives. (PS)</p> | <p>Project design documents; assessment reports; relevant reports and maps on food security and climate change context; relevant policy and programming documents.</p> <p>Key informants, including WFP CO, RB and HQ staff, government officials, extension agents, and partner staff.</p> | <p>Review of relevant documentation</p> <p>Key informant interviews</p> <p>Focus Group Discussions (FGDs) with extension agents</p> | <p>Comparative analysis of design documents with contextual/policy documents for convergences, synergies, contradictions and gaps.</p> <p>Triangulation of available information and data gathered between sources (primary qualitative data, secondary</p> | <p>Relevant, reliable documents are available.</p> <p>Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions.</p> |

<sup>1</sup> Indicators measured primarily through primary data (whether qualitative or quantitative) are noted by 'P', indicators to be measured with secondary data are noted by 'S', those indicators including both are noted by 'PS'.

| No | TOR Evaluation Questions  | Sub-questions  | Measure/ Indicator <sup>1</sup>  | Main Sources of Information  | Data Collection Methods   | Data Analysis Methods  | Availability and Reliability of Evidence*  |
|----|---|--|--|--|---|--|--|
|    |   |  |  |  |   |  | Strong (Good)  |
|    |   |  |  |  |   |  | Medium (Satisfactory)  |
|    |   |  |  |  |   |  | Poor (Weak)  |
|    |   |  |  |  |   | documentation, etc)  |  |
| 2  | To what extent are the objectives in line with the needs of women and men <b>boys and girls</b> from different marginalized groups? | <p><i>Are the climate services objectives appropriate to the needs of women and men from different marginalized groups?</i></p> <p><i>Are the risk management objectives appropriate?</i></p> <p><i>Are the financial services objectives appropriate?</i></p> | <p>2.1 Clear evidence for the basis of the intervention including gender and age considerations. (PS)</p> <p>2.2 Appropriateness of geographical and beneficiary targeting criteria, including gender considerations (PS)</p> <p>2.3 Community, men's and women's involvement in programme design and the targeting process (PS)</p> <p>2.4 Presence of specific objectives and/or activities to address GEWE-related needs (PS)</p> <p>2.5 Presence of appropriate, gender-sensitive complaints and</p> | <p>Project design documents; assessment reports, incl gender needs; monitoring reports.</p> <p>Food security and vulnerability statistics (disaggregated by gender) and maps.</p> <p>Key informants, including WFP CO staff, government officials, extension agents, and partner staff.</p> <p>Male and female beneficiaries</p> | <p>Review of relevant documentation</p> <p>Key informant interviews</p> <p>FGDs with extension agents and beneficiaries, ensuring that the voices of women and men from different marginalized groups are heard, used and triangulated.</p> | <p>Comparative analysis of design documents with monitoring reports and food security data for convergences, synergies, contradictions and gaps.</p> <p>Triangulation of available information and data gathered between sources (primary qualitative data, secondary documentation, etc), locations, and beneficiary status (i.e. gender, age, marginalization)</p> | <p>Relevant, reliable documents are available, despite an apparent lack of IRMP gender analysis</p> <p>Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions.</p> |

| No  | TOR Evaluation Questions   | Sub-questions   | Measure/ Indicator <sup>1</sup>   | Main Sources of Information   | Data Collection Methods                                      | Data Analysis Methods   | Availability and Reliability of Evidence*  |
|---|--|---|---|---|--|---|--|
|   |  |   |   |   |  |   | Strong (Good)  |
|   |  |   |   |   |  |   | Medium (Satisfactory)  |
|   |  |   |   |   |  |   | Poor (Weak)  |
|   |  |   | accountability measures (PS)  |   |  |   |  |
| 3   | To what extent was the design of the IRMP linked/ complementary with other Resilience activities in Malawi, by WFP and other actors? | <p><i>How did the timing of IRMP design compare with timing of other Resilience project/activity designs? Were synergies intentionally sought at design stages?</i></p> <p><i>How does IRMP fit within the Malawi Resilience Integrated Model in relation to other activities, e.g. in terms of sequencing, scaling and layering?</i></p> <p><i>How does IRMP targeting (geographical and beneficiary) compliment other resilience interventions?</i></p> | 3.1 Level of coherence / complementarity of IRMP objectives, activities, target groups and geographical areas with other Resilience activities in Malawi by WFP and other actors (PS) | IRMP documentation; other relevant Resilience activity documents<br>Key informants, including WFP CO staff, government and UN officials, donors, and partner staff; possibly also senior staff from other Resilience activities | Review of relevant documentation<br>Key informant interviews | Narrative / thematic analysis of documentation for convergences, synergies, complementarity, contradictions, gaps and overlaps<br>Triangulation of information gathered between sources | Relevant, reliable documents are available. Appropriate, reliable key informants are expected to be available for interview. |
| <b>Effectiveness: Have activities been implemented and outputs achieved / likely to be achieved? Why / why not?</b> |  |   |   |   |  |   |  |
| 4   | To what extent have the IRMP activities <b>been</b>  | <i>To what extent have climate services activities outputs and outcomes</i>   | 4.1 Comparison of latest activity/ implementation   | IRMP baseline and outcome monitoring data; planning   | Review of relevant IRMP                                      | Comparison of baseline and outcome  | Relevant documents (partner reports)   |

| No | TOR Evaluation Questions   | Sub-questions  | Measure/ Indicator <sup>1</sup>   | Main Sources of Information  | Data Collection Methods   | Data Analysis Methods   | Availability and Reliability of Evidence*   |
|----|--|--|---|--|---|---|---|
|    |  |  |   |  |   |   | Strong (Good)   |
|    |  |  |   |  |   |   | Medium (Satisfactory)   |
|    |  |  |   |  |   |   | Poor (Weak)   |
|    | implemented and outputs and outcomes achieved or likely to be achieved, as set out in the design of the project? | <p><i>been achieved / likely to be achieved (as per logframe)?</i></p> <p><i>To what extent have risk management activities outputs and outcomes been achieved / likely to be achieved (as per logframe)?</i></p> <p><i>To what extent have financial services activities, outputs and outcomes been achieved / likely to be achieved (as per logframe)?</i></p> <p><i>How effective is the M&amp;E system in compiling gender-disaggregated data and feedback and measuring progress and generating learning?</i></p> | <p>data with project and partner workplans</p> <p>4.2 Comparison of latest sex-disaggregated output and outcome monitoring data with baseline and targets (for all indicators for which data are available, as per logframe) (S)</p> <p>4.3 Comparison of existing monitoring data with qualitative data collected by ET (PS)</p> <p>4.4 Quality and level of completeness of gender-disaggregated monitoring data and data analysis in relation to project output and outcome indicators (PS)</p> <p>4.5 Number and range of examples of ways in which existing M&amp;E data has been used by project managers and partners (PS)</p> | <p>documents and reports</p> <p>Relevant secondary data provided by implementing partners and other key informants.</p> <p>Key informants, including WFP CO officers, DoDMA staff, District Agricultural Officers, extension agents, implementing partner staff</p> <p>Male and female beneficiaries</p> | <p>documentation and data</p> <p>Key informant interviews</p> <p>FGDs with female and male beneficiaries and extension agents</p> | <p>monitoring data for specific indicators.</p> <p>Comparison of implementation data with workplans, and targets</p> <p>Triangulation of data available from different sources</p> <p>Comparison with available good practice standards / benchmarks, e.g. Vaughan, et al, 2017<sup>2</sup></p> | <p>are thought to be available. Output data appear not to be regularly compiled into a central monitoring database. Baseline and outcome monitoring data are thought to contain various gaps, such that it will not be possible to show data results for several outcome indicators. Availability and reliability of existing monitoring data has yet to be</p> |

<sup>2</sup> Vaughan, C., Hansen, J., Roudier, P., Watkiss, P., and Carr, E. (December 2017) Evaluating agricultural weather and climate services in Africa: Evidence, methods, and a learning agenda. A Learning Agenda on Climate Information Services in Sub-Saharan Africa (USAID).

| No | TOR Evaluation Questions  | Sub-questions  | Measure/ Indicator <sup>1</sup>   | Main Sources of Information   | Data Collection Methods   | Data Analysis Methods  | Availability and Reliability of Evidence*  |
|----|---|--|---|---|---|--|--|
|    |   |  |   |   |   |  | Strong (Good)  |
|    |   |  |   |   |   |  | Medium (Satisfactory)  |
|    |   |  |   |   |   |  | Poor (Weak)  |
|    |   |  |   |   |   |  | fully determined.  |
| 5  | What are key major [internal and external] factors influencing the achievement / non achievement of the <b>objectives</b> outputs and outcomes? | <p><i>What factors have influenced achievement of climate services outputs and outcomes?</i></p> <p><i>What factors have influenced achievement of risk management outputs and outcomes?</i></p> <p><i>What factors have influenced achievement of financial services outputs and outcomes?</i></p> <p><i>From the above, what are the priorities that need to be addressed in the next project cycle?</i></p> | <p>5.1 Quality of project implementation in relation to achievements, i.e. planning and decision-making processes; institutional arrangements; administrative and financial management; logistic and procurement processes; M&amp;E and reporting systems; capacities of technical and implementing partners; appropriateness, competencies and capacities of staff (incl capacity for gender-sensitive programming); support provided by CO, RB and HQ.</p> <p>5.2 Positive and negative effects of external factors on achievement. External factors include political, economic, institutional factors; security situation</p> | Monitoring data and reports; activity reports; reports from implementing partners. Key informants, including WFP CO officers, DoDMA staff, District Agricultural Officers, extension officers, implementing partner staff Male and female beneficiaries | Review of relevant IRMP documentation and data Key informant interviews FGDs with female and male beneficiaries and extension agents Feedback from presentation of preliminary findings | Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category. Triangulation of data available from different sources Validation of preliminary findings Comparison with available good practice standards / benchmarks, e.g. Vaughan, et al, 2017 (as above). | Relevant documents are available, e.g. partner reports, reports to donors. Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions. |

| No   | TOR Evaluation Questions                             | Sub-questions   | Measure/ Indicator <sup>1</sup>  | Main Sources of Information  | Data Collection Methods  | Data Analysis Methods   | Availability and Reliability of Evidence*  |
|--|--|---|--|--|--|---|--|
|  |  |   |  |  |  |   | Strong (Good)  |
|  |  |   |  |  |  |   | Medium (Satisfactory)  |
|  |  |   |  |  |  |   | Poor (Weak)  |
|  |  |   | and access; communication and transport infrastructure; occurrence of shocks; socio-economic, cultural and gender context; among others. |  |  |   |  |
| <b>Efficiency: Has implementation been efficient in terms of timeliness and use of resources? Why / why not?</b> |  |   |  |  |  |   |  |
| 6  | Were the activities implemented on time, as planned? | <p><i>Were climate services activities implemented on time?</i></p> <p><i>Were risk management activities implemented on time?</i></p> <p><i>Were financial services activities implemented on time?</i></p> <p><i>Were M&amp;E activities implemented on time?</i></p> | 6.1 Timeliness of IRMP activities in relation to plans and seasonal context (PS)   | <p>Project documentation, including planning documents, monitoring reports, activity reports, partner reports.</p> <p>Key informants, including WFP CO officers, DoDMA staff, District Agricultural Officers, extension officers, implementing partner staff<br/>Male and female beneficiaries</p> | <p>Review of relevant documentation<br/>Key informant interviews</p> <p>FGDs with extension agents and male and female beneficiaries</p> <p>Feedback from presentation of preliminary findings</p> | <p>Comparative review of documentation<br/>Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category.<br/>Triangulation of data available from different sources<br/>Validation of preliminary findings</p> | <p>Relevant, reliable documents are available.<br/>Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions.</p> |



| No | TOR Evaluation Questions             | Sub-questions  | Measure/ Indicator <sup>1</sup>  | Main Sources of Information  | Data Collection Methods   | Data Analysis Methods   | Availability and Reliability of Evidence*  |
|----|--------------------------------------|--|--|--|---|---|--|
|    |                                      |  |  |  |   |   | Strong (Good)  |
|    |                                      |  |  |  |   |   | Medium (Satisfactory)  |
|    |                                      |  |  |  |   |   | Poor (Weak)  |
| 7  | Were resources utilised efficiently? | <p><i>Were resources used efficiently for the climate services component?</i></p> <p><i>Were resources used efficiently for the risk management component?</i></p> <p><i>Were resources used efficiently for the financial services component?</i></p> <p><i>Were resources used efficiently for M&amp;E activities?</i></p> | <p>7.1 Relative costs of chosen modalities and their effectiveness (PS)</p> <p>7.2 Level of budget implementation: planned vs. utilized (S)</p> <p>7.3 Quality of services provided, including M&amp;E system (PS)</p> | <p>Project documentation, including financial monitoring reports and data</p> <p>Key informants, including WFP project staff and Finance Officers and implementing partner staff</p> | <p>Review of relevant documentation</p> <p>Key informant interviews</p> <p>FGDs with extension agents</p> <p>Feedback from presentation of preliminary findings</p> | <p>Descriptive analysis of quantitative data</p> <p>Triangulation of available information and data gathered between sources (primary qualitative data, secondary documentation, etc), locations, activity and beneficiary status (i.e. gender and age)</p> <p>Thematic analysis of qualitative results through frequency of emergent themes, disaggregated (as possible) by type of stakeholder,</p> | <p>It is thought that relevant, reliable financial data are available, though this has yet to be verified. Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions.</p> |

| No | TOR Evaluation Questions   | Sub-questions  | Measure/ Indicator <sup>1</sup>   | Main Sources of Information  | Data Collection Methods  | Data Analysis Methods   | Availability and Reliability of Evidence*   |
|----|--|--|---|--|--|---|---|
|    |  |  |   |  |  |   | Strong (Good)   |
|    |  |  |   |  |  |   | Medium (Satisfactory)   |
|    |  |  |   |  |  |   | Poor (Weak)   |
|    |  |  |   |  |  | gender and location   |   |
| 8  | What factors affected efficiency of the programme?                                       | <p><i>What factors affected efficiency of climate services provision?</i></p> <p><i>What factors affected efficiency of risk management provision?</i></p> <p><i>What factors affected efficiency of financial services provision?</i></p> | <p>8.1 Adequacy of implementation, logistic, M&amp;E and management support (PS)</p> <p>8.2 Capacity of implementing partners (PS)</p> <p>8.3 Stakeholder perceptions on factors affecting efficiency (P)</p> <p>8.4 Number and range of challenges reported by stakeholders and partners (P)</p> | <p>Project documents, including monitoring reports, mission reports, partner reports</p> <p>Key informants, including WFP project staff, implementing partners, relevant government officers, and extension officers</p> | <p>Review of relevant documentation KIs</p> <p>FGDs with extension agents</p> <p>Feedback from presentation of preliminary findings</p>                      | <p>Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category.</p> <p>Triangulation of data available from different sources</p> <p>Validation of preliminary findings</p> | Relevant, reliable documents are thought to be available, e.g. partner reports. Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions. |
| 9  | Were the IRMP activities implemented in the most efficient way compared to alternatives? | <p><i>Were climate services activities implemented in the most efficient way?</i></p> <p><i>Were risk management activities implemented in the most efficient way?</i></p>   | <p>9.1 Relative costs of chosen modalities and their effectiveness compared to alternatives (PS)</p> <p>9.2 Number of alternative implementation approaches identified by stakeholders as more cost efficient than present approaches (P)</p>   | <p>Project data, monitoring reports,</p> <p>Key informants, including WFP project staff, implementing partners, relevant government officers, and extension officers</p>   | <p>Review of relevant IRMP documentation and data</p> <p>Key informant interviews</p> <p>FGDs with extension agents</p> <p>Feedback from presentation of</p> | <p>Descriptive analysis of quantitative data</p> <p>Thematic analysis of qualitative results through frequency of emergent themes disaggregated by</p>  | It is thought that relevant, reliable financial data are available, though this has yet to be verified. Availability of financial data for alternatives has   |

| No   | TOR Evaluation Questions   | Sub-questions  | Measure/<br>Indicator <sup>1</sup>  | Main Sources of Information  | Data Collection Methods  | Data Analysis Methods   | Availability and Reliability of Evidence*   |
|--|--|--|---|--|--|---|---|
|  |  |  |   |  |  |   | Strong (Good)   |
|  |  |  |   |  |  |   | Medium (Satisfactory)   |
|  |  |  |   |  |  |   | Poor (Weak)   |
|  |  | <i>Were financial services activities implemented in the most efficient way?</i>   |   |  | preliminary findings   | stakeholder category. Triangulation of data available from different sources<br>Validation of preliminary findings  | yet to be determined. Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions.   |
| <b>Impact: What have been the effects of the IRMP?</b> |  |  |   |  |  |   |   |
| 10   | To what degree <del>have</del> <b>are</b> the project outputs and outcomes <del>contributed or</del> <b>are</b> likely to contribute to progress towards the higher level results? | <i>How are climate services outputs contributing towards the outcomes?</i><br><i>How are climate services outcomes contributing towards results?</i><br><i>How are risk management outputs contributing towards the outcomes?</i><br><i>How are risk management outcomes contributing towards results?</i><br><br><i>How are financial services outputs contributing</i> | 10.1 Output and outcome results to date, disaggregated by gender (planned vs. actual) (S)<br><br>10.2 Stakeholder and beneficiary perceptions on achievements to date and likely attainment of higher level results, disaggregated by gender (PS)<br><br>10.3 Critical assessment of the internal logic of the logframe and assumptions in relation to ET fieldwork | Project monitoring data and reports<br><br>Key informants, including WFP project staff, implementing partners, relevant government officers, and extension officers<br><br>Female and male beneficiaries | Review of relevant IRMP documentation and data<br>Key informant interviews<br>FGDs with female and male beneficiaries and extension agents<br>Feedback from presentation of preliminary findings | Descriptive analysis of quantitative data<br><br>Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category.<br>Triangulation of outcome data with qualitative data from | Output indicator results appear not to be regularly compiled into a central monitoring database. Only 1 outcome indicator result was available at the inception phase. Availability and reliability of existing |

| No | TOR Evaluation Questions  | Sub-questions   | Measure/ Indicator <sup>1</sup>  | Main Sources of Information   | Data Collection Methods   | Data Analysis Methods   | Availability and Reliability of Evidence*   |
|----|---|---|--|---|---|---|---|
|    |   |   |  |   |   |   | Strong (Good)   |
|    |   |   |  |   |   |   | Medium (Satisfactory)   |
|    |   |   |  |   |   |   | Poor (Weak)   |
|    |   | <i>towards the outcomes? How are financial services outcomes contributing towards the results?</i>  | findings, including any differential effects on men and women (P)  |   |   | interviews / discussions<br>Validation of preliminary findings  | monitoring data has yet to be fully determined.   |
| 11 | What are the positive/negative effects of the IRMP on targeted beneficiaries/communities? | <p><i>What have been the effects of the project at beneficiary / community levels?</i></p> <p><i>Have there been any unintended positive or negative effects?</i></p> <p><i>Do beneficiaries understand the integrated package, and do they regard it as helpful? If so, how?</i></p> | <p>11.1 Range and types of effects documented (S)</p> <p>11.2 Stakeholder and beneficiary perceptions on positive/negative effects of the project, differentiated by gender (P)</p> <p>11.3 Beneficiary perceptions on the integration/ layering of inputs and services provided, differentiated by gender (P)</p> <p>11.4 Output and outcome results to date (as per logframe), differentiated according to male/female stakeholders' perceptions of their respective positive / negative effects (P)</p> | <p>Project monitoring data and documentation</p> <p>Key informants, including WFP project staff, implementing partners, relevant government officers, and extension officers</p> <p>Female and male beneficiaries</p> | <p>Review of relevant IRMP documentation and data</p> <p>Key informant interviews</p> <p>FGDs with female and male beneficiaries and extension agents</p> <p>Feedback from presentation of preliminary findings</p> | <p>Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category.</p> <p>Triangulation of data available from different sources</p> <p>Validation of preliminary findings</p> | <p>Due to the apparent lack of outcome indicator results, relevant and reliable secondary data are limited. Available documentation includes Planning &amp; Review (PnR) feedback from extension agents; partner reports and assessments. Appropriate, reliable key informants and FGD participants</p> |

| No  | TOR Evaluation Questions   | Sub-questions   | Measure/ Indicator <sup>1</sup>   | Main Sources of Information   | Data Collection Methods   | Data Analysis Methods   | Availability and Reliability of Evidence*   |
|---|--|---|---|---|---|---|---|
|   |  |   |   |   |   |   | Strong (Good)   |
|   |  |   |   |   |   |   | Medium (Satisfactory)   |
|   |  |   |   |   |   |   | Poor (Weak)   |
|   |  |   |   |   |   |   | are expected to be available for interview / discussions.   |
| <b>Sustainability: Are the IRMP results likely to be sustainable? How can sustainability be enhanced?</b> |  |   |   |   |   |   |   |
| 12  | What is the likelihood that the results of the IRM programme will be sustainable after termination of external assistance? | <p><i>Will smallholder households be able to continue to build their resilience after the end of the project?</i></p> <p><i>What is the current level of demand and ability to pay for climate services, risk management and financial services among male and female smallholder farmers?</i></p> <p><i>What is the current level of capacity for continued service provision after the end of the project? What types of service provision channels are most likely to continue (e.g. radio programmes, PICSA</i></p> | <p>12.1 Existence and quality of the IRMP exit strategy and/or measures planned to support sustainability of results (PS)</p> <p>12.2 Number and range of ways in which IRMP has promoted community ownership and/or demand for IRMP services (PS)</p> <p>12.3 Types and extent of community, women's and men's investments and decision-making in IRMP activities and results (PS)</p> <p>12.4 Types and extent of government ownership and investments (PS)</p> | <p>Project documentation</p> <p>Key informants, including WFP project staff, implementing partners, relevant government officers, and extension officers</p> <p>Female and male beneficiaries</p> | <p>Review of relevant documentation</p> <p>KIIs with CO WFP staff</p> <p>KIIs with relevant government officers, implementing partners, community leaders, and other stakeholders</p> <p>FGDs with female and male beneficiaries and extension agents</p> <p>Feedback from presentation of preliminary findings</p> | <p>Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category.</p> <p>Quantitative comparisons of data reported and data collected by ET</p> <p>Triangulation of data available from different sources</p> <p>Validation of preliminary findings</p> | <p>Relevant documentation directly related to sustainability is thought to be limited, so it will be necessary to rely mainly on information from informants. Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions.</p> |

| No | TOR Evaluation Questions  | Sub-questions  | Measure/ Indicator <sup>1</sup>  | Main Sources of Information   | Data Collection Methods   | Data Analysis Methods   | Availability and Reliability of Evidence*   |
|----|---|--|--|---|---|---|---|
|    |   |  |  |   |   |   | Strong (Good)   |
|    |   |  |  |   |   |   | Medium (Satisfactory)   |
|    |   |  |  |   |   |   | Poor (Weak)   |
|    |   | <p><i>extension approach, ICT hubs, etc)?</i></p> <p><i>From the above, what lessons emerge for up-scaling the approach to other districts?</i></p>  | <p>12.5 Types and extent of private sector ownership and investments (PS)</p> <p>12.6 Stakeholders' and ET's assessment of sustainability of IRMP results, as listed in logframe (P)</p> <p>12.7 Evidence of farmer-to-farmer spread of information and training beyond those initially trained/participating in IRMP activities</p> |   |   |   |   |
| 13 | What factors are affecting sustainability and how can these be mitigated to increase chances? | <p><i>What social, economic, institutional, and environmental factors are likely to affect sustainability of the IRMP results?</i></p> <p><i>What types of interventions (e.g. capacity development, among others) are needed, and where (at what levels, in</i></p> | <p>13.1 Range and types of challenges to sustainability identified by stakeholders and ET, disaggregated by gender (PS)</p> <p>13.2 Range and types of mitigating interventions identified by stakeholders in response to challenges identified, disaggregated by gender (P)</p>   | <p>Project documentation</p> <p>Key informants, including WFP project staff, implementing partners, relevant government officers, and extension officers</p> <p>Female and male beneficiaries</p> | <p>Review of relevant documentation</p> <p>KIIs with CO WFP staff, relevant government officers, and community leaders</p> <p>FGDs with female and male</p> | <p>Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category.</p> <p>Triangulation of data available from different sources</p> | <p>Relevant documentation directly related to sustainability is thought to be limited, so it will be necessary to rely mainly on information from informants. Appropriate, reliable key</p> |

| No   | TOR Evaluation Questions  | Sub-questions  | Measure/ Indicator <sup>1</sup>  | Main Sources of Information   | Data Collection Methods  | Data Analysis Methods  | Availability and Reliability of Evidence*  |
|--|---|--|--|---|--|--|--|
|  |   |  |  |   |  |  | Strong (Good)  |
|  |   |  |  |   |  |  | Medium (Satisfactory)  |
|  |   |  |  |   |  |  | Poor (Weak)  |
|  |   | <i>which types of organisations) should this be built (both for sustainability and up-scaling)?</i>  |  |   | beneficiaries and extension agents<br>Feedback from presentation of preliminary findings   | Validation of preliminary findings   | informants and FGD participants are expected to be available for interview / discussions.  |
| <b>Gender Equality and Women Empowerment (GEWE) dimensions</b> |   |  |  |   |  |  |  |
| 14   | To what extent was the intervention based on a sound gender analysis? | <i>If there is no gender analysis report, what types of gender analysis were undertaken, and how were the results use in designing the project / activities?</i> | 14.1 Presence of a gender analysis report and/or other documented evidence of gender analysis undertaken during project design (S) | Project documentation<br><br>Key informants, including WFP project staff, implementing partners, relevant government officers | Review of relevant IRMP documentation and data<br>Key informant interviews<br>FGDs with female and male beneficiaries and extension agents<br>Feedback from presentation of preliminary findings | Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category.<br>Triangulation of data available from different sources<br>Validation of preliminary findings | Extent of documented information will be explored by the ET. Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions. |
| 15   | To what extent was the <b>design and</b> implementation of the        | <i>To what extent was the implementation of climate services gender-sensitive?</i>   | 15.1 Number of GEWE-related reports or findings/concerns documented during implementation (S)                                      | Project documentation<br><br>Key informants, including WFP project staff, implementing  | Review of relevant IRMP documentation and data   | Comparative review of documentation<br>Thematic analysis of qualitative  | Relevant, reliable information will be sought from partner reports   |

| No | TOR Evaluation Questions       | Sub-questions  | Measure/ Indicator <sup>1</sup>  | Main Sources of Information  | Data Collection Methods   | Data Analysis Methods  | Availability and Reliability of Evidence*   |
|----|--------------------------------|--|--|--|---|--|---|
|    |                                |  |  |  |   |  | Strong (Good)   |
|    |                                |  |  |  |   |  | Medium (Satisfactory)   |
|    |                                |  |  |  |   |  | Poor (Weak)   |
|    | intervention gender-sensitive? | <p><i>To what extent was the implementation of risk management gender-sensitive?</i></p> <p><i>To what extent was the implementation of financial services gender-sensitive?</i></p> | <p>15.2 Ability of stakeholders to cite gender sensitivity considerations relating to implementation (P)</p> <p>15.3 Level of capacity for gender-sensitive implementation among WFP project staff, extension workers and implementing partners (PS)</p> <p>15.4 Gender composition of extension workers and implementing partners' project teams (PS)</p> <p>15.5 Level of participation of female beneficiaries in project design, trainings, committees, project decision-making, etc (PS)</p> <p>15.6 Beneficiary and stakeholder perceptions regarding the ability of both women and men to</p> | <p>partners, relevant government officers, and extension officers</p> <p>Female and male beneficiaries</p> | <p>Key informant interviews</p> <p>FGDs with female and male beneficiaries and extension agents</p> <p>Feedback from presentation of preliminary findings</p> | <p>results through frequency of emergent themes disaggregated by stakeholder category.</p> <p>Triangulation of data available from different sources</p> <p>Validation of preliminary findings</p> | <p>and other documents. Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions.</p> |



| No | TOR Evaluation Questions   | Sub-questions | Measure/ Indicator <sup>1</sup>  | Main Sources of Information   | Data Collection Methods   | Data Analysis Methods  | Availability and Reliability of Evidence*   |
|----|--|---------------|--|---|---|--|---|
|    |  |               |  |   |   |  | Strong (Good)   |
|    |  |               |  |   |   |  | Medium (Satisfactory)   |
|    |  |               |  |   |   |  | Poor (Weak)   |
|    |  |               | benefit from the range of different community assets built/ restored/ maintained (P)   |   |   |  |   |
| 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? |               | <p>16.1 Direction and extent of change in the following indicators, comparing changes by gender of HH head (S):</p> <ul style="list-style-type: none"> <li>• FCS</li> <li>• CSI</li> <li>• % Change in number of income sources</li> <li>• % Change in HH expenditure</li> <li>• % of HH expenditure on food</li> <li>• % change in total HH assets</li> <li>• % Targeted HH accessing credit</li> </ul> <p>16.2 Beneficiary and stakeholder perceptions regarding changes in the context of gender inequality (P)</p> | <p>Project documentation and monitoring data</p> <p>Key informants, including WFP project staff, implementing partners, relevant government officers, and extension officers</p> <p>Female and male beneficiaries</p> | <p>Review of relevant IRMP documentation and data</p> <p>Key informant interviews</p> <p>FGDs with female and male beneficiaries and extension agents</p> <p>Feedback from presentation of preliminary findings</p> | <p>Descriptive analysis of quantitative data</p> <p>Thematic analysis of qualitative results through frequency of emergent themes disaggregated by stakeholder category.</p> <p>Triangulation of data available from different sources</p> <p>Validation of preliminary findings</p> | Limited baseline analysis and apparent lack of outcome indicator results suggest that there are some gaps in the quantitative data<br>Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions. |

| No  | TOR Evaluation Questions  | Sub-questions   | Measure/ Indicator <sup>1</sup>  | Main Sources of Information   | Data Collection Methods   | Data Analysis Methods  | Availability and Reliability of Evidence*  |
|---|---|---|--|---|---|--|--|
|   |   |   |  |   |   |  | Strong (Good)  |
|   |   |   |  |   |   |  | Medium (Satisfactory)  |
|   |   |   |  |   |   |  | Poor (Weak)  |
| <b>Learning: What are the lessons relevant to the second project cycle and future up-scaling?</b> |   |   |  |   |   |  |  |
| 17  | Based on the findings relating to the questions above, what are the lessons that emerge in relation to integration, monitoring, sustainability, and up-scaling? | <p><i>What is the added value of integration? How is integration being perceived and received? What's working, what's not? Where is there a need for more synergies?</i></p> <p><i>To what extent does the current system provide the necessary feedback and monitoring data for use in decision-making? How can monitoring, reporting and use of information be improved, especially in relation to integration? What types of support and capacity development are needed at government and UN levels to support sustainability and up-scaling to more districts?</i></p> | <p>The following indicators (as listed above) are relevant:</p> <p><b>Integration:</b></p> <p>3.1 Level of coherence / complementarity of IRMP with other Resilience activities in Malawi (PS)</p> <p>8.3 Stakeholder perceptions on factors affecting efficiency (P)</p> <p>8.4 Number and range of challenges reported by stakeholders and partners (P)</p> <p>11.3 Beneficiary perceptions on the integration/ layering of inputs and services provided, differentiated by gender (P)</p> <p><b>Monitoring:</b></p> <p>4.4 Level of completeness of monitoring data and data analysis in relation to project output and outcome indicators (PS)</p> | <p>Project documentation</p> <p>Key informants, including WFP project staff, implementing partners, relevant government officers, and extension officers</p> <p>Female and male beneficiaries</p> | <p>Review of relevant IRMP documentation and data, as well as broader literature and ET knowledge on the focal issues</p> <p>Key informant interviews</p> <p>FGDs with female and male beneficiaries and extension agents</p> <p>Feedback from presentation of preliminary findings</p> | <p>Synthesis and thematic analysis of evaluation findings relating to integration, monitoring, sustainability, and up-scaling.</p> <p>Validation and elaboration of preliminary findings</p> | <p>Relevant, reliable documents are available. Appropriate, reliable key informants and FGD participants are expected to be available for interview / discussions.</p> |

| No | TOR Evaluation Questions | Sub-questions | Measure/ Indicator <sup>1</sup>  | Main Sources of Information | Data Collection Methods | Data Analysis Methods | Availability and Reliability of Evidence* |
|----|--------------------------|---------------|--|-----------------------------|-------------------------|-----------------------|---|
|    |                          |               |  |                             |                         |                       | Strong (Good)                             |
|    |                          |               |  |                             |                         |                       | Medium (Satisfactory)                     |
|    |                          |               |  |                             |                         |                       | Poor (Weak)                               |
|    |                          |               | <p>4.5 Number and range of examples of ways in which existing M&amp;E data has been used by project managers and partners (PS)</p> <p><b>Sustainability and up-scaling:</b></p> <p>8.2 Capacity of implementing partners (PS)</p> <p>12.4 Types and extent of government ownership and investments (PS)</p> <p>12.5 Types and extent of private sector ownership and investments (PS)</p> <p>13.1 Range and types of challenges to sustainability identified by stakeholders and ET (PS)</p> |                             |                         |                       |   |

## Annex C: Documents Reviewed

| Data Source Type<br>(added categories)             | Comment / Titles & dates of documents received (add rows as needed)                       | Received –<br>Y/N (N/A) |
|--|---|-------------------------|
| <b>Orienting Documents</b>                         |   |                         |
| WFP Orientation Guide and related documents        | Corporate Evaluation Strategy (2016-2021)   | Y                       |
|  | Decentralised Evaluation Quality Assurance System DEQAS Process Guide_April 2017          | Y                       |
|  | Evaluation Inception Report Template1   | Y                       |
|  | Handbook_Integrating Human Rights and Gender Equality in Evaluation-towards UNEG Guidance | Y                       |
|  | Orientation Guide for Evaluation Companies Key facts about WFP & its operations           | Y                       |
|  | Tech Note_Integrating gender in Decentralized Evaluations                                 | Y                       |
|  | TN_Communication  | Y                       |
|  | TN_Evaluation Matrix  | Y                       |
|  | TN_Evaluation Methodology and Methods   | Y                       |
|  | TN_Evaluation Questions and Criteria  | Y                       |
|  | TN_Norms and Standards for Decentralized Evaluations                                      | Y                       |
|  | TN_Stakeholder analysis   | Y                       |
|  | TN_Using Logical Models in Evaluation   | Y                       |
|  | UNEG Code of Conduct for Evaluation in the UN System to be signed by Evaluators           | Y                       |
| UNEG Norms & Standards for Evaluation_English-2017 | Y   |                         |

| Data Source Type<br>(added categories)   | Comment / Titles & dates of documents received (add rows as needed)                       | Received – Y/N (N/A) |
|--|---|----------------------|
|  | UNEG_FN_COC_2008_CodeOfConduct  | Y                    |
|  | WFP Evaluation Policy   | Y                    |
| Information on the CO structure, location, sub-offices, organigram   | <b>Avail</b>  | Y                    |
| <b>Indicator Definitions</b>   |   |                      |
| <b>Detailed indicator descriptions</b> for each beneficiary category relevant to the evaluation including specification of: counting methodology, beneficiary multiplier effects applied, gender ratios applied, assumptions regarding overlap with other categories. <sup>1</sup> | Programme-specific indicator definitions<br><b>Use indicator descriptions in logframe</b> | Y                    |
| <b>Technical guidance</b> regarding beneficiary counting and ration counting pertaining to the evaluation subject.   | 2014-2017 SRF Indicator Compendium  | Y                    |
|  | CRF Outcome and Output Indicator Compendium_April 2017 version                            | Y                    |
|  | Food Consumption Score_FCS-N_Nutritional Quality Analysis_ Tech Guidance Note             | Y                    |
|  | WFP Nutrition_Measuring nutrition indicators_SRF 2014-2017                                | Y                    |
| <b>Project documents</b>   |   |                      |
| Appraisal mission report   | <b>Field visit mission reports avail</b>  | Y                    |
| Project document (including Logical Framework in Annex) <b>Avail</b>   |   | Y                    |
| Revised logframe (if different from Project Document) <b>not revised</b>   |   |                      |
| Activity Summaries <b>dropbox folder (flanders indicators timeline, reports)</b>   |   | Y                    |
| Budget Revisions <b>dropbox folder</b>   |   | Y                    |

<sup>1</sup> According to WFP Guidance for Accurate and Consistent Beneficiary Counting (Learning Activity 1.4 – Handout 1, received from Liberia CO), “The CO should document whatever methods are used to calculate beneficiary figures for their own institutional knowledge.”

| Data Source Type<br>(added categories)   | Comment / Titles & dates of documents received (add rows as needed)      | Received –<br>Y/N (N/A) |
|--|--|-------------------------|
| Note for the record (NFR) from Programme Review Committee meeting (for original operation and budget revisions if any) |  |                         |
| Approved Excel budget (for original operation)   |  |                         |
| Operational Plan (breakdown of beneficiary figures and food requirements by region/activity/month and partners)        | 2017 operational plan in dropbox (flanders indicators timeline, reports) | Y                       |
| Other relevant operations ongoing (PDs, SPRs)  | dropbox  | Y                       |
| Country Programme Action Planning (CPAP) and other MOUs/LOUs   |  |                         |
| <b>Country Office Strategic Documents</b>  |  |                         |
| Country Strategy Document (if any) Avail   | CSP 2019-2023  | Y                       |
| NFR from Strategic Review Committee meeting (if any)   |  |                         |
| Other CO planning documents (if any)   |  |                         |
| <b>Assessment Reports</b>  |  |                         |
| Comprehensive Food Security and Vulnerability Assessments  |  | Y                       |
| Crop and Food Security Assessments (FAO/WFP)   |  |                         |
| Emergency Food Security Assessments  |  |                         |
| Food Security Monitoring System Bulletins  |  |                         |
| Market Assessments and Bulletins   |  |                         |
| Joint Assessment Missions (UNHCR/WFP)  |  |                         |
| Inter-Agency Assessments   |  |                         |
| Rapid needs assessments  |  |                         |
| Cash and voucher feasibility studies   |  |                         |
| Integrated Phase Classification (IPC) reports  |  |                         |
| Other assessment reports   |  |                         |

| Data Source Type<br>(added categories)  | Comment / Titles & dates of documents received (add rows as needed) | Received – Y/N (N/A) |
|---|---|----------------------|
| <b>Monitoring &amp; Reporting Documents</b>   |   |                      |
| M&E Plan  |   |                      |
| COMET logframes   | PROJECT DOCUMENT INCL LOGFRAME                                      | Y                    |
| Country Situation Report (SITREP)   | Yes as part of assessment reports                                   | Y                    |
| Field Visits mission report   | <b>DROP BOX</b>   | Y                    |
| Country Executive Brief   | AVAIL   |                      |
| Food Distribution and Post-Distribution Monitoring Reports  | Graphical summaries avail   |                      |
| Monthly Monitoring Reports  | Partner reports - dropbox   | Y                    |
| Beneficiary Verification Reports  |   |                      |
| Donor specific reports  | 2017 annual report - dropbox  | Y                    |
| Standard Project Reports (SPRs)   | AVAIL   | Y                    |
| Other (as specified in project documents)   |   |                      |
| <b>Output Monitoring Data (database-generated data)<sup>2</sup></b>                                   |   |                      |
| Actual and Planned beneficiaries by activity and district/ location by year and by month (SCOPE data) | BENEFICIARY AND OUTPUT DATA BEING CONSOLIDATED                      | Y                    |
| Male vs. Female beneficiaries by activity and district/ location by year and month (SCOPE data)       |   |                      |
| Beneficiaries by age group (SCOPE data)   |   |                      |
| Actual and Planned tonnage distributed by activity by year and month (COMPAS and LESS data)           |   |                      |

<sup>2</sup> For sources in this category, the CO will likely have to run fresh queries and compile/analyze data at a deeper level than what it typically required to meet standard reporting requirements. It is important to specify a focal point for interfacing with the CO information management systems throughout the evaluation.

| Data Source Type<br>(added categories)  | Comment / Titles & dates of documents received (add rows as needed) | Received – Y/N (N/A) |
|---|---|----------------------|
| Number of rations distributed by year and <b>month</b> per activity and type of beneficiary (CO databases, partner monitoring data) |   |                      |
| Commodity type by activity  |   | Y                    |
| Actual and Planned cash/voucher requirements (US\$) by activity by year and <b>month</b>  |   |                      |
| Outcome monitoring reports/data   |   |                      |
| Other output monitoring related documents/data  |   |                      |
| <b>Operational documents</b>  |   |                      |
| Organigram for main office and sub-offices  | AVAIL   | Y                    |
| Activity Guidelines   |   |                      |
| Mission Reports   | FIELD VISIT REPORTS - DROPBOX                                       | Y                    |
| Pipeline overview for the period covered by the evaluation  |   |                      |
| Logistics capacity assessment   |   |                      |
| Other operational documents   |   |                      |
| <b>Partners</b>   |   |                      |
| Annual reports from cooperating partners  | AVAIL - DROPBOX   | Y                    |
| List of partners (Government, NGOs, UN agencies) by location/ activity/ role/ tonnage handled                                       | DOM   | Y                    |
| Field level agreements (FLAs), Memorandum of Understanding (MOUs)   |   |                      |
| Partnership assessment/evaluation/review reports  |   |                      |
| Other partnership related documents   |   |                      |
| <b>Cluster/ Coordination meetings</b>   |   |                      |
| Logistics/Food Security/Nutrition cluster documents   |   |                      |



| <b>Data Source Type</b><br><b>(added categories)</b>             | <b>Comment / Titles &amp; dates of documents received</b> (add rows as needed)  | <b>Received – Y/N (N/A)</b> |
|--|---|-----------------------------|
| NFRs of coordination meetings                                    |   |                             |
| Relevant cluster monitoring plans and/or reports                 |   |                             |
| Other interagency related documents                              |   |                             |
| <b>United Nations and Government related documents</b>           |   |                             |
| National development planning documents                          |   |                             |
| Relevant National policy and strategy documents                  |   |                             |
| United Nations Assistance Framework/Plan (UNDAF/P)               | AVAIL   | Y                           |
| UNDAF/P results framework (if not in main document)              |   |                             |
| Strategic Response Plan/Crisis Response Plan (if applicable)     |   |                             |
| Donors Joint Assistance Strategy (JAS)                           |   |                             |
| Joint programme documents (if applicable)                        |   |                             |
| Other UN/Government related documents                            |   |                             |
| <b>Resource mobilisation</b>                                     |   |                             |
| Resource Situation updates                                       |   |                             |
| Contribution statistics by month                                 |   |                             |
| Resource mobilization strategy                                   |   |                             |
| NFRs Donor meetings  |   |                             |
| Donor proposals (if applicable)                                  |   |                             |
| Other resourcing and donor related documents                     |   |                             |
| <b>Evaluations/ Reviews</b>                                      |   |                             |
| Centralized Evaluations/ reviews of past or on-going operation   | Béné et al (2019): Strategic Evaluation of WFP Support for Enhanced Resilience. | Y                           |
| Decentralized Evaluations/ reviews of past or on-going operation | Baseline data being analysed, to be shared early May                            |                             |

| <b>Data Source Type</b><br>(added categories)   | <b>Comment / Titles &amp; dates of documents received</b> (add rows as needed)  | <b>Received – Y/N (N/A)</b> |
|---|---|-----------------------------|
| Review reports of past or current operations  |   |                             |
| Other performance assessment/review related documents   | Statistics for Sustainable Development and Cramer-Njihia Consultants, 2017. Evaluation of Climate Services Interventions in the GFCS Adaptation Programme for Africa: Beneficiary Assessment. Final Evaluation Summary Report. Prepared for the World Food Programme and CGIAR Research Program on Climate Change, Agriculture and Food Security (CCAFS). |                             |
| Studies by the CO and its partners  |   |                             |
| <b>Maps</b>   |   |                             |
| Updated Operational Map   | AVAIL - SHARED  | Y                           |
| Logistics Map   |   |                             |
| Food/Cash/voucher Distribution Location Map   |   |                             |
| Food Security Map   |   |                             |
| <b>Other documents collected by the team (including external ones)</b>  |   |                             |
| National Statistics Office (2018): Malawi Population and Housing Census Preliminary Report, December 2018.                |   |                             |
| National Statistics Office (2012): Integrated Household Survey 2010-2011, Household Socio-Economic Characteristics Report |   |                             |
| National Statistics Office (2016): Malawi - Fourth Integrated Household Survey 2016-2017                                  |   |                             |
| World Bank, 2018: Malawi Economic Monitor- Investing in Girls' Education  |   |                             |
| World Bank (2018): Malawi Systematic Country Diagnostic- Breaking the cycle of low growth and slow poverty reduction      |   |                             |
| 2013 Malawi Labour Force Survey report  |   |                             |
| Malawi Demographic and Health Survey (MDHS, 2015-16)  |   |                             |
| Republic of Malawi 2019 Floods Response Plan and Appeal (March-May 2019)  |   |                             |

| <b>Data Source Type</b><br>(added categories) | <b>Comment / Titles &amp; dates of documents received</b> (add rows as needed)  | <b>Received – Y/N (N/A)</b> |
|---|---|-----------------------------|
|   | Government of Malawi (2016): National Climate Change Management Policy, Ministry of Natural Resources, Energy and Mining Environmental Affairs Department, June 2016.                 |                             |
|   | Government of Malawi (2015): National Disaster Risk Management Policy.  |                             |
|   | Government of Malawi (2016): National Agriculture Policy  |                             |
|   | Government of Malawi (2018): National Agricultural Investment Plan (NAIP). Prioritised and Coordinated Agricultural Transformation Plan for Malawi: FY 2017/18-2022/23, January 2018. |                             |
|   | Government of Malawi (2017): The Malawi Growth and Development Strategy (MGDS) III: (2017-2022): Building a Productive, Competitive and Resilient Nation (November 2017).             |                             |
|   | Republic of Malawi (2018): Malawi National Social Support Programme II (MNSSP II), March 2018.  |                             |

## Annex D: Stakeholders Interviewed

|    | Name of individual  | Position & Organization                                       | Location            |
|----|---------------------|---|---------------------|
| 1  | Jyothi Bylappa      | Programme Policy Consultant, Climate Risk Management, WFP-RBJ | Lilongwe            |
| 2  | Bernard Owadi       | Head of Programmes, WFP                                       | Lilongwe            |
| 3  | Grace Makhalira     | M&E officer, WFP  | Lilongwe            |
| 4  | Dominic Nyirongo    | Programme Officer, WFP  | Lilongwe & Blantyre |
| 5  | Sellina Tengtenga   | Senior Programme Associate – Resilience, WFP                  | Lilongwe & Blantyre |
| 6  | Patrizia Papinutti  | Deputy Country Director, WFP                                  | Lilongwe            |
| 7  | Moses Kaufa         | Project officer, Farm Radio Trust                             | Lilongwe            |
| 8  | George Vili         | Executive Director, Farm Radio Trust                          | Lilongwe            |
| 9  | Phindile Lupafya    | Gender & Protection Officer, WFP                              | Lilongwe            |
| 10 | Charles Chinkhuntha | Chief Economist, Planning Dept, MoAIWD                        | Lilongwe            |
| 11 | Doshamie Kadokera   | Economist, Planning Dept, MoAIWD                              | Lilongwe            |
| 12 | Francis Mbirisa     | SALRCD, DAO   | Mangochi            |
| 13 | Fredrick Makiyo     | BACO-Agriculture  | Mangochi            |
| 14 | Blessings Fula      | Concern Worldwide   | Mangochi            |
| 15 | Ninani Chilumpa     | Extension Officer, DAES                                       | Mangochi District   |
| 16 | Andrew Kaliyapa     | Extension Officer, DAES                                       | Mangochi District   |
| 17 | Kiganzi Nyakato     | Head of Blantyre sub office, WFP                              | Blantyre            |
| 18 | Blessings Chida     | M&E Officer, WFP Blantyre sub office                          | Blantyre            |
| 19 | Elton Mgelamadzi    | Head of Programming, WFP Blantyre sub office                  | Blantyre            |
| 20 | Arthur Gulo         | Project coordinator WVI                                       | Blantyre            |
| 21 | Pemphero Tamani     | Project coordinator FISS Fund                                 | Blantyre            |
| 22 | Harrison Chilonga   | R4 Project coordinator  | Blantyre            |
| 23 | Rodger Kanyimbiri   | CPO CK Agriculture  | Chikwawa            |
| 24 | Lewis Lipenga       | CPO CK DAO  | Chikwawa            |
| 25 | Madalitso Makobi    | AGNESSU   | Chikwawa            |
| 26 | Kefasi Chitokoto    | Agriculture NEDO  | Chikwawa            |
| 27 | Blessings Lungu     | Senior Programme Assistant WFP                                | Chikwawa            |
| 28 | GVH Chief           | Chief, Frank GVH  | Chikwawa District   |
| 29 | Esther              | Extension Officer, DAES                                       | Chikwawa District   |

|  |                          |  |                   |
|--|--------------------------|--|-------------------|
| 30   | Florence Dausi           | Extension Officer, DAES  | Blantyre District |
| 31   | Chiyembekezo Yesaya      | Extension Officer, DAES  | Blantyre District |
| 32   | Lusungu Nyondo           | Extension Officer, DAES  | Blantyre District |
| 33   | Charles Mthyoka          | ALRCO Agriculture, BT DAO  | Blantyre          |
| 34   | Tiyankhuleni Chinkhanje  | Irrigation Agriculture, BT DAO   | Blantyre          |
| 35   | Sam Ngwira               | Crops BT Agriculture   | Blantyre          |
| 36   | Lestre Kacheche          | Frv ni, BT DAO   | Blantyre          |
| 37   | Waza Doole               | Partnerships Officer, WFP  | Lilongwe          |
| 38   | Moses Jemitale           | Food Assistance for Assets Programme Officer, WFP  | Lilongwe          |
| 39   | Hussein Madih            | Programme Policy Officer – Resilience, WFP   | Lilongwe          |
| 40   | Tasiana Mzozo            | Pogramme Manager, GFCS   | remote            |
| 41   | Bristol F. Powell        | Financial Instruments Sector Team, International Research Institute for Climate and Society, Columbia University | remote            |
| 42   | Loveness Msofi           | Lecturer, Agric extension services, community development, LUANAR  | remote            |
| 43   | Sandra Mukiwa            | Programme Officer, WFP Mangochi District sub-office  | remote            |
| 44   | Sothini Nyirenda         | Programme Analyst- Climate Change and Disaster Risk Reduction, UNDP  | remote            |
| 45   | Ted Nyekanyeka           | Coordinator, M-CLIMES Project, UNDP  | remote            |
| 46   | Graham Clarkson          | University of Reading  | remote            |
| 47   | Peter Dorward            | University of Reading  | remote            |
| 48   | Masautso Chimombo        | Rural Sociologist, LUANAR  | remote            |
| 49   | Christina Connolly       | Climate and Environment Advisor, DFID  | remote            |
|  | Jerome Chim'gonda-Nkhoma | Director of Agriculture Extension Services   | Remote (pending)  |
|  | Clement Boyce            | Department of Climate Change and Meteorological Services   | Remote (pending)  |
| <b>Agricultural Extension Officers in FGD in Mangochi District</b> |                          |  |                   |
| 1  | Kuntadya Alabi           | AEDC Agriculture   | Nasenga EPA       |
| 2  | Mercy Matchado           | AEDO Agriculture   | Nasenga EPA       |
| 3  | Cecilia Ng'oma           | AEDO Agriculture   | Nasenga EPA       |
| 4  | Diana Pinifolo           | AEDO Agriculture   | Nasenga EPA       |
| 5  | Hilda Mtekama            | AEDO Agriculture   | Nasenga EPA       |
| 6  | Emma Mpichi              | AEDO Agriculture   | Nasenga EPA       |
| 7  | Chimwemwe Chalera        | AEDO Agriculture   | Nasenga EPA       |

|   |                     |                  |             |
|---|---------------------|------------------|-------------|
| 8   | Edson Masikini      | AEDO Agriculture | Nasenga EPA |
| 9   | Alixon Kaposi       | AEDO Agriculture | Nasenga EPA |
| 10  | Kondwani Luthi      | AEDO Agriculture | Nasenga EPA |
| <b>Agricultural Extension Officers in FGD in Blantyre</b> |                     |                  |             |
| 11  | Samsom Nakhwala     | AEDO             | Blantyre    |
| 12  | Samuel M. Banda     | AEDO             | Blantyre    |
| 13  | Pamela Chikoti      | AEDO             | Blantyre    |
| 14  | Bertha Nkhavitha    | AEDO             | Blantyre    |
| 15  | Sangwani Munthali   | AEDO             | Blantyre    |
| 16  | Beauty Chatama      | AEDO             | Blantyre    |
| 17  | Effie Gama          | AEDO             | Blantyre    |
| 18  | Zione Nkhoma        | AEDO             | Blantyre    |
| 19  | Patrick Kakande     | AEDC             | Blantyre    |
| 20  | Hopeson Simbota     | AEDO             | Blantyre    |
| 21  | John Kanyong'onyeka | AEDO             | Blantyre    |

## **Annex E: Data Collection Tools**

### **Annex E.1: Narrative used in obtaining verbal consent from informants**

Before starting an interview of FGD, the purpose of the discussion will be explained by an ET member and the interviewee's / FGD participants' consent will be sought by stating the following, after the necessary introductions have been made:

*You are being asked to participate in the IRMP Evaluation; this has been commissioned by WFP's Malawi Country Office in Lilongwe. I am an independent consultant, I am not employed by WFP.*

*Your participation in this interview / discussion is voluntary. Your decision whether or not to participate will not affect your current or future dealings with WFP or the IRMP implementing partners.*

*The evaluation aims to determine the effectiveness and performance of the IRMP to date. The findings are expected to influence the future implementation of IRMP and other similar projects. This evaluation will not benefit you directly. It is designed to learn about the IRMP project.*

*Information is being collected by the Evaluation Team in Blantyre Rural, Chikwawa and Mangochi Districts through key informant interviews and focus group discussions. Each interview is expected to last for no more than one hour; each FGD is expected to last for no more than two hours.*

*The information you provide will be kept confidential. For KIIs: Your name will be listed as an interviewee in an appendix of the Evaluation Report, and any information that you provide will be non-attributable.*

*Do you have any questions before we start the interview/discussion?*

*Do you agree to take part in this interview / discussion?*

**Annex E.2: KII guide for District Agricultural Development Office (DADO) staff, including District Agricultural Officers, Subject Matter Specialists, Senior DAES (Extension) staff, also DoDMA/DRR Point Person [to be interviewed together or individually]**

1. Describe your roles / involvement with the IRMP project, including level of engagement (e.g. days per month/year) and duration (in years).
2. How does the project meet the needs of smallholder farmers in this district? [1.1, 2.1]
  - a. What areas and who does the project target, specifically? How were these areas / these farmers selected? [2.1, 2.2]
  - b. Were beneficiaries involved in project design / targeting in any way? Describe if so. [2.3]
  - c. Is there any kind of complaint or accountability mechanism? [2.5]
  - d. How was gender taken into consideration at the design stage? And in implementation? [2.4, 15.1, 15.2]
3. What activities of the IRMP project are you / your staff involved in? How many staff from your department are involved, in this district? How many men, how many women? [15.4] What type/level of training did you/your staff receive? Was the training sufficient? [8.2] Did it include any training in gender-sensitivity? [15.4]
4. How are your work / activities organized? Do you have a workplan for IRMP activities? Have the activities been implemented on time, according to the plan? [4.1, 6.1] If so, what are some of the factors that have contributed to successful implementation of IRMP activities? If not, why not? What are the main constraints / challenges in IRMP planning and implementation? [5.1, 5.2, 8.1, 8.3, 8.4] Are there other ways / modalities / methods in which IRMP could be implemented more efficiently? [15.4]
5. How / to whom do you/your staff report on your/their activities? What types of data do you / your staff collect / provide? How often? (Remember to include PnR workshops) (Ask for data collection forms if available and take a photo.) Are the data disaggregated by sex? What happens to this data, where does it go, who analyses it? Are there any challenges in collecting or analysing the data collected? Do you receive the analysed results? How do you use the data that are collected? [4.4, 4.5, 5.1, 5.2]
6. At the household level, what are the different, integrated forms of support that a beneficiary household receives through IRMP (from govt and other IRMP implementing partners). Are there any additional types of support from any other related projects / programmes? [3.1, background info for 11.3] (See also Qu.7 which might be asked here.) What have been the successes / challenges in implementing an integrated package of support? [3.1, 8.3, 8.4]
7. What have been the main achievements to date of the IRMP project in contributing to resilience and food and income security among smallholder farmers in this district? What positive differences has the project made? Have there been any negative effects? [10.2, 11.1, 11.2] Have there been any changes in terms of gender inequality: have the lives of women improved/worsened/remained the same? [16.2] (Make sure that informants cite plausible evidence for all their answers.)
8. (If not already discussed in relation to Qu. 6...) Are there any other similar or related Resilience projects or activities in this District? How are these different projects / activities linked or complementary to IRMP? What are the synergies? Are there any overlaps? [3.1]
9. Which of the expected results of the IRMP project do you think will prove to be the most sustainable, and why? Describe the systems, processes, capacities, and/or institutional arrangements (especially at community and government levels) that IRMP has/is putting in place that will promote sustainability. [12.2, 12.3, 12.4] What are the challenges in relation to sustainability? [13.1]
10. What are the capacities and institutional structures that will need to be developed if the IRMP approach is to be scaled out to other districts? [17-scaling]



11. What have you learnt from implementing the project so far? What would you change in the remaining period of the project? What would you enhance? What would you drop out? [17]

### **Annex E.3: KII guide for Agricultural Extension Agents responsible for communities to be visited by the ET [6 individual interviews]**

1. How long have you been working in the selected community / EPA?
2. How, and since when have you been involved with the IRMP project?
3. Were you or any members of the communities where you work involved in IRMP project design / targeting in any way? [2.3] How was gender taken into consideration at the design stage? [2.4, 15.1, 15.2]
4. How are farmers targeted / selected to take part in IRMP/PICSA? [2.1, 2.2]
5. What are the different activities that you undertake as part of the IRMP project / PICSA approach?
6. What type/level of training did you receive? When, how long, how many training sessions? Was the training sufficient for the activities that you are expected to undertake? [8.2] Did it include any training in gender-sensitivity? Describe if so. [15.4]
7. How many PnR workshops have you taken part in? When, how long? Do the PnR workshops provide enough information for the activities that you are expected to undertake? [8.2] Do they include any discussion on gender-related issues? Describe if so. [15.4]
8. In practice, how often do you visit each IRMP/PICSA site / group for IRMP/PICSA activities? Is this enough? Do you face any constraints or challenges in visiting the sites / groups? [4.1]
9. How is gender taken into consideration in the implementation of IRMP/PICSA? [2.4, 15.1, 15.2]
10. How is your work / activities organized? Do you have a workplan for IRMP/PICSA activities? Have the activities been implemented on time, according to the plan? [4.1, 6.1] If so, what are some of the factors that have contributed to successful implementation of IRMP/PICSA activities? If not, why not? What are the main constraints / challenges in IRMP/PICSA planning and implementation? [5.1, 5.2, 8.1, 8.3, 8.4]
11. How / to whom do you report on your IRMP/PICSA activities? What types of data do you collect / provide? How often? (Remember to include PnR workshops) (Ask for data collection forms if available and take a photo.) Are the data disaggregated by sex? What happens to this data, where does it go, who analyses it? Are there any challenges in collecting or analysing the data collected? Do you receive the analysed results? How do you use the data that are collected? [4.4, 4.5, 5.1, 5.2]
12. Within your EPA, at the household level, what are the different, integrated forms of support that a beneficiary household receives through IRMP (from govt and other IRMP implementing partners)? Are there any additional types of support from any other related projects / programmes? [3.1, background info for 11.3] What have been the successes / challenges in implementing an integrated package of support? [3.1, 8.3, 8.4] (Ensure that these questions are answered in relation to the specific sites that will be visited by the ET, and that we know how to refer to the different IRMP components in ways that the farmers will understand.)
13. Does IRMP (or any of its components) have any kind of complaint system for farmers? [2.5]
14. Is the project meeting the needs of smallholder farmers in your EPA? Describe [1.1, 2.1]
15. What have been the main achievements to date of IRMP/PICSA in contributing to resilience and food and income security among smallholder farmers in your EPA? What positive differences has the project made? Have there been any negative effects? [10.2, 11.1, 11.2] Have there been any changes in terms of gender inequality: have the lives of women improved/worsened/remained the same? [16.2] (Make sure that informants cite plausible evidence for all their answers.)
16. (If not already discussed in relation to Qu. 11...) Are there any other similar or related Resilience projects or activities in your EPA? How are these different projects / activities linked or complementary to IRMP/PICSA? What are the synergies? Are there any overlaps? [3.1]
17. Which of the expected results of IRMP/PICSA do you think will prove to be the most sustainable, and why? Describe the systems, processes, capacities, and/or institutional arrangements (especially at

community and government levels) that IRMP/PICSA has/is putting in place that will promote sustainability. [12.2, 12.3,12.4] What are the challenges in relation to sustainability? [13.1]

18. What are the capacities and institutional structures that will need to be developed if IRMP/PICSA is to be scaled out to other districts? [17-scaling]

**Annex E.4: FGD guide for Extension Agents [1 FGD per district, or 2 gender-disaggregated FGDs if there are any female extension agents. May need to separate extension agents using the PICSA app, if any]**

1. What are the different activities that you undertake as part of the IRMP project / PICSA approach?
2. What type/level of training did you receive? When, where, how long, how many training sessions? Was the training sufficient for the activities that you are expected to undertake? [8.2] Did it include any training in gender-sensitivity? Describe if so. [15.4]
3. How many PnR workshops have been held in this district? When, how long? Do all extension agents attend the same PnR workshops (i.e. are the workshops organized at district level?) Do the PnR workshops provide enough information for the activities that you are expected to undertake? [8.2] Do they include any discussion on gender-related issues? Describe if so, with examples. [15.4]
4. How are farmers targeted / selected to take part in IRMP/PICSA? Are different types of farmers targeted for different types / levels of support from the broader IRMP project? [2.1, 2.2]
5. In practice, how often do you visit each IRMP/PICSA site / group for IRMP/PICSA activities? Is this enough? Do you face any constraints or challenges in visiting the sites / groups? [4.1]
6. How is your work / activities organized? Do you have a workplan for IRMP/PICSA activities? Have the activities been implemented on time, according to the plan? [4.1, 6.1] If so, what are some of the factors that have contributed to successful implementation of IRMP/PICSA activities? If not, why not? What are the main constraints / challenges in IRMP/PICSA planning and implementation? [5.1, 5.2, 8.1, 8.3, 8.4]
7. How / to whom do you report on your IRMP/PICSA activities? What types of data do you collect / provide? How, and how often? (Remember to include PnR workshops) (Ask for data collection forms if available and take a photo.) Are the data disaggregated by sex? What happens to this data, where does it go, who analyses it? Are there any challenges in collecting or analysing the data collected? Do you receive the analysed results? How do you use the data that are collected? [4.4, 4.5, 5.1, 5.2]
8. At the household level, what are the different, integrated forms of support that a beneficiary household receives through IRMP (from govt and other implementing partners – beyond PICSA). Are there any additional types of support from any other related projects / programmes? [3.1, background info for 11.3] What have been the successes / challenges in implementing an integrated package of support? [3.1, 8.3, 8.4]
9. How is gender taken into consideration in the implementation of IRMP/PICSA? [2.4, 15.1, 15.2]
10. What have been the main achievements to date of the IRMP project in contributing to resilience and food and income security among smallholder farmers in this district? What positive differences has the project made? Have there been any negative effects? [10.2, 11.1, 11.2] Have there been any changes in terms of gender inequality: have the lives of women improved/worsened/remained the same? [16.2] (Make sure that informants cite plausible evidence for all their answers.)
11. Which of the expected results of the IRMP project do you think will prove to be the most sustainable, and why? Describe the systems, processes, capacities, and/or institutional arrangements (especially at community and government levels) that IRMP has/is putting in place that will promote sustainability. [12.2, 12.3, 12.4] What are the challenges in relation to sustainability? [13.1]

## Annex E.5: KII guide for NGO implementing partners

1. Describe your roles / involvement with the IRMP project, including level of engagement (e.g. days per month/year) and duration (in years).
2. How does the project meet the needs of smallholder farmers in this district? [1.1, 2.1]
  - a. What areas and who does the project target, specifically? How were these areas / these farmers selected? [2.1, 2.2]
  - b. Were beneficiaries involved in project design / targeting in any way? [2.3]
  - c. Is there any kind of complaint or accountability mechanism? [2.5]
  - d. How was gender taken into consideration at the design stage? And in implementation? [2.4, 15.1, 15.2]
3. What activities of the IRMP project are you / your staff involved in? How many staff from your organization are involved, in this district? How many men, how many women? [15.4] What type/level of training did you/your staff receive? Was the training sufficient? [8.2] Did it include any training in gender-sensitivity? [15.4]
4. How are your IRMP work / activities organized? Do you have a workplan for IRMP activities? Have the activities been implemented on time, according to the plan? [4.1, 6.1] If so, what are some of the factors that have contributed to successful implementation of IRMP activities? If not, why not? What are the main constraints / challenges in IRMP planning and implementation? [5.1, 5.2, 8.1, 8.3, 8.4] Are there other ways / modalities / methods in which IRMP could be implemented more efficiently? [15.4]
5. How / to whom do you/your staff report on your/their activities? What types of data do you / your staff collect / provide? How often? (Remember to include PnR workshops) (Ask for data collection forms if available and take a photo.) Are the data disaggregated by sex? What happens to this data, where does it go, who analyses it? Are there any challenges in collecting or analysing the data collected? Do you receive the analysed results? How do you use the data that are collected? [4.4, 4.5, 5.1, 5.2]
6. At the household level, what are the different, integrated forms of support that a beneficiary household receives through IRMP (from NGO and govt implementing partners). Are there any additional types of support from any other related projects / programmes, whether implemented by your organization or others? [3.1, background info for 11.3] (See also Qu.8 which might be asked here.) What have been the successes / challenges in implementing an integrated package of support? [3.1, 8.3, 8.4]
7. What have been the main achievements to date of the IRMP project in contributing to resilience and food and income security among smallholder farmers in this district? What positive differences has the project made? Have there been any negative effects? [10.2, 11.1, 11.2] Have there been any changes in terms of gender inequality: have the lives of women improved/worsened/remained the same? [16.2] (Make sure that informants cite plausible evidence for all their answers.)
8. What measures have been taken during the planning and implementation phase to ensure that resources are efficiently used? What is the level of capacity in terms of value for money (VFM) in the project? To what extent do you implement VFM in the project? What is the expenditure so far compared to what was planned? [7.1, 7.2, 8.2, 8.3]
9. (If not already discussed in relation to Qu. 6...) Are there any other similar or related Resilience projects or activities in this District, whether implemented by your organization or others? How are these different projects / activities linked or complementary to IRMP? What are the synergies? Are there any overlaps? [3.1]
10. Which of the expected results of the IRMP project do you think will prove to be the most sustainable, and why? Describe the systems, processes, capacities, and/or institutional arrangements (especially

at community and government levels) that IRMP has/is putting in place that will promote sustainability. [12.2, 12.3,12.4] What are the challenges in relation to sustainability? [13.1]

11. What are the capacities and institutional structures that will need to be developed if the IRMP approach is to be scaled out to other districts? [17-scaling]
12. What have you learnt from implementing the project so far? What would you change in the remaining period of the project? What would you enhance? What would you drop out? [17]

## Annex E.6: KII guide for senior, national level informants

**Intro:** The project aims to reduce food and income insecurity among vulnerable households and build their resilience to climate shocks through integrated climate services and risk mitigation measures

1. Describe your roles / involvement with the IRMP project, including level of engagement (e.g. days per month/year) and duration (in years).
2. What have been some of the recent changes in the Malawi context in terms of development context, needs, programming best practice, policies etc.? [1.1, 1.2]
3. Within this changing context, are the objectives<sup>1</sup> of the IMPR still in line with national policies and programming approaches in Malawi? [1.1, 1.2]
4. Are the objectives in line with the scale and type of current needs? [1.1]
5. To what extent are the objectives in line with the needs of women and men from different marginalized groups? [2.1, 2.2]
6. To what extent was the design of the IRMP linked/ complementary with other Resilience activities in Malawi? How does IRMP fit within the Malawi Resilience Integrated Model in relation to other activities, e.g. in terms of sequencing, scaling and layering? How does IRMP targeting (geographical and beneficiary) compliment other resilience interventions? [3.1]
7. What are key major [internal and external] factors influencing the achievement / non achievement of the objectives? [5.2]
8. What factors affected efficiency of the programme? What factors affected efficiency of climate services provision? What factors affected efficiency of risk management provision? What factors affected efficiency of financial services provision? [8.1, 8.2, 8.3, 8.4]
9. Were the IRMP activities implemented in the most efficient way compared to alternatives? [9.4]
10. To what degree is the IRMP likely to contribute reducing food and income security among vulnerable smallholder households in the context of increasing climate risks and climate variability over the project cycle? [10.2]
11. What are the positive/negative effects of the IRMP on targeted beneficiaries/ communities? [11.1, 11.2]
12. What is the likelihood that the results of the IRMP will be sustainable after termination of external assistance? [12.1,12.4]
13. What factors are affecting sustainability and how can these be mitigated to increase chances? [13.1]
14. To what extent is the IRMP integrating gender? [15.2]

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<sup>1</sup> State briefly objectives as follows: climate services objectives seek to improve access to locally relevant weather and climate information; risk management objectives seek to provide index based micro-insurance through insurance for assets and financial services objectives support village saving platforms

**Annex E.7: Listing sheet for FGD participants**

**IRMP EVALUATION – IRMP ACTIVITIES UNDERTAKEN BY FGD PARTICIPANTS**

GVH: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ FGD SEX: \_\_\_\_\_

|    | FFA | IFA | PICSA /<br>Climate Group<br>Lead Farmer | PICSA / Climate<br>Group Member | Radio Hub | VSL |
|----|-----|-----|---|---------------------------------|-----------|-----|
| 1  |     |     |   |                                 |           |     |
| 2  |     |     |   |                                 |           |     |
| 3  |     |     |   |                                 |           |     |
| 4  |     |     |   |                                 |           |     |
| 5  |     |     |   |                                 |           |     |
| 6  |     |     |   |                                 |           |     |
| 7  |     |     |   |                                 |           |     |
| 8  |     |     |   |                                 |           |     |
| 9  |     |     |   |                                 |           |     |
| 10 |     |     |   |                                 |           |     |
| 11 |     |     |   |                                 |           |     |
| 12 |     |     |   |                                 |           |     |
| 13 |     |     |   |                                 |           |     |
| 14 |     |     |   |                                 |           |     |
| 15 |     |     |   |                                 |           |     |
| 16 |     |     |   |                                 |           |     |
| 17 |     |     |   |                                 |           |     |
| 18 |     |     |   |                                 |           |     |
| 19 |     |     |   |                                 |           |     |
| 20 |     |     |   |                                 |           |     |
| 21 |     |     |   |                                 |           |     |
| 22 |     |     |   |                                 |           |     |
| 23 |     |     |   |                                 |           |     |
| 24 |     |     |   |                                 |           |     |
| 25 |     |     |   |                                 |           |     |



## **Annex E.8: FGD guide for male and female beneficiaries**

### **Part 1. Questions on FFA**

1. How were the FFA beneficiaries selected / chosen? [2.1]
2. What type of payment/food do you receive through FFA? When and what was the most recent payment/food provided? [4.1, 4.3]
3. How does the support from FFA help you with your household farming / livelihood activities? [2.1, 2.2, 10.2] Are both women and men able to benefit to the same extent from the FFA? Why / why not? [15.1, 15.6] (Use probing to get as much info as possible, incl in relation to recurrent climate shocks)
4. Were any community members / group members (men / women) involved in designing the type of support provided and/or the types of households to be targeted? [2.3, 15.5]
5. How would you rate the quality of the support? Is it well-designed? Is it timely? [6.1] Is the training sufficient? Is it implemented in a gender-sensitive way (e.g. so that women can participate in meetings/activities; women are involved in committees, decision-making; etc.) [15.2, 15.5]
6. What have been the positive effects on your household? On the community? [11.1, 11.2, 15.6 – note responses coming from women and men respectively]
7. Have there been any negative effects on your household? On the community? [11.1, 11.2, 15.6 – note responses coming from women and men respectively]
8. Have there been any changes in terms of gender inequality as a result of FFA? Have the lives of women improved/worsened/remained the same? [16.2]
9. If FFA comes to an end, will any of the benefits continue? If so, which ones, and why? [12.2, 12.3]

### **Part 2. Questions on Insurance for Assets (IFA)**

1. How were the IFA beneficiaries selected / chosen? [2.1]
2. What type of support / assistance do you receive through IFA? When and what was the most recent activity / support? [4.1, 4.3]
3. How does the support from IFA help you with your household farming / livelihood activities? [2.1, 2.2, 10.2] Are both women and men able to benefit to the same extent from the IFA? Why / why not? [15.1, 15.6] (Use probing to get as much info as possible, incl in relation to recurrent climate shocks)
4. Were any community members / group members (men / women) involved in designing the type of support provided and/or the types of households to be targeted? [2.3, 15.5]
5. How would you rate the quality of the support? Is it well-designed? For weather-index insurance, is the focus only on dry spells/drought appropriate? Is it timely? [6.1] Is the training sufficient? Is it implemented in a gender-sensitive way (e.g. so that women can participate in meetings/activities; women are involved in committees, decision-making; etc.) [15.2, 15.5]
6. What have been the positive effects on your household? On the community? [11.1, 11.2, 15.6 – note responses coming from women and men respectively]
7. Have there been any negative effects on your household? On the community? [11.1, 11.2, 15.6 – note responses coming from women and men respectively]
8. Have there been any changes in terms of gender inequality as a result of IFA? Have the lives of women improved/worsened/remained the same? [16.2]
9. If the IFA ends, will any of the benefits continue? If so, which ones, and why? [12.2, 12.3]

### **Part 3. Questions on Village Savings and Loans (VSL)**

1. How were the VSL beneficiaries selected / chosen? [2.1]
2. What type of support / training / assistance do you receive through VSL? When and what was the most recent activity / support provided? [4.1, 4.3]
3. How does the support from VSL help you with your household farming / livelihood activities? [2.1, 2.2, 10.2] Are both women and men able to benefit to the same extent from the VSL? Why / why not? [15.1, 15.6] (Use probing to get as much info as possible, incl in relation to recurrent climate shocks)
4. Were any community members / group members (men / women) involved in designing the type of support provided and/or the types of households to be targeted? [2.3, 15.5]
5. How would you rate the quality of the support? Is it well-designed? Is it timely? [6.1] Is the training sufficient? Is it implemented in a gender-sensitive way (e.g. so that women can participate in meetings/activities; women are involved in committees, decision-making; etc.) [15.2, 15.5]
6. What changes have you made to your livelihood activities as a result of the VSL support received? Provide specific examples of changes and what prompted the change.
7. What have been the positive effects on your household? On the community? [11.1. 11.2, 15.6 – note responses coming from women and men respectively]
8. Have there been any negative effects on your household? On the community? [11.1. 11.2, 15.6 – note responses coming from women and men respectively]
9. Have there been any changes in terms of gender inequality as a result of VSL? Have the lives of women improved/worsened/remained the same? [16.2]
10. When the IRMP project ends, will any of the VSL benefits continue? If so, which ones, and why? [12.2, 12.3]

### **Part 4. Questions on Community ICT Hubs**

1. How were the Hub beneficiaries selected / chosen? [2.1]
2. What type of support / training / assistance do you receive through the Hub? When and what was the most recent activity / support provided? Ask about use of the Hotline number, receipt of SMS and Beep4Weather.[4.1, 4.3]
3. How does the support from the Hub help you with your household farming / livelihood activities? [2.1, 2.2, 10.2] Are both women and men able to benefit to the same extent from the Hub? Why / why not? [15.1, 15.6] (Use probing to get as much info as possible, incl in relation to recurrent climate shocks)
4. Were any community members / group members (men / women) involved in designing the type of support provided and/or the types of households to be targeted? [2.3, 15.5]
5. How would you rate the quality of the support? Is it well-designed? Is it timely? [6.1] Is the training sufficient? Is it implemented in a gender-sensitive way (e.g. so that women can participate in meetings/activities; women are involved in committees, decision-making; etc.) [15.2, 15.5]
6. What changes have you made to your farming activities as a result of the Hub support received? Provide specific examples of changes and what prompted the change.
7. What have been the positive effects on your household? On the community? [11.1. 11.2, 15.6 – note responses coming from women and men respectively]
8. Have there been any negative effects on your household? On the community? [11.1. 11.2, 15.6 – note responses coming from women and men respectively]
9. Have there been any changes in terms of gender inequality as a result of the Hub? Have the lives of women improved/worsened/remained the same? [16.2]

10. When the IRMP project ends, will any of the Hub benefits continue? If so, which ones, and why? [12.2, 12.3]
11. Has anyone here shared the information / tools / approaches promoted through the Hub with other farmers or relatives who are not directly involved in Hub activities? Provide examples and approximate number of farmers who may have received info etc. through informal farmer-to-farmer knowledge sharing [12.7]

**Part 5. Questions on PICSA (sometimes called Climate Group – ensure that farmers understand what we’re talking about)**

1. How were the PICSA group members selected / chosen? [2.1]
2. What type of support do you receive through PICSA? When and what was the most recent information / advice provided? [4.1, 4.3]
3. How does the support from PICSA help you with your household farming / livelihood activities? [2.1, 2.2, 10.2] Are both women and men able to benefit to the same extent from the PICSA? Why / why not? [15.1, 15.6] (Use probing to get as much info as possible, incl in relation to recurrent climate shocks)
4. Were any community members / group members (men / women) involved in designing the type of support provided and/or the types of households to be targeted? [2.3, 15.5]
5. How would you rate the quality of the support? Is it well-designed? Is it timely? [6.1] Is the training sufficient? Is it implemented in a gender-sensitive way (e.g. so that women can participate in meetings/activities; women are involved in committees, decision-making; etc.) [15.2, 15.5]
6. What changes have you made to your farming activities as a result of the climate information received? Provide specific examples of changes and what type and channel of information prompted the change.
7. What have been the positive effects on your household? On the community? [11.1, 11.2, 15.6 – note responses coming from women and men respectively]
8. Have there been any negative effects on your household? On the community? [11.1, 11.2, 15.6 – note responses coming from women and men respectively]
9. Have there been any changes in terms of gender inequality as a result of PICSA? Have the lives of women improved/worsened/remained the same? [16.2]
10. If PICSA support was to end, will any of the benefits continue? If so, which ones, and why? [12.2, 12.3]
11. Has anyone here shared the information / tools / approaches promoted by the PICSA project with other farmers or relatives who are not directly involved in project activities? Provide examples and approximate number of farmers who may have received info etc. through informal farmer-to-farmer extension / sharing [12.7]

## **Annex F. Methodology (as presented in the Inception Report, with updates)**

1. The evaluation will use a mixed-methods approach, including:
  - Quantitative methods: Analysis of existing quantitative datasets using descriptive statistics;
  - Qualitative methods: document review, key informant interviews, focus group discussions;

The evaluation matrix in Annex B describes how the overarching question, "What has been the progress in the implementation and performance of the IRMP up to April 2019, and what are the emerging lessons which could inform the implementation of the second cycle (from July 2019) and the conduct of a credible final evaluation?" will be addressed. The matrix provides the line of sight from evaluation questions to findings and recommendations by mapping indicators, data sources, data collection tools, and analytical methods against the evaluation questions. The matrix will be used by the ET throughout the evaluation process; to guide data collection and analysis, and to structure the evaluation report.

2. The evaluation matrix (Annex B) presents the evaluation questions, grouped according to the Organisation for Economic Cooperation and Development / Development Assistance Committee (OECD/DAC) criteria of relevance, effectiveness, efficiency, impact, and sustainability. These criteria were articulated by the TOR. For each criterion, the ET has provided an overall question to indicate how the criterion will be applied (based on a synthesis of the relevant evaluation questions), e.g. "Are the objectives of the IRMP relevant to the current context, needs, and other resilience interventions?"; "Have activities been implemented and outputs achieved / likely to be achieved? Why / why not?"; and "Has implementation been efficient in terms of timeliness and use of resources? Why / why not?" 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. GEWE dimensions will be mainstreamed throughout. Two additional criteria, on GEWE and Learning, have also been included at the request of the RB. The GEWE dimension addresses the extent to which gender has been included in the planning, design and implementation phases, and the impacts of the project on gender inequality. The overall question relating to learning is "What are the lessons relevant to the second project cycle and future up-scaling?" The lessons will focus specifically on aspects relating to integration, monitoring, sustainability, and up-scaling. The evaluation matrix contains 17 questions in total. Sub-questions have been articulated for each evaluation question. Some of the sub-questions reflect additional information gained in the course of a discussion about evaluation expectations with key CO and RB staff; some reflect the ET's understanding and elaboration of the question; others ensure that the question applies to each of the three project objectives.
3. Relevant indicators for each evaluation question were determined according to the definitions of the OECD/DAC criteria, the indicators used in the IRMP logframe, and the experience of the evaluation team. Sources of information and the availability / reliability of evidence were determined by a preliminary review of documentation provided, together with discussions with key CO and HQ staff. Within the mixed methods approach, qualitative methods will be used to generate primary information during the field phase, and analysis of existing quantitative data will be used to triangulate with the primary qualitative information collected. The proposed methodology reflects the TOR, the evaluation criteria and the evaluation questions.
4. Baseline data (N=1216 households) and three rounds of monitoring data (N=709; N=717; N=1285 households, respectively) have been collected from various districts. A round of the outgoing monitoring survey was planned to take place in December 2018, but had to be cancelled due to financial constraints; the CO was migrating to the new country strategic plan, which affected the availability of funds for the survey. The Evaluation Team has yet to receive details about the outcome monitoring surveys conducted to date, e.g. the full questionnaires used, and the sampling methods

applied. The combined datasets relating to climate services have been analysed, but it is possible that there is still some data (other than that relating to climate services) that has yet to be made available; the Regional Evaluation Analyst is following up on this. As mentioned above, results for only one out of the eleven outcome indicators are currently available. Output indicator data can be found across various partner and donor reports but are not regularly captured in a central database. Not all output indicator data are gender disaggregated.

5. Based on the United Nations Evaluation Group (UNEG) guidance, the methodological approach will integrate a gender-equality lens as part of the overall analysis. This involves addressing the substantive aspects related to gender and equity issues within the IRMP and its constituent activities. Gender sensitive results of the programme will need to go beyond simply assessing the participation of women and attempt to understand the nature of changes in household roles and control over decision-making. These types of changes cannot be assessed solely through gender-based comparisons of outcome data (if available) but will also rely on qualitative primary data collected from male and female beneficiaries and other stakeholders.
6. The evaluation will apply gender analysis and assess the extent to which differential needs, priorities, voices and vulnerabilities of women and men have been taken into account in the design, selection, implementation and monitoring of the activities. Sources that will be used to do this type of analysis require intentional sampling based on gender sensitivity, assessing sex disaggregated data, controlling for gender influence in analysis of quantitative data and developing gender sensitive focus group discussion (FGD) protocols, e.g. relating to the timing and location of the FGDs to allow for the participation of women. In addition, the evaluation will explore the impact of gender equality principles on programming responses in terms of beneficiary selection, site selection and activity selection (e.g. for IFA activities). Gender equality is integrated into the evaluation matrix and subsequently into the interview/FGD guides for data collection.

### Site mapping

7. The ET will visit each of the three districts where the IRMP is being implemented. This will make it possible to interview all implementing partners. In each district, two community-level sites will be visited, making six sites in total. Beneficiary selection from within the sites for the FGDs will be based on gender balance and include households that are involved in the full suite of IRMP activities. Additional information will be sought from the CO to be able to map potential sites against the number of activities implemented.<sup>14</sup>
8. To ensure impartiality of the site selection process, the selection parameters for the sites to be visited are listed below, including GEWE considerations. The actual selection of sites will take place in discussion with key staff from the CO during the initial planning meeting.
  - Number of activities implemented – for each district, two sites will be selected where the full suite of IRMP activities<sup>15</sup> plus any integrated Resilience Programme activities<sup>16</sup> are implemented. Sites to be selected will be those for which the IRMP/associated resilience activities have been implemented for the longest duration.

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<sup>14</sup> This information will be sought during the Inception Phase so that it can be included in the final version of the Inception Report.

<sup>15</sup> The full suite of IRMP activities includes: all three channels for climate service provision (extension agents, radio, SMS); IFA and insurance provision; and VSLs and financial education.

<sup>16</sup> Resilience Programme activities include FFA and food purchases from farmers within the HGSM programme.

- As far as possible, the communities of both sites in each district should have similar gender-based livelihood options, and the same ethnic composition; this will help to provide a similar underlying GEWE context across both sites;
  - Geographic representation in relation to extreme weather events experienced since the start of the project;
  - Sites that are feasible to reach within the logistical and timing constraints of the evaluation process
9. In each district, data will be collected at the district level (from key district agricultural officers, extension agents and staff from NGO implementing partners) and at village /community level for the two selected sites (from the extension agent responsible and from male and female beneficiaries).<sup>17</sup> Additional data will be collected at national level (from key informants based in Lilongwe and Blantyre).

## Data Collection Methods and Tools

10. The evaluation matrix (Annex B) details the data sources and data collection methods for each of the questions, according to the indicators identified. Four main data collection methods will be used: (i) analysis of relevant datasets, including simple quantitative analysis using descriptive statistics where necessary; (ii) review of relevant secondary documents; (iii) key informant interviews (KIIs); and (iv) focus group discussions (FGDs). Primary quantitative data will not be collected because a considerable amount of quantitative data has already been collected and will be reviewed by the Evaluation Team; recommendations regarding the need for any additional data collection will be made if necessary. A mix of qualitative and quantitative data and methods will allow for different perspectives to be compiled from different stakeholders, allowing for deeper explanation of quantitative results on gender issues.
11. Quantitative data related to output indicators are already available, but not all indicators are disaggregated by sex (e.g. the number of farmers receiving climate service information by radio and SMS, and the number of farmers covered by insurance are not sex-disaggregated). Outcome data results are currently only available for one out of the eleven outcome indicators. The baseline and first round of monitoring data are disaggregated according to the sex of the household head, though the second round of monitoring data is not sex-disaggregated, possibly due to a coding error when the datasets were merged. The quality and completeness of the existing baseline and monitoring datasets will be assessed by the ET; whether it will be possible for the ET to access additional outcome data results remains to be seen. In case outcome data results are not available to the mid-term evaluation, then recommendations will be made so that the necessary outcome data can be collected and analysed for use in the final evaluation.<sup>18</sup> Quantitative data relate mainly to the efficiency, effectiveness and impact criteria. All quantitative data will be analysed and presented according to sex- and age-differentiated variables, as far as this is possible. Where there are big differences between quantitative results for women and men, efforts will be made to determine the factors that may explain these gender-based differences.
12. Critical review of available documentation beyond the quantitative datasets will be used to address all of the evaluation criteria as complementary information to the quantitative and qualitative data

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<sup>17</sup> Note that extension agents will be involved in FGDs at district level and KIIs at the village level; the FGDs will include extension agents responsible for different areas within the district and will compile information relating to the project across multiple sites, whereas the KIIs will gather more detailed information specific to the selected sites to be visited by the ET.

<sup>18</sup> The CO is planning to undertake another round of outcome monitoring data collection in November 2019. This should allow time for revisions to be made to the outcome monitoring survey, if necessary, based on the recommendations of the current evaluation.

collected. The document review will have particular pertinence to addressing questions related to relevance and effectiveness. The CO has already provided some secondary documentation that will be integrated into the evaluation analysis.

13. The primary qualitative data will be obtained through a mix of KIIs and FGDs with a broad range of stakeholders during the field visit phase, as is feasible within the existing time constraints. The qualitative data will elicit stakeholder perceptions that address all of the criteria, and will have particular pertinence to the relevance, impact, sustainability, and gender parameters. Key informants will be identified from the various stakeholders, as listed in the inception report; the ET will rely on the CO staff and IRMP implementing partners to identify specific individuals to act as key informants, based on their level and duration of involvement with the project. The range of stakeholders is intended to promote the participation of different groups, including beneficiaries (both women and men) and seeks to avoid biases, including gender bias. Group discussions and interviews with government, private and NGO stakeholders at national and district levels will take place in appropriate venues (e.g. office or workplace) to create a suitable environment for the participants to contribute freely to the evaluation process.
14. As far as possible, FGDs with women will take place separately from men and will be facilitated by a female team member. Separate groups based on gender will ensure that the voices of women and men are heard, used and triangulated. Efforts will be made to encourage the most vulnerable to participate. FGDs at community level will be facilitated in the language of the participants. In this case, the national consultant will not need translation to English but the international consultant will require translation. The use of a female facilitator/translator with the women's groups will allow the women to provide feedback freely.
15. The data collection tools for KIIs and FGDs are presented in Annex E, based on the questions and indicators detailed in the evaluation matrix. The KIIs will be done using a semi-structured questionnaire appropriate to the key informant category. A full list of selected key informants for the evaluation will be developed in collaboration with the CO based on the identified stakeholder categories in the Inception Report. The FGDs will be done using a guide appropriate to the group type (i.e. beneficiary farmers, extension agents), as presented in Annex E. Both the KII and FGD guides incorporate GEWE-sensitive questions including who (women, men) is most affected by food and nutrition insecurity and why; the participation of women and men in the design of the interventions; positive and negative effects on women, men, among others.
16. The KII questionnaires and FGD guides will be quality assured by systematically checking that the KII and FGD questions will be sufficient to gather information relating to all of the variables included the evaluation matrix for which primary data will be collected (as indicated in the matrix). The guides will then be tested (and revised where necessary) collectively by the members of the evaluation team in the first set of interviews in the field mission. Team debriefings will subsequently include periodic evaluation of data instrument quality.
17. Notes will be taken by the ET members during the KIIs and FGDs. Interview and discussion notes will be compiled into a standardized notes template and labelled by stakeholder and location, including the numbers of women / men participants for the FGDs (both at the beginning and end of the discussion). Although it is unlikely that the primary qualitative data collected by the ET will be shared beyond the team members, for confidentiality and informant protection, the names of individuals will be removed before sharing any electronic notes and/or for storage purposes.

18. **Analysis:** Analysis of the quality of the quantitative datasets will be based on the degree of consistency of the variables with the indicators specified in the project logframe,<sup>19</sup> the appropriateness of the sampling protocol, and the extent of missing data. Where possible, analysis of the data itself will be used to generate outcome results, which will then be analysed for trends and increases / decreases from the baseline, disaggregated by gender where relevant. Efforts will be made to explain gender differences in terms of the contributing underlying factors, based on information from the qualitative data. The documentary review will be based on highlighting key themes identified in the documents connected to each point in the evaluation matrix. The qualitative data will be analysed by the evaluators looking for trends, themes, patterns and outliers arising from KII interviews and focus group discussions. The comparison of information collected from women and men respectively will allow for gender-based differences to be highlighted and explained. Triangulation of the qualitative data involves the analysis of themes or patterns to determine if they are coming from multiple stakeholder levels and multiple stakeholder categories. Observations or comments that only came from a single source or a single category of stakeholder will be given less weight during the building of the analysis.
19. **Triangulation** of findings from different sources will be part of the analysis to substantiate the findings and to develop conclusions. Triangulation will involve comparing different sources (i.e. primary qualitative data, secondary documentation, etc), collected by different team members and through different methods (i.e. KII, FGD). For primary qualitative data collected through a single method focused on a single activity (e.g. FGDs relating to IFA activities), triangulation will involve comparing locations / sites and beneficiary status (i.e. women, men). In this way, GEWE-sensitive triangulation will be undertaken.
20. At the end of the field data collection period, the ET members will participate in an internal analysis workshop to discuss and develop the emerging findings, lessons, conclusions and recommendations. GEWE aspects will be considered and addressed by this workshop to highlight any specific GEWE-related findings and/or conclusions, and – if warranted - specific recommendations on how to improve gender performance will be made. Initial findings and conclusions will be shared with the CO at a debriefing meeting at the end of the mission for discussion to elicit feedback, verification and correction of facts. The subsequent presentation of preliminary results will provide another opportunity for validation, verification and elaboration.

### Limitations and risks

21. Additional limitations were identified after the inception report was drafted – see Table 2 in the main body of the evaluation report for a more complete list of limitations and mitigation strategies.
22. As alluded to above, the main limitation is the lack of outcome indicator results to date. It is not known whether the ET will have access to additional outcome indicator results during the course of the evaluation; if not, then the ET will have to rely largely on qualitative data. Given that the qualitative data will not be representative of the project as a whole, the reliability of findings relating to outcomes will be weakened if the ET must rely mainly on qualitative data. Whilst the qualitative data might be used to provide illustrative, anecdotal examples of emerging or potential outcomes (as reported by beneficiaries, extension agents and/or implementing partners or other stakeholders), these will need to be more fully assessed by the endline evaluation and supported with quantitative outcome indicator results. The ET cannot say at this stage whether or not the

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<sup>19</sup> This will involve: the review the baseline and monitoring questionnaires to check if they capture all quantifiable indicators from the logframe; the review of baseline and monitoring data sets to check if all the necessary variables are included. The ET will also assess the availability of routine monitoring data collection tools, and assess the extent to which they capture the output indicators outlined in the logframe. At implementing partner level, the ET will assess their monitoring and evaluation (M&E) capacity for the programme.



qualitative indicators will allow for patterns or trends to be drawn. A lack of outcome data will also be a limitation to conclude on the extent to which programme is proving to be relevant and effective to the needs identified (in relation to the logic of intervention of the programme), though it may be possible to test the logic by drawing comparisons with the GFCS project, since this is understood to have a similar design to IRMP. With the exception of this caveat relating to Evaluation Questions 10 and 16 (which require additional outcome indicator data results), the ET believes that the evaluation mandate can be reliably evaluated.

23. The geographical breadth of the activities does present some difficulties in generalizability of the qualitative data from a limited number of field site visits, but triangulation with key informant interviews at different levels should provide reliable evidence for the targeted evaluation criteria. The data from key informant interviews and focus group discussions is not intended to be representative but will be used to qualify and explain the findings from the quantitative data results. With representative quantitative data and sufficient diversity of stakeholder categories for triangulation of the qualitative data, and combined with information from the documentation review, the methodology will be able to compile sufficiently reliable data to respond to the TOR.
24. Language and cultural barriers are moderate constraints for the international team members who both have previous experience in Malawi. These constraints can be partially ameliorated by the presence of the national team member and the additional use of translators with experience in FGDs.

#### Ensuring quality

25. Data quality assurance will involve multiple facets. The evaluation team and FGD facilitators/translator are comprised of diverse perspectives and skills and will work in pairs during FGDs and any KIIs that require translation to ensure to mitigate possible interviewer bias. The Team Leader (TL) will brief the facilitators/translator on the FGD guide (and KII questions if necessary) in advance to ensure that key concepts are understood for the FGD facilitation and translation required. Guides for semi-structured interviews and FGDs will be used to ensure consistent formatting of the interviews and discussions. Quality assurance of the interview guides is addressed in paragraph 56 above.
26. Evaluation standards will be measured against the OEV's Decentralised Evaluation Quality Assurance System (DEQAS) which defines the internal quality standards expected of the evaluation and the processes for accomplishing quality assurance. DEQAS includes in-built steps for Quality Assurance (QA), templates for evaluation products, and checklists for their review. It 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. 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. The relevant QA checklist will be applied at each stage, to ensure the quality of the evaluation process and outputs.
27. To further 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 Report (IR) and Evaluation Report (ER) (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; and b) recommendations on how to improve the quality of the final inception/evaluation report.

28. 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, a rationale should be provided for any recommendations that the team does not take into account when finalising the report. Moreover, the internal evaluation committee will also be responsible for quality oversight of the evaluation process and products.
29. The quality of data (validity, reliability, consistency, and accuracy) throughout the analytical and reporting phases will be assured through several layers. First, KonTerra's organizational experience with a wide range of research and evaluation contracts include managing diverse teams of multi-national and multi-sectoral experts. The company holds ultimate responsibility for promoting and delivering quality assurance in all its work. KonTerra's internal QA expert, along with the team leader, will work with the team from the outset to verify clear understandings of quality requirements. The internal QA processes use DEQAS standards and utilizes the WFP technical notes, templates, checklists and other tools available through OEV.
30. The quality of the evaluation products will be ensured from two perspectives. The Team leader works – along with the rest of the team – in conducting the evaluation and adhering to the UNEG and DEQAS standards. KonTerra's Quality Assurance expert covers the second perspective by critically reviewing the drafts of the Inception and Evaluation Reports before submission to the WFP Evaluation Manager. In conducting this internal QA, KonTerra's QA expert will apply DEQAS quality standards (checklists and external Quality Support quality pro-forma) and make suggestions to improve draft zero of deliverables against those standards. KonTerra's knowledge of WFP data systems and corporate knowledge management system will assist in ensuring that accurate and relevant information is obtained for contributing to the evaluation processes. Close communication with the WFP focal point for the evaluation and the WFP quality assurance feedback processes for decentralised evaluations will further serve to ensure the quality of the products beyond the internal reviews by the consulting firm.

#### Ethical considerations and accountability to affected populations

31. KonTerra is committed to applying ethical standards throughout the evaluation process, as well as compliance with humanitarian commitments and principles. The evaluation team members are familiar with humanitarian principles, human rights, social inclusion and have a deep understanding of how gender commitments and accountability to affected populations are taken into account in humanitarian evaluations. The evaluation will be conducted in accordance with the UNEG code of conduct which each evaluator has committed to follow.<sup>20</sup> Additionally, each evaluator has received and reviewed these three UNEG guidance documents: Norms and Standards for Evaluation, Ethical Guidelines for Evaluation, and Integrating Human Rights and Gender Equality in Evaluation. The key points of our commitment are as follows:

- **Respect for gender and human rights principles throughout the evaluation process**, including: protection of confidentiality; protection of rights; protection of the dignity and well-being of informants; and ensuring participants' consent. Feedback on the evaluation will be provided to participants as much as possible, and data validation will take place at all levels.
- **Involvement of stakeholders** in the evaluation process itself - to the extent possible - and commitment to using participatory approaches (such as the creation of participatory diagrams) during the field mission in particular;

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<sup>20</sup> The Team Leader and each Team Member have signed to confirm that they will abide by the UNEG Code of Conduct for Evaluation; the signed documents have been shared with the CO.

- Inclusion in the evaluation of **commitments made under the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)** and Human Rights and ensure that the results use language appropriate to these conventions.

32. WFP's decentralised evaluations must conform to WFP and [UNEG ethical standards and norms](#). The following safeguards and measures have been put in place by KonTerra to ensure ethical conduct at all stages of the evaluation cycle: the selection of ET members with no conflicts of interest (including the stipulation that ET members may not work with the country office for six months after the evaluation, except in evaluation related work); ensuring informed consent from all key informants and FGD participants (see Annex E for a standard narrative to be used in verbally obtaining 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. These issues will be monitored and managed during the implementation of the evaluation. If any additional ethical issues arise during the implementation of the evaluation, they will be recorded and managed in consultation with the Evaluation Manager. Should matters arise that call into question the ethical conduct of a specific team member, the team leader will consult with KonTerra's managing director about corrective actions. If the team leader's actions compromise ethics, team members or evaluation stakeholders should contact KonTerra's managing director. KonTerra will liaise with the Evaluation Manager on appropriate measures to re-establish the evaluation's integrity.
33. The only ethical issue to be highlighted concerns the selection of three experienced FGD facilitators/translators to support the ET during fieldwork in each of the three districts. It is likely that these individuals will be selected from among the extension agents and/or NGO field staff who are involved in the implementation of the IRMP project. As such, they may be biased through a desire to present the project in a positive light. Moreover, if the field staff are known to the beneficiaries, then the beneficiaries themselves might be reluctant to speak freely. This potential problem will be addressed by selecting field staff to assist the ET from other parts of the district, to ensure that they are not known to the community members. If necessary (depending on who is selected to assist the ET), the evaluation report will disclose any potential conflict of interest of the FGD facilitators/translators.
34. Data protection: KonTerra and the evaluation team treat all personal identity information and sensitive personal data of beneficiaries in strict confidence. This information is carefully safeguarded as its disclosure could contribute to harming or threatening the security and livelihoods of individuals and their households and pose risks to WFP's activities. WFP data protection guidelines will be followed and respected.

## List of Acronyms

|          |   |
|----------|---|
| APA      | Adaptation Programme for Africa   |
| ASWAp    | Agriculture Sector Wide Approach  |
| BMZ      | Federal Ministry of Economic Cooperation and Development (Germany)      |
| CCAFS    | CGIAR Research Program on Climate Change, Agriculture and Food Security |
| CD       | Country Director  |
| CO       | Country Office  |
| CSP      | Country Strategic Plan  |
| CUMO     | Concern Universal Micro-Finance   |
| CWW      | Concern Worldwide   |
| DAC      | Development Assistance Committee  |
| DADO     | District Agriculture Development Offices                                |
| DAES     | Department of Agriculture Extension Services                            |
| DCCMS    | Department of Climate Change and Meteorological Services                |
| DCD      | Deputy Country Director   |
| DE       | Decentralised Evaluation  |
| DEQAS    | Decentralised Evaluation Quality Assurance System                       |
| DoDMA    | Department of Disaster Management Affairs                               |
| DFID     | Department for International Development (United Kingdom)               |
| DRR      | disaster risk reduction   |
| EC       | Evaluation Committee  |
| ECHO     | European Commission's Humanitarian Aid Office                           |
| EM       | Evaluation Manager  |
| EPA      | Extension Planning Area   |
| EQ       | evaluation question   |
| ER       | evaluation report   |
| ERG      | Evaluation Reference Group  |
| ET       | Evaluation Team   |
| EUR      | Euro  |
| FAO      | Food and Agriculture Organisation of the United Nations                 |
| FFA      | Food for Assets   |
| FGD      | focus group discussion  |
| FISD     | Foundation for Irrigation and Sustainable Development                   |
| FRT      | Farm Radio Trust  |
| GCF      | Green Climate Fund  |
| GDP      | gross domestic product  |
| GEWE     | gender equality and women's empowerment                                 |
| GFCS     | Global Framework for Climate Services                                   |
| HDI      | Human Development Index   |
| HGSM     | Home Grown School Meals Programme                                       |
| HIV/AIDS | human immunodeficiency virus / acquired immunodeficiency syndrome       |
| HQ       | headquarters  |
| ICT      | information and communication technology                                |
| IFA      | Insurance for Assets  |

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| IR      | inception report   |
| IRI     | International Research Institute for Earth Sciences of Columbia University |
| IRMP    | Integrated Risk Management and Climate Services Programme                  |
| IWCARP  | Interactive Weather and Climate Adaptation Radio Programming               |
| KII     | key informant interview  |
| LUANAR  | Lilongwe University of Agriculture and Natural Resources                   |
| MoAIWD  | Ministry of Agriculture, Irrigation and Water Development                  |
| M-CLIME | Modernised Climate Information and Early Warning Systems                   |
| M&E     | monitoring and evaluation  |
| MGDS    | Malawi Growth and Development Strategy                                     |
| MNSSP   | Malawi National Social Support Programme                                   |
| MR      | management response  |
| MRCS    | Malawi Red Cross Society   |
| NACDC   | National Agricultural Content Development Committee                        |
| NAIP    | National Agriculture Investment Plan                                       |
| NGO     | non-governmental organisation  |
| NICO    | National Insurance Company   |
| NORAD   | Norwegian Agency for Development Cooperation                               |
| NSSP    | National Social Support Policy   |
| OECD    | Organisation for Economic Cooperation and Development                      |
| OEV     | Office of Evaluation   |
| OSZIR   | Climate and Disaster Risk Reduction Programmes Unit (WFP)                  |
| PICSA   | Participatory Integrated Climate Services for Agriculture                  |
| PnR     | Planning and Review  |
| QA      | Quality Assurance  |
| QS      | Quality Support  |
| RB      | Regional Bureau  |
| REO     | Regional Evaluation Officer  |
| SAMS    | Smallholder Agricultural Market Support                                    |
| SDC     | Swiss Agency for Development Cooperation                                   |
| SMART   | specific, measurable, attainable, relevant, and time-bound                 |
| SMS     | short message service  |
| SOP     | Standard Operating Procedure   |
| TL      | team leader  |
| ToT     | Training of Trainers   |
| TOR     | Terms of Reference   |
| UN      | United Nations   |
| UNDP    | United Nations Development Programme                                       |
| UNEG    | United Nations Evaluation Group  |
| UoR     | University of Reading  |
| USAID   | United States Agency for International Development                         |
| USD     | United States dollars  |
| VSL     | Village Savings and Loan   |
| WFP     | World Food Programme   |
| WVI     | World Vision International   |

[Place, Month

<https://docs.wfp.org/api/documents/cdcbe4be57914c65b0dbcbdd201196ab6/download/and Year. Report number>]

[Name of commissioning Office]

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