

Terms of Reference

**DECENTRALIZED ENDTERM EVALUATION: Protracted Relief
& Rehabilitation Operation (PRRO) 200875 in Earthquake Affected
Districts**

**WFP Nepal Country Office
2018**

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1. Introduction

1. The total damage and losses of the 2015 April and May earthquakes are estimated at USD 7 billion, a third of Nepal's gross domestic product (GDP). The death toll was over 9,000. Women and marginal groups in the poorest districts have suffered the most damage and loss, yet their capacities drive community resilience,¹ and women's dominance in the agricultural and informal sectors give them an important role in recovery. WFP focuses on equitable economic growth for women and marginal groups because post-disaster recovery will only be sustainable if gender equality and social inclusion are achieved.
2. The Government's May 2015 post-disaster needs assessment showed that reconstruction costs would exceed USD 6.7 billion. The Post Disaster Needs Assessment (PDNA) emphasized the importance of building resilience and integrating disaster risk reduction into recovery activities. The Government's livelihood-recovery strategy in earthquake-affected areas highlights the importance of linking immediate assistance with long-term livelihood recovery. The Ministry of Federal Affairs and Local Development, WFP's main government counterpart, had asked WFP to support food security and recovery through cash assistance whenever feasible.
3. WFP's long-term recovery strategy aims to support the reconstruction priorities identified in the Government of Nepal's PDNA and Post Disaster Recovery Framework (PDRF), across the community infrastructure, agriculture, nutrition, tourism and disaster risk reduction sectors and cross-cutting themes. The project supported 2 million food-insecure people across the worst-affected districts.
4. A protracted relief and recovery operation (PRRO 200875) supports local communities and the Government to "build back better" in the most food-insecure, earthquake-affected communities. WFP provides food assistance for assets to build or rehabilitate infrastructure such as rural roads, bridges and water systems. WFP also provided a treatment of moderate acute malnutrition programme to pregnant and lactating women and children aged 6–59 months.
5. The Government and other stakeholders enabled beneficiaries in the poorest and most vulnerable districts to plan, build and maintain community infrastructures for resilient livelihoods. WFP's community-led planning approach was focused on the participation of women, elderly people and marginal groups in decision-making. Food assistance for assets (FFA) activity helped them to be benefited to the poorest and most food-insecure households. Market analyses provided information on accessibility, availability and prices to inform the selection of appropriate transfer modalities.

¹ National Planning Commission of Nepal. 2015. *Nepal Earthquake 2015 Post-Disaster Needs Assessment*. Kathmandu.

2. Reasons for the Evaluation

2.1. Rationale:

6. This evaluation aims to evaluate the end of the project results or changes seen in the lives of the beneficiaries as a result of the programme implementation. It is believed that the findings of the study will have solid evidences of impact of the project interventions on food security, livelihoods, health, nutrition and productive assets. The study also provides an opportunity to learn and replicate the good practices of the project and also identifying the areas of improvement to contribute to designing a more effective programme for the future.
7. The purpose of the evaluation is to study the results gained from the EQ PRRO (2016-2018) to compare against the target set at the planning phase of the project. For this, the end-line survey will also collect outcome indicator data and assess whether or not the project has succeeded in achieving the project goal. The evaluation results will also be used for a trend analysis of the key performance indicators over time specifically taking reference from baseline and outcome results; and evaluate them under the evaluation criteria of **effectiveness, relevance, efficiency, sustainability and impact**.
8. Another purpose is, the information generated by the evaluation will be used to provide information needed to assess the extent to which observed impacts justify the investment and future investments in similar activities. In line with WFP's evaluation policy and commitment to promoting learning and accountability, this evaluation aims to produce systematic and meaningful feedback on the effectiveness of the project.
9. This evaluation results will serve to demonstrate the tangible results or changes brought through the programme over time for the resources that the donors have invested in this operation. This evaluation report will also aid to WFP at the country, regional and HQ level as a source of strong evidence.

2.2. Objectives

10. This is an operational evaluation which will serve the dual and mutually reinforcing objectives of accountability and learning and the specific objectives are:
 - To achieve accountability – the end term evaluation will assess and report on the performance and results of the EQ PRRO implemented during the project period;

- To understand the achievements against the target set at the planning phase and also assess the short term impact of the project in order to draw the conclusion on the sustainability aspect as it was envisioned by the programme.
- To measure outcome level results in order to understand what factors and how they contributed to achieving the results; this will help to build an evidence base on the project's implementation successes;
- To draw lessons for learning – the evaluation will determine the reasons why certain results occurred or not, to draw lessons, derive good practices and pointers for learning. It will provide evidence-based findings to inform operational and strategic decision-making. Findings will be actively disseminated and lessons will be incorporated into relevant lesson sharing systems. In particular,
- To understand the extent to which needs have been met, through a timely and transparent process. Assess the project results analysed to understand prevailing gender roles, interests and issues.

2.3. Stakeholders and Users of the evaluation findings

11. **Stakeholders:** a number of stakeholders (Please see **Annex III: Preliminary Stakeholder Analysis**) both inside and outside of WFP have interests in the results of the evaluation and some of these will be asked to play a role in the evaluation process. The preliminary stakeholder analysis should be deepened by the evaluation team as part of the Inception Phase.
12. **Accountability to affected populations:** this is tied to WFP's commitments to include beneficiaries as key stakeholders in WFP's work. As such, WFP is committed to ensuring gender equality and women's empowerment in the evaluation process. This evaluation will be carried out through a complete participatory and consultative approach where the perspectives of women, men, boys and girls from different groups will be collected and separately analyzed to understand prevailing gender roles, interests and issues.

3. Context and Subject of the Evaluation

3.1. Context

13. On 25 April 2015 a magnitude 7.8 earthquake struck in Gorkha district northwest of Kathmandu, causing destruction throughout the Central Development Region. This was

followed on 12 May by a second shock of magnitude 7.3 along the border of Dolakha and Sindhupalchok districts, compounding the initial devastation. Combined, the damage and losses are estimated at USD 7 billion – a third of Nepal’s gross domestic product (GDP).² The death toll was over 9,000.

14. The effects of these shocks is estimated to have pushed an additional 700,000 people into poverty, of whom between 50 percent and 70 percent live in remote areas near the epicenters. Nepal’s production and service sectors are severely disrupted, with losses of USD 280 million in agriculture, USD 100 million in livestock, USD 60 million in tourism and additional losses in trade and industry. Tourism, a major economic driver, is expected to decrease by 20 percent in the next two years². The destruction of homes, schools, hospitals, roads, bridges and heritage sites will affect Nepal for many years.
15. Access is a major challenge in Nepal’s mountains, particularly during the monsoon from June to September; the destruction of roads and ongoing landslides exacerbate the situation by limiting access to markets and services and hence hindering human capital development and the rebuilding of livelihoods.
16. Emergency operation (EMOP) 200668 supported 2 million food-insecure people in earthquake-affected areas. In May 2015, WFP’s response shifted from emergency unconditional food transfers to a combination of food and nutrition interventions and conditional cash transfer. The final phase will focus on the restoration of community infrastructure and increased cash-based programming.
17. Nepal, one of the world’s poorest countries, ranks 145th of 187 countries in the 2014 human development index. Following the end of civil conflict in 2006, the main political parties signed an agreement in June 2015 enabling the Constituent Assembly to develop a new Constitution, which came into effect on 20 September 2015. This development, and the inflows of official development assistance following the earthquake, has created a tense environment in which aid is becoming politicized.³
18. Significant disparities exist between urban and rural areas, where undernutrition and poverty rates are higher, infrastructure is weaker and access to services is limited. The regions affected by the earthquakes include some of the world’s most remote and poorest communities, and the Nepalese caste system discriminates against marginal groups.⁴
19. The 2013 gender inequality index ranked Nepal 98th of 152 countries. Women and girls have lower levels of education, less say in decision-making and less economic independence than men. Migration is a common livelihood strategy, particularly among

² National Planning Commission of Nepal. 2015. *Nepal Earthquake 2015 Post-Disaster Needs Assessment*. Kathmandu.

³ *Nepali Times*, 8 June 2015.

⁴ Ethnic minorities such as the Tamangs and disadvantaged castes such as Dalits are particularly vulnerable.

men, leaving many women behind to farm or work in the informal sector. Recovery will take longer for women than for men because of their narrow asset base, the burdens of domestic work, limited access to economic resources and lack of alternative livelihoods.

20. Women and marginal groups in the poorest districts have suffered the most damage and loss, yet their capacities drive community resilience² and women's dominance in the agricultural and informal sectors gives them an important role in recovery. WFP focused on equitable economic growth for women and marginal groups because post-disaster recovery will only be sustainable if gender equality and social inclusion are achieved.
21. Nepali households depend largely on remittances from abroad, which constitute nearly 25 percent of GDP.⁵ Some of the 2 million migrant laborers returned after the disaster, but most are expected to resume work overseas and the economic effects of the earthquakes may cause additional emigration. Large inflows of international assistance will, however, provide employment opportunities in sectors such as construction.

3.2. Subject of the evaluation

22. In January 2016, WFP launched protracted relief and recovery operation (PRRO 200875) to support the Government's livelihood recovery strategy to restore food and nutrition security and rebuild community infrastructure in earthquake-affected areas. The PRRO aimed to enhance government capacity to prepare for, monitor, and respond to food insecurity and natural disasters. The assistance continued until the end of 2018 under the Transitional Interim Country Strategic Plan.
23. Since the 2015 earthquakes, humanitarian emergencies around the world shifted donors' focus away from Nepal. This trend continued in 2017 and compelled WFP to re-focus its areas of intervention. Therefore, the scope of the food-assistance-for-assets and nutrition programmes was reduced from seven to three districts.

Objectives of the programme:

24. Protracted relief and recovery operation (PRRO) 200875 aims to support the priorities identified in the post-disaster needs assessment and the Government's livelihood recovery strategy in the sectors of community infrastructure, agriculture, nutrition, and tourism and disaster risk reduction. PRRO 200875 is aligned with Strategic Objectives 2 and 3, and Millennium Development Goals (MDGs) 1, 3, 4 and 5.¹³
25. The objective of the programme as per the WFP approved operation document:

⁵ World Bank. 2014. *Migration and Development Brief 2014*. Washington DC.

- i. restore food and nutrition security and rebuild community infrastructure (Strategic Objective 2);
- ii. support the restoration of livelihoods while enhancing the resilience of communities to future shocks (Strategic Objective 3); and
- iii. enhance government capacity to prepare for, monitor and respond to food insecurity and natural disasters (Strategic Objective 3).

26. **Strategic Objective 2:** Support or restore food security and nutrition and establish or rebuild livelihoods in fragile settings and following emergencies

Outcome: Stabilized or reduced undernutrition, including micronutrient deficiencies among children aged 6-59 months, pregnant and lactating women (PLW), and school-aged children

Activity: Treatment of moderate acute malnutrition (MAM) through targeted supplementary feeding in Gorkha, Dolakha and Sindhupalchowk districts

27. WFP Continued to support the Ministry of Health to implement the treatment of MAM. WFP implemented a targeted supplementary feeding programme to provide ready to use supplementary food (RUSF) among PLW and children aged 5-59 months. WFP also screened children and PLW for acute malnutrition both through community outreach to households and within the health facilities. Those found to be malnourished were referred for admission and treatment in WFP's programme, while cases of severe acute malnutrition among children were referred for treatment at outpatient therapeutic centres supported by the United Nations Children's Fund (UNICEF). WFP carried out the project in three districts (Gorkha, Sindhupalchowk and Dolakha). WFP and its partners regularly met with enrolled children and PLW to monitor improvements in their nutritional status.

28. The project was implemented from 1st March to 31st July in the phase I reaching out 1525 beneficiaries and Phase II was implemented from 1st July to 31st December where 2722 beneficiaries were covered in Gorkha, Dolakha and Sindhupalchowk districts. The PLWs received 200 grams of RUSF and children aged 6-59 months received 100 grams of RUSF per day.

29. WFP cooperating partner, the Nepal Public Health and Education Group (NEPHEG) supported human resource capacity at the health facilities and stationed nutrition assistants at the government health clinics. Together with the Ministry of Health and UNICEF, WFP facilitated a training of trainers on the IMAM framework for provincial health workers and female community health volunteers to meet future training needs.

30. The project beneficiaries, resources, different phases of implementation and scheme details will be provided to the evaluation team. (See **Annex-I for EQ PRRO phase wise interventions details**)

31. **Strategic Objective 3:** Support or restore food security and nutrition and establish or rebuild livelihoods in fragile settings and following emergencies

Outcomes: Adequate food consumption reached or maintained over assistance period for targeted households; Improved access to assets and/or basic services, including community and market infrastructure

Activity: Food assistance for assets in three earthquake-affected districts—Gorkha, Dhading and Nuwakot

32. In 2017, WFP provided cash-based transfers through food-assistance-for-assets activities to support populations that were still vulnerable following the 2015 earthquakes. WFP provided food rations, cash-based transfers, or both to participating food-insecure families in Gorkha, Dhading and Nuwakot districts. Assets included supply systems for drinking water, sanitation facilities, small irrigation systems, rural roads and bridges. Measures such as landslide protection will ensure that assets are resilient. WFP created community centres to improve livelihoods, communications on disaster risk reduction and job opportunities for women.

33. Village development committees were consulted to ensure that the most vulnerable and remote communities are targeted in the seven affected districts among which WFP implemented project in Dhading, Gorkha and Nuwakot districts. Recommendations from past evaluations guided an integrated asset construction approach linked to partners' activities; stabilizing slopes to protect trails and water-catchment ponds is an example. Refer the logical frame work that shows the details results chain annex- V.

34. The project is implemented in Province 3 and 4 in 3 phases. The Phase I of the programme was implemented in 20 VDCS in the three districts from October 2016 to July 2017. Likewise, the project duration for Phase II was from August 2017 to April 2018 which was implemented in 14 VDCS of the three districts. However, phase III was implemented in 2 districts (Gorkha and Dhading- 20 VDCs) from May 2018 to December 2018.(See **Annex II: Map of EQ PRRO and See Annex IX: Indicative summary of EQ PRRO areas- Asset and livelihood**)

Main Partners for Assets and Livelihood: WFP maintained partnerships with the National Reconstruction Authority and the Ministry of Federal Affairs and Local Development for the PRRO at the national level. For implementation at the local level,

WFP worked with government authorities and non-governmental organizations- Support to Poor Producers in Nepal (SAPPROS), Deutsche Welthungerhilfe E.V., and Lutheran World Federation (LWF). They were selected because of their experience with similar projects and their geographic presence. Cooperating partners supported the food-assistance for assets programme with non-food items, raw materials and machinery. WFP contracted two financial service providers (FSPs) – Nepal Investment Bank and Citizens Bank International- to provide cash based transfers to beneficiaries.

4. Evaluation Approach

4.1. Evaluation Criteria and Questions

35. Evaluation Criteria: The evaluations proposed herein will use the standard evaluation criteria of Relevance, Effectiveness, Efficiency, Sustainability, and Impact⁶ as well as Adequacy, Transparency and Timeliness. Gender Equality, Protection and the Empowerment of Women (GEEW) shall be mainstreamed throughout. Among these, the main criteria which are most important for the end-line evaluation are Effectiveness, Efficiency and Sustainability. **Please see Annex VI: Evaluation Criteria and Questions**

4.4. Evaluation Methodology⁷

36. The evaluations will take a programme theory approach based on the results framework. It will draw on the existing body of documented data as far as possible and complement and triangulate this with information to be collected in the field.
37. Evaluability is the extent to which an activity or a programme can be evaluated in a reliable and credible fashion. The evaluation team shall notably critically assess data availability and take evaluability limitations into consideration in its choice of evaluation methods. In doing so, the team will also critically review the evaluability of the gender and equity aspects of the operation, identify related challenges and mitigation measures and determine a situation analysis of gender issues.
38. The survey shall therefore include existing performance indicators of the programme, with an appropriate sampling frame. The evaluation team is expected to expand the given evaluation questions (See Annex VI: Evaluation criteria and Questions) into further

⁶ For more detail see: <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm> and <http://www.alnap.org/what-we-do/evaluation/eha>

⁷ See Annex VI - The evaluation team is expected to expand the given evaluation questions into further detailed sub-questions as appropriate to the subjects being evaluated.

detailed sub-questions as appropriate to the subjects being evaluated. The evaluation team is also required to add a third column to the evaluation matrix in Annex VI showing how particular questions and sub questions will be answered.

39. The main indicators of the project are food consumption score, Dietary Diversity Score, Community Asset Score, among the other indicators. Please see **Annex V: Logical Framework of the programme**
40. The following paragraphs give an indicative layout of the methodology to be adopted for the evaluations. The evaluation team will further develop this methodology, ensuring that all technical standards are applied (appropriate method and size of sampling, data collection methods and tools etc.).
41. The evaluation team will also need to take into account the changing administrative structures within the newly proposed federal system of governance.
42. **Risks and mitigation measures:** The formulation of an appropriate evaluation design at the Inception phase is a key requirement. Therefore, the necessary expertise and care should be utilized by the evaluation team in developing the correct methodology. Please see **Annex XII: Potential risks and mitigation measures** which lists further methodological risks and mitigation measures.
43. **Evaluation techniques:** will include a review of documents and secondary data; the collection and analysis of primary data through quantitative and qualitative methods; structured and semi-structured interviews; key information interview, focus groups discussion; and field observation visits.
44. **Impact Case Study:**
45. **Video Documentary:**
46. **Photo monitoring**
47. **Indicators:** Please see **Annex V: Logical Framework of the programme**
48. **Sample frame and design for the evaluation:** Will cover the programme districts and the sample frame will take into consideration an appropriate number of households. The evaluation design shall follow a multi-stage probability proportional to size (PPS) sampling method, covering all 3 districts, at five percent margin of error and 95 percent confidence level.

49. The evaluation team will design the methodology during the inception phase of each of the described evaluations. It should:
- i. Identify households and identify the baseline status of the project.
 - ii. Employ the relevant internationally agreed evaluation criteria (Relevance, Effectiveness, Efficiency, Sustainability, and Impact⁸ as well as for adequacy, transparency and timeliness), giving special consideration to gender and equity issues.
 - iii. The evaluation team will review, verify, and elaborate on the theory of change when preparing the framework for the end-line evaluations.
 - iv. Demonstrate impartiality and lack of bias by relying on a cross-section of information sources (stakeholder groups, including beneficiaries, etc.) The selection of field visit sites will also need to demonstrate impartiality.
 - v. Use mixed methods (quantitative, qualitative) to ensure triangulation of information through a variety of means such as previous evaluation results, existing regular monitoring data both from WFP and cooperating partners. This also includes analysis and triangulation of gender related indicators: e.g.: whether the voices both males and females of different ethnic/caste groups belonging to different economic strata such as rich, middle, poor and very poor are heard through multiple means.
 - vi. Apply an evaluation matrix geared towards addressing the key evaluation questions taking into account the data availability challenges, the budget and timing constraints. In addition to the key evaluation questions, the matrix should include sub-questions, indicators, method of evaluation and sources of information among others. The given key evaluation questions are only the key indicative questions and sub-questions, in order to provide the background to the evaluation team. The evaluation team is therefore required to further elaborate the questions and sub questions under each criteria during the inception phase of each study.
 - vii. Ensure through the use of mixed methods where women, girls, men and boys from different ethnic groups/ castes and economic status participate, and that their different voices are heard and used;
 - viii. Mainstream gender equality and women's empowerment, as above;

51. Data Availability: Data can be taken from reviews of documents and existing databases, participatory methods, structured and semi-structured interviews, key informant interview and

⁸ For more detail see: <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm> and <http://www.alnap.org/what-we-do/evaluation/eha>

focus group discussions (to ensure that a cross-section of stakeholders is able to participate so that a diversity of views is gathered) and observation during field visits. Field visits will be based on objectively verifiable criteria and ensure a representative selection. The major sources of data for this evaluation are the reviews of existing secondary data such as EQ PRRO baseline study, inter-agencies assessment reports and other relevant evaluation reports. Data can also be taken from WFP Nepal CO's process monitoring and post distribution monitoring where regular process and outcome monitoring is carried out by the CO. The CO also collects and manages the output data through its eSPR (electronic system for project reporting) database. These data are available in monthly partners' reports. These are some of the key data sources which should be reviewed by the Evaluation Team. The Evaluation Team will also be required to check the reliability of available monitoring data.

4.5. Quality Assurance

1. WFP Office of Evaluation's (OEV) and Evaluation Quality Assurance System (EQAS) defines the quality standards expected from this evaluation and sets out processes with in-built steps for quality assurance, templates for evaluation products and checklists for the review thereof. These quality assurance criteria aims to ensure that the evaluation process and products conform to best practice and meet the WFP OEV's quality standards.
2. The evaluation team shall be assured of the accessibility of all relevant documentation within the provisions of the directive on disclosure of information (**Annex VII: WFP Directive on Information Disclosure**).
3. WFP OEV has developed a quality assurance checklist for its decentralized evaluations. This includes checklists for feedback on quality for each of the evaluation products. These checklists will be applied to ensure the quality of the evaluation process and outputs. In addition, a post-hoc quality assessment of the final decentralized evaluation report will be conducted by OEV.
4. Concerning the quality of data and information, the evaluation team should systematically check accuracy, consistency and validity of collected data and information and acknowledge any limitations/caveats in drawing conclusions using the data.
5. **Quality control by WFP Nepal:** WFP Nepal CO will use the Evaluation Reference Group's (ERG) feedback and recommendations as the quality control check of the evaluation products. It should be noted that in the event that the evaluation products do not meet the CO's internal quality performance standards, the CO reserves the right to discontinue the evaluation contract. WFP Nepal CO will also conduct technical and financial reviews of proposals for the evaluation conduct based on assigned criteria and ratings. The CO will also assist the

evaluation team to work independently when collecting primary data at the field level as well as in consultations, so as to ensure zero influence on the evaluation process.

5. Phases and Deliverables of the evaluation

6. The evaluation will proceed through these key phases: 1). Planning, 2). Preparation, 3). Inception, 4). Field Data Collection, 5). Data Analysis & Reporting, 6). Dissemination and Follow-up. The evaluation schedule (**Annex VIII: End line Evaluation Timeline**) provides a detailed breakdown of the proposed timeline for each phase over the full timeframe.
7. This is a tentative timeframe, subject to change due to any unforeseen circumstances and other external factors beyond the control of WFP or the Evaluation team. However, it should also be noted that access to remote areas will be a very important element to consider when preparing the field mission schedule. A significant time-period is required to reach and conduct data collection from the remote communities included in the proposed evaluation.
8. A summary of the deliverables and deadlines for each phase is included in **Annex VIII: End line Evaluation Timeline**)

6. Organization of the Evaluation

6.1. Evaluation Conduct

9. The evaluation team will conduct the evaluation under the direction of its team leader and in close communication with the WFP evaluation manager. The team will be hired following agreement with WFP on its composition.
10. The independent evaluation consultants or consulting companies will conduct and report on the evaluation according to WFP standards. To ensure the independence of the studies and the evaluations the role of Evaluation Manager is separate from the role of the independent evaluation team.
11. The Evaluation Team has to ensure that relevant clearances are taken from applicable stakeholders (clearances from Government for evaluation conduct, ethical clearances from beneficiaries) ahead of going to the field for the surveys. WFP Nepal on its part, has an umbrella agreement with the Government of Nepal to implement programmes which also includes conducting evaluations. The evaluation team should take special consideration of the United Nations Evaluation Group (UNEG) Ethical Guidelines which state that “all those engaged in designing, conducting and managing evaluation activities should aspire to conduct high quality work guided by professional standards and ethical and moral principles. The

integrity of evaluation is especially dependent on the ethical conduct of key actors in the evaluation process”. Please see **Annex XIV: UNEG Ethical Guidelines**

12. The logistical arrangements for the evaluation - local travel (arranging vehicle travel and air ticketing) of both the international evaluation team and local research agency), organizing consultation meetings (with all stakeholders including the Government) and organizing workshops etc. will be undertaken by the research agency with support from the local research agency.

6.2. Team composition and competencies

13. The evaluation team will conduct the proposed studies and evaluations under the direction of the Evaluation Manager. The team will be hired by the WFP Nepal CO, following agreement with OEV on its composition.
14. The evaluation team will comprise of a **team leader** and other team members as necessary to ensure a complementary mix of expertise in the technical areas covered by the evaluation. These are: **evaluation methodology, livelihood, food security and nutrition, gender, data management and analysis** – a minimum of five (05) members in the team, representing these areas of expertise. All will be independent consultants and may be national or a mix of international and national consultants. The team leader will have strong evaluation skills and experience as well as leadership skills. The team will be selected during a competitive bidding process in line with WFP’s regulations.
15. The team will be multi-disciplinary and include members⁹ who together include an appropriate balance of expertise and practical knowledge in the following areas:
 - Institutional capacity development (with a focus on handover process, cost-efficiency analysis, supply chain management, logistics);
 - Livelihood, food security, nutrition and agriculture;
 - Agro-economics/rural development;
 - Knowledge management;
 - Economics/statistics - to undertake high quality sampling and data analysis;

⁹ For team members, a master’s degree and/or bachelor’s degree (as relevant to their individual roles and responsibilities within the team) is a minimum, complemented with over 5 years of thematic and evaluation experience.

- Gender expertise / good knowledge of gender issues within the country/regional context as well as understanding of UN system-wide and WFP commitments on gender;
 - Adequate experience and expert knowledge in carrying out complex evaluations and baseline surveys;
 - All team members should have strong analytical and communication skills, evaluation and baseline study experience and familiarity with the country or region;
 - All team members should have strong skills in oral and written English. In addition, given the remoteness of some field sites and their limited accessibility, all team members should be in good physical condition.
16. The **Team Leader**¹⁰ 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 and studies. She/he will also have leadership and communication skills, including a track record of excellent English writing and presentation skills.
17. **Team leader's 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, exit debriefing presentation and the evaluation report/s in line with DEQAS; v). facilitate regular communication with the Evaluation Manager and local partners; lead, coordinate and facilitate consultations with local partners and communicate the decisions reached to each group of stakeholders.
18. The other team members will bring together a complementary combination of the technical expertise required and have a track record of written work on similar assignments.
19. Team members will: i) contribute to the methodology in their area of expertise based on a document review; iii). develop component specific data collection tools relevant to each study taking into reference such tools developed for previous related studies iii) conduct field work; iv) participate in team meetings and meetings with stakeholders; v) contribute to the drafting and revision of the evaluation / study products in their technical area(s).

¹⁰ WFP's preference is that the Team Leader will have higher doctorate level qualifications with adequate experience in evaluations. As a minimum, a master's degree in a relevant area is required, in which case he/she should have over 10 years of evaluation experience.

6.3. Security Considerations

20. 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.
21. However, to avoid any security incidents, the Evaluation Manager is requested to ensure that: The WFP Nepal CO registers the team members with the Security Officer on arrival in country and arranges a security briefing for them to gain an understanding of the security situation on the ground. The team members should observe applicable UN security rules and regulations – e.g. curfews etc.

7. Roles and Responsibilities of Stakeholders

22. The evaluation reference group (ERG) and the internal Evaluation Committees (IEC) are in place in order to ensure the quality of the evaluation. See **Annex XI: Membership of the Evaluation Reference Group and Internal Evaluation Committee for their roles and responsibilities for the evaluation**. Also see Annex III: Preliminary Stakeholders analysis

9. Communication and Budget

a. Communication

1. The language used in all communication and evaluation products will be English.
2. The Evaluation Manager will submit all final deliverables to WFP Nepal CO for pre-approval. Upon pre-approval of deliverables, the WFP Nepal CO will forward the deliverables to WFP Regional bureau of Asia (RBB) in copy. Regional Bureau will maintain its normal responsibilities in a decentralized evaluation. WFP Nepal CO will release payments and inform the Evaluation Manager who will then communicate with the Evaluation Team.
3. To enhance the learning from this evaluation, the evaluation team should place emphasis on transparent and open communication with key stakeholders. These may for example, take place by ensuring a clear agreement on channels and frequency of communication with and between key stakeholders. Once the evaluation reports are final and approved by the Chair of

the IEC, WFP Nepal CO will organize a workshop for the government, WFP's cooperating partners and internal programme units, in order to discuss the findings and recommendations and prepare the management response plan. These discussions will also inform the management response to the recommendations. Lastly, the printed copy of the evaluations reports will be shared with all relevant stakeholders.

4. The evaluation team should include a detailed communication plan and/or dissemination strategy in the overall evaluation design.

b. Budget

5. **Budget:** The tentative budget to cover the combined end-line evaluations will be prepared by the WFP Nepal CO (using the rate established in the LTA and the corresponding template) and approved by OEV. The budget ceilings for this TOR is USD 50,000 for end-line evaluation. However, at this point, the research firm is expected to provide their detailed budget for the evaluation.

Please send any queries to:

- Kanta KHANAL, Evaluation manager (Monitoring & Evaluation Coordinator), WFP Country Office, Nepal
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Annex-I EQ PRRO phase wise interventions:

Asset and Livelihood:

Earthquake PRRO project is implemented in Province 3 and 4. In phase II, WFP reached out to 5290 HH in Dhading, 2747 HH in Gorkha and 2,758 HH in Nuwakot¹¹ via asset and livelihood programme.

Project duration: The programme started in the three districts from October 2016. The third phase include Gorkha and Dhading which is planned to be completed in December 2018.

¹¹ The data are extracted from the latest figure reported in the eSPR

Phase I: The project phase started from October 2016 and ended on July 2017.

Districts	VDCs	Modality	Households	Beneficiaries
Nuwakot	Chhap, Talakhu, Ghyanphedi, Shikharbesi, Urleni, Lachhyang	Cash (CFA)	4,059	19,848
Dhading	Lapa, Tipling, Sertung, Jharlang, Reegaun, Gumdi, Salyankot, Marpak, Semjong	Cash (CFA and Food (FFA))	8016	35,744
Gorkha	Sirdibas, Uhiya, Gumda, Laprak, Kashigaun	Food (FFA)	2395	10316

Phase II: The project duration was from August 2017- April 2018

Districts	VDCs	Modality	Households	Beneficiaries
Nuwakot	Chhap, Ghyanphedi, Lachyang, Talakhu	Cash (CFA)	2758	13,459
Dhading	Lapa, Tipling, Sertung, Jharlang, Reegaun,	Cash (CFA and Food (FFA))	5219	25,815
Gorkha	Sirdibas, Uhiya, Gumda, Laprak, Kashigaun	Food (FFA)	2747	7690

Phase III: The project duration was from May 2018- December 2018

Districts	VDCs	Modality	Households	Beneficiaries
Dhading	Lapa, Tipling, Sertung, Jh	Cash (CFA and Food (FFA))	-	-
Gorkha	Sirdibas, Uhiya, Kashigaun	Food (FFA)	-	-

Transfer Modality:

1. Food for Asset (FFA)
2. Cash for Asset (CFA)
3. FFA/CFA

Partners - Assets and livelihood

- Government of Nepal: PRRO was implemented in direct collaboration with MOFALD and NRA UN Agencies:
- Local & International NGOs: SAPPROS- Nuwakot, Welthungerhilfe (WHH) - Dhading and Lutheran World Federation (LWF) - Gorkha.

Nutrition:

Through nutrition, WFP reached out to 1525 (phase I) and 2722 (phase II) beneficiaries in Gorkha, Dolakha and Sindhupalchowk. For this evaluation, we will only carry out the evaluation in Gorkha.

Project Duration:

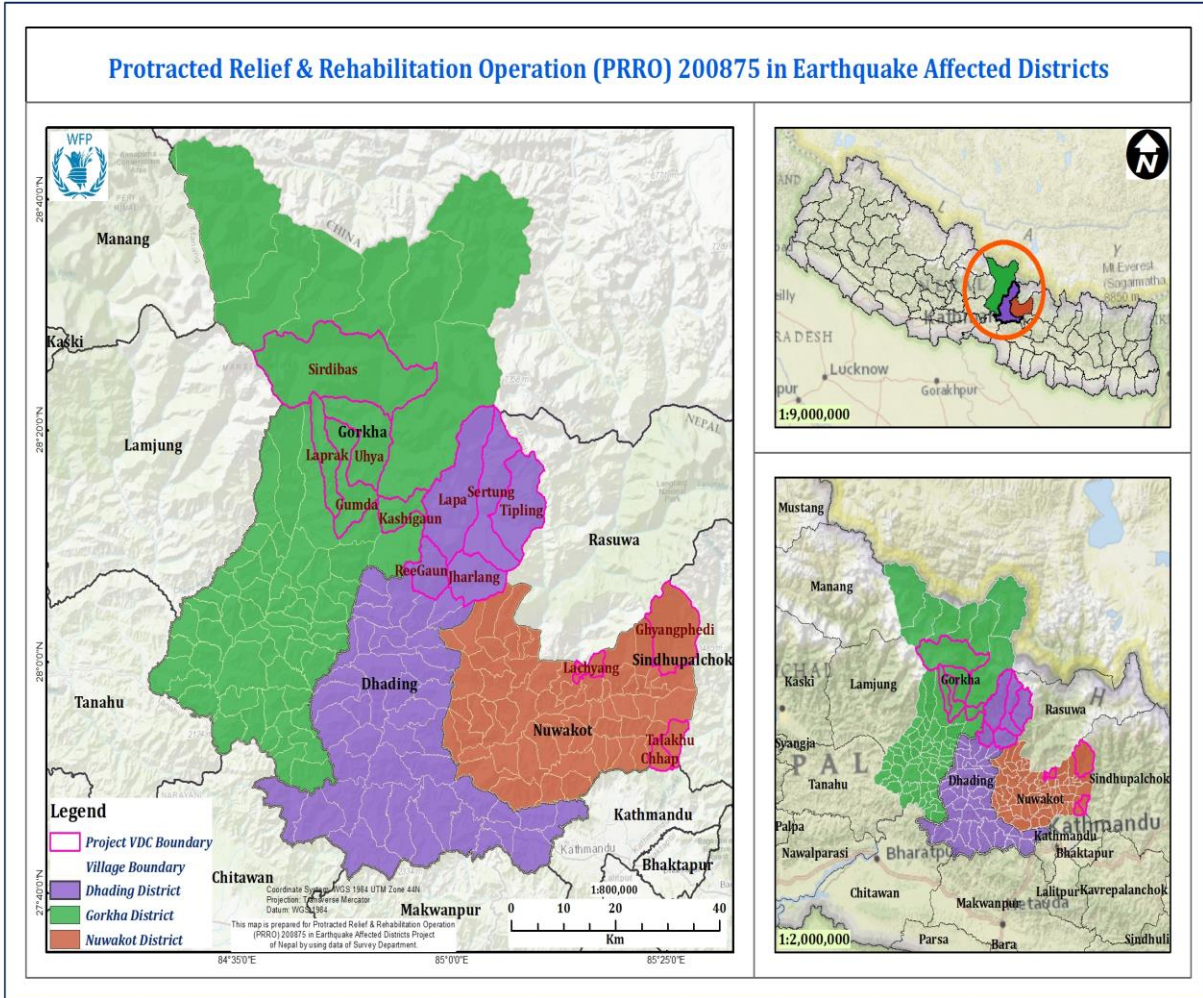
- 1st Phase: 1 March 2017 to 31 Jun 2017
- 2nd Phase: 1 July 2017 to 31 Dec 2017

Project beneficiaries: Children under 5 and pregnant & lactating women (PLW)

Partner: Nutrition

- NPHEG- Nepal Public Health and Education Group

Annex II: Map of EQ PRRO



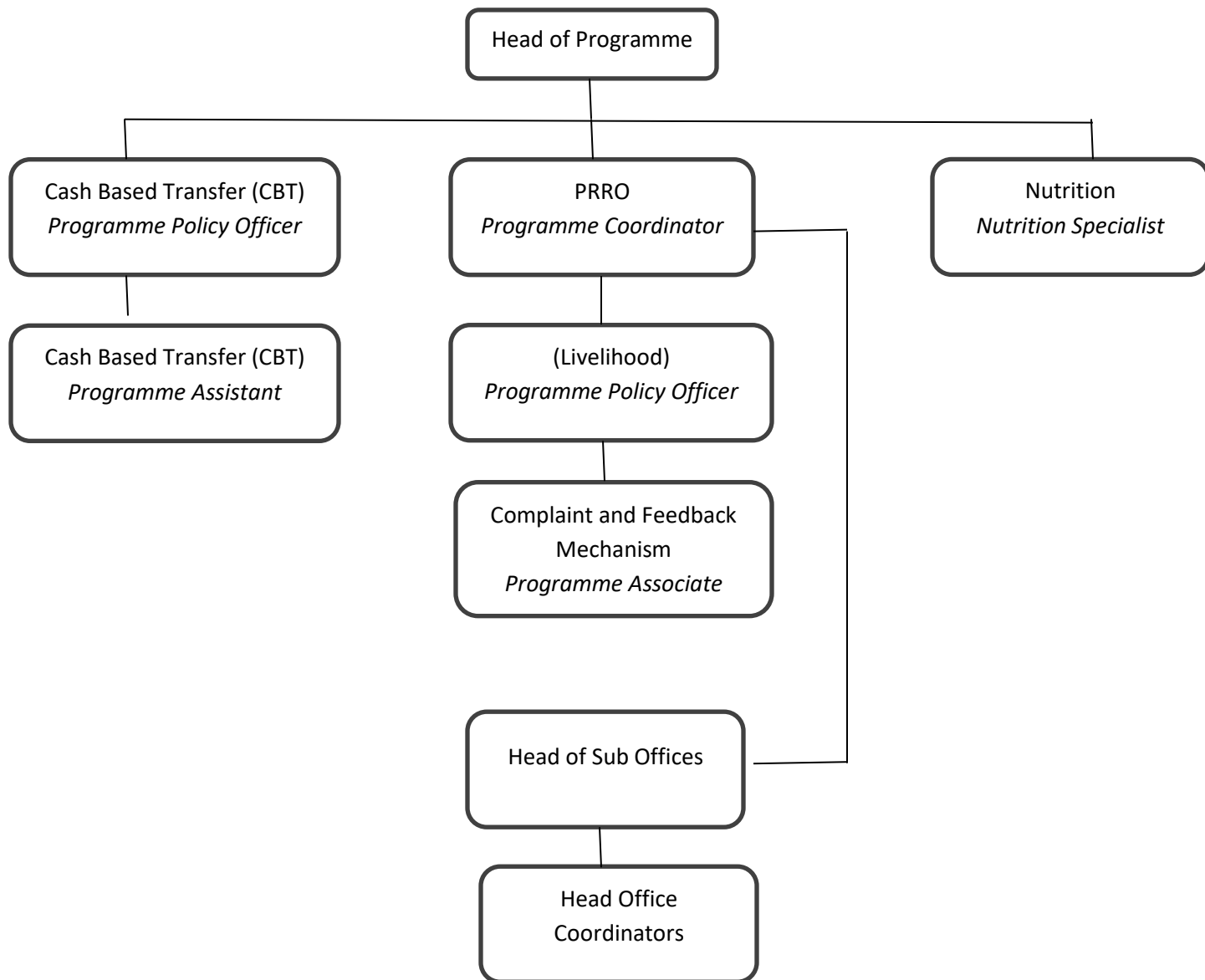
Annex III: Preliminary Stakeholders analysis

Stakeholders	Interest in the evaluation and likely uses of evaluation reports to this stakeholder
INTERNAL STAKEHOLDERS	
WFP Country Office (CO) Nepal	Responsible for the country level planning and operations implementation, the CO has a direct stake in the evaluation and an interest in learning from experience to inform decision-making. Also called upon to account internally as well as to its beneficiaries and partners, for performance and results of its operation.
WFP Regional Bureau for Asia based in Bangkok (RB)	Responsible for both oversight of COs and technical guidance and support, the RB management has an interest in an independent account of the operational performance as well as in learning from the evaluation findings, to apply this learning to other country offices.
WFP Head Quarters (HQ)	WFP has an interest in the lessons that emerge from evaluations, particularly as they relate to WFP strategies, policies, thematic areas, or delivery modality with wider relevance to WFP programming.
WFP Office of Evaluation (OEV)	OEV has a stake in ensuring that decentralized evaluations deliver quality, useful and credible evaluations. OEV management has an interest in providing decision-makers and stakeholders with independent accountability for results and with learning to inform policy, strategic and programmatic decisions.
WFP Executive Board (EB)	The WFP governing body has an interest in being informed about the effectiveness of WFP operations. This evaluation will not be presented to the EB, but its findings may feed into annual syntheses and into corporate learning processes.
Other WFP Countries	Other WFP Country Offices may also benefit from the findings, which can contribute to corporate learning on implementation of capacity development interventions.
EXTERNAL STAKEHOLDERS	

Beneficiaries	As the ultimate recipients of food and cash assistance, beneficiaries have a stake in WFP determining whether its assistance is appropriate and effective. As such, the level of participation of the community members from different groups disaggregated by male and female, will be determined and their respective perspectives will be sought in the evaluation. This allow to capture specific interest of each of these groups as well as those on a gender basis.
Government of Nepal	The Government has a direct interest in knowing whether WFP activities in the country are aligned with its priorities, harmonized with the action of other partners and meet the expected results. The Ministry of Federal Affairs and Local Development and National reconstruction Authority (NRA) will have particular interest in designing programmes on community infrastructure and livelihood development in the future.
United Nations Country Team (UNCT)	The UNCT's harmonized action should contribute to the realization of the government developmental objectives. It has therefore, an interest in ensuring that WFP operation is effective in contributing to the UN concerted efforts. Various agencies are also direct partners of WFP at policy and activity level.
Non-governmental organisations (WFP Nepal's cooperating partners)	WFP's cooperating partners –SAPPROS, Wilthungerhilfe, Lutheran World Federation collectively implement programmes in Nuwakot, Dhading and Gorkha having their own interventions. They will be keen to know the findings of the evaluation; the results directly reflecting the efficacy of their work and through that, opening opportunities for continued collaboration. The results of the evaluation might therefore affect future implementation modalities, strategic orientations and partnerships.
Donors	WFP operations are voluntarily funded by a number of donors. They have an interest in knowing whether their funds have been spent efficiently and if WFP's work has been effective and contributed to their own strategies and programmes.

Others	A wide range of actors, such as local leaders, and local communities, are directly/indirectly involved in the programme and are expected to benefit from some of the capacity development activities.
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Annex IV: Structure of the EQ PRRO- WFP



Annex V: Logical Framework of the programme

LOGICAL FRAMEWORK		
Results	Performance Indicators	Assumptions
SO2: Support or restore food security and nutrition and establish or rebuild livelihoods in fragile settings and following emergencies		
Adequate food consumption reached or maintained over assistance period for targeted households	<p>FCS: percentage of households with acceptable Food Consumption Score (male-headed)</p> <p>FCS: percentage of households with acceptable Food Consumption Score (female-headed)</p> <p>FCS: percentage of households with poor Food Consumption Score (male-headed)</p> <p>FCS: percentage of households with borderline Food Consumption Score (male-headed)</p> <p>FCS: percentage of households with poor Food Consumption Score (female-headed)</p> <p>FCS: percentage of households with borderline Food Consumption Score (female-headed)</p> <p>Diet Diversity Score (male-headed households)</p> <p>Diet Diversity Score (female-headed households)</p> <p>Diet Diversity Score</p> <p>FCS: percentage of households with acceptable Food Consumption Score</p> <p>FCS: percentage of households with borderline Food Consumption Score</p>	<ul style="list-style-type: none"> No major pipeline breaks occur; Population has continued access to markets.

	FCS: percentage of households with poor Food Consumption Score	
Outcome SO2.2 Improved access to assets and/or basic services, including community and market infrastructure	CAS: percentage of communities with an increased Asset Score	Willingness of communities to participate in asset rehabilitation
Outcome SO2.3 Stabilized or reduced undernutrition, including micronutrient deficiencies among children aged 6–59 months, pregnant and lactating women, and school-aged children	MAM treatment default rate (%) MAM treatment mortality rate (%) MAM treatment non-response rate (%) MAM treatment recovery rate (%) Proportion of eligible population who participate in programme (coverage)	Food will be consumed, not shared or exchanged for other commodities; Non-dietary determinants of malnutrition are tackled by counselling, education with the support of various agencies; Non-significant redistribution of supplementary ration will take place
Output SO2.1 Food, nutritional products, non-food items, cash transfers and vouchers distributed in sufficient quantity and quality and in a timely manner to targeted beneficiaries	<ul style="list-style-type: none"> • Number of women, men, boys and girls receiving food assistance, disaggregated by activity, beneficiary category, sex, food, non-food items, cash transfers and vouchers, as % of planned ▸ Quantity of food assistance distributed, disaggregated by type, as % of planned ▸ Quantity of non-food items distributed, disaggregated by type, as % of planned ▸ Total amount of cash transferred to targeted beneficiaries, disaggregated by sex and beneficiary category, as % of planned ▸ Number of institutional sites assisted (e.g. schools, health centres), as % of planned 	
Output SO2.2 Community or livelihood assets built, restored or	<ul style="list-style-type: none"> ▸ Number of assets built restored or maintained by targeted households and communities, by type and unit of measure 	

maintained by targeted households and communities		
Output SO2.3 Messaging and counselling on specialized nutritious foods and infant and young child feeding (IYCF) practices implemented effectively	<ul style="list-style-type: none"> ▸ Proportion of women/men receiving nutrition counselling supported by WFP, against proportion planned ▸ Proportion of targeted caregivers (male and female) receiving 3 key messages delivered through WFP-supported messaging and counselling 	
Output SO2.4 Policy advice and technical support provided to enhance management of food security, nutrition and school feeding	<ul style="list-style-type: none"> ▸ Number of government staff trained by WFP in nutrition programme design, implementation and other nutrition-related areas – technical/strategic/managerial – disaggregated by sex and type of training 	
Output SO2.5 Project-specific	<ul style="list-style-type: none"> ▸ Number of food security and nutrition monitoring/surveillance reports produced with WFP support ▸ Number of government counterparts trained in collection and analysis of food and nutrition security data 	
SO3: Reduce risk and enable people, communities and countries to meet their own food and nutrition needs		
Outcome SO3.1 Improved access to livelihood assets has contributed to enhanced resilience and reduced risks from disaster and shocks faced by targeted food-insecure communities and households	<ul style="list-style-type: none"> ▸ CAS: percentage of communities with an increased Asset Score ▸ CSI (Asset Depletion): Percentage of male-headed households with reduced/stabilized Coping Strategy Index ▸ Diet Diversity Score (female-headed households) ▸ Diet Diversity Score (male-headed households) ▸ FCS: percentage of households with acceptable Food Consumption Score (male-headed) 	- Willingness of communities to participate in asset rehabilitation

	<ul style="list-style-type: none"> ▸ FCS: percentage of households with acceptable Food Consumption Score (female-headed) ▸ FCS: percentage of households with borderline Food Consumption Score (male-headed) ▸ FCS: percentage of households with borderline Food Consumption Score (female-headed) ▸ FCS: percentage of households with poor Food Consumption Score (male-headed) ▸ FCS: percentage of households with poor Food Consumption Score (female-headed) ▸ CSI (Asset Depletion): Percentage of female-headed households with reduced/stabilized Coping Strategy Index ▸ Diet Diversity Score ▸ FCS: percentage of households with acceptable Food Consumption Score ▸ FCS: percentage of households with borderline Food Consumption Score ▸ FCS: percentage of households with poor Food Consumption Score 	
<p>Outcome SO3.2 Risk reduction capacity of countries, communities and institutions strengthened</p>	<ul style="list-style-type: none"> ▸ Proportion of targeted communities where there is evidence of improved capacity to manage climatic shocks and risks supported by WFP 	<p>Communities are willing to participate actively in resilience building activities</p>
<p>Output SO3.1 Food, nutritional products, non-food items, cash transfers and vouchers</p>	<ul style="list-style-type: none"> ▸ Total amount of cash transferred to targeted beneficiaries, disaggregated by sex and beneficiary category, as % of planned 	

distributed in sufficient quantity and quality and in a timely manner to targeted beneficiaries	<ul style="list-style-type: none"> ▸ Number of women, men, boys and girls receiving food assistance, disaggregated by activity, beneficiary category, sex, food, non-food items, cash transfers and vouchers, as % of planned ▸ Quantity of food assistance distributed, disaggregated by type, as % of planned ▸ Quantity of non-food items distributed, disaggregated by type, as % of planned 	
Output SO3.2 Community or livelihood assets built, restored or maintained by targeted households and communities	▸ Number of assets built restored or maintained by targeted households and communities, by type and unit of measure	
Output SO3.3 Human capacity to reduce risk of disasters and shocks developed Number of technical assistance activities provided, by type	▸ Number of people trained, disaggregated by sex and type of training	
Output SO3.4 National systems for monitoring trends in food security and nutrition strengthened	▸ Number of food security and nutrition monitoring/surveillance reports produced with WFP support	
Cross-cutting		
Cross-cutting result GENDER: Gender equality and empowerment improved	<ul style="list-style-type: none"> • Proportion of women beneficiaries in leadership positions of project management committees • Proportion of women project management committee members trained on modalities of food, cash, or voucher distribution • Proportion of households where females and males together make decisions over the use of cash, voucher or food • Proportion of households where females make decisions over the use of cash, voucher or food 	Family hierarchies that place women in a leading role exist; Women are not prevented socially from holding positions of leadership

	<ul style="list-style-type: none"> • Proportion of households where males make decisions over the use of cash, voucher or food 	
<p>Cross-cutting result PROTECTION AND ACCOUNTABILITY TO AFFECTED POPULATIONS: WFP assistance delivered and utilized in safe, accountable and dignified conditions</p>	<ul style="list-style-type: none"> • Proportion of assisted people informed about the programme (who is included, what people will receive, where people can complain) • Proportion of assisted people who do not experience safety problems travelling to, from and/or at WFP programme site 	<ul style="list-style-type: none"> • No major security incidents take place within and outside the camps; • Programme orientations will be carried out for all beneficiaries before the start of the programmes.
<p>Cross-cutting result PARTNERSHIPS: Food assistance interventions coordinated and partnerships developed and maintained</p>	<ul style="list-style-type: none"> • Number of partner organizations that provide complementary inputs and services • Amount of complementary funds provided to the project by partners (including NGOs, civil society, private sector organizations, international financial institutions and regional development banks) • Proportion of project activities implemented with the engagement of 	<ul style="list-style-type: none"> • Partner organizations are willing to provide significant inputs. • Cooperating partners allocate independent funding for the complementary activities.

Annex VI: Evaluation Criteria and Questions

Evaluation Criteria	Evaluation Questions
Effectiveness	<p>To what extent were the intended project goal, outcomes and outputs achieved and how?</p> <p>To what extent did the project reach the targeted beneficiaries at the project goal and outcome levels? How many beneficiaries have been reached?</p> <p>To what extent has this project generated positive (or negative) changes in the living standard of targeted beneficiaries of the project area? Why? What are the key changes in the lives of those beneficiaries? Please describe those changes.</p> <p>What internal and external factors contributed to the achievement and/or failure of the intended project goal, outcomes and outputs? How?</p>

	The above mentioned questions will assess the effect of the project on the target group in terms of hunger and food-insecurity reduction, changes in nutritional intake; women’s participation in household and community action; food and non-food expenditure patterns; skill development; employment and improvement in the livelihood
Relevance	<p>To what extent was, the project strategy and activities implemented relevant to national and Concern policy and strategy? To what extent do achieved results (project goal, outcomes and outputs) continue to be relevant to the needs of beneficiaries?</p> <p>These questions will assess the effect on the community in terms of local priority- based assets; formation and functioning of user committee groups; level of ownership among the beneficiaries toward the assets and their maintenance; and involvement of local communities in managing the assets that contribute to improve food-security. Also, effect observed by the stakeholders in terms of: comparative advantage of CFA/ FFA activities in the community; success in reaching the right target groups and reducing food insecurity</p>
Efficiency	<p>How efficiently and timely has this project been implemented and managed in accordance with the Project Document? Specifically have resources been used well and strategies’ to implementation been appropriate.</p> <p>Effect observed by the stakeholders in terms of: comparative advantage of CFA/ FFA activities in the community; success in reaching the right target groups and reducing food insecurity</p>
Sustainability	How are the achieved results, especially the positive changes generated by the project in the lives of beneficiaries at the project goal level, going to be sustained after this project ends?
Impact	<p>What are the unintended consequences (positive and negative) resulted from the project? This will assess the effect on the local market dynamics in terms of change in the market size and availability of quality goods.</p>

Annex VII: WFP Directive on Information Disclosure

Please see separate PDF file: WFP Directive on Information Disclosure

Annex VIII: End line Evaluation Timeline

Phases, Deliverables and Timeline		SZHCP End-line Evaluation Key Dates
Phase 1 - Preparation		
	Desk review, draft of TOR and quality assurance (QA) using ToR QC	23 rd November
	Sharing of draft ToR with outsourced quality support service (DE QS) and ERG, RB and other stakeholders	7 th December
	Review draft ToR based on comments received	14 th December
	Submits the final TOR to the internal evaluation committee for approval	19 th December
	Sharing final TOR with key stakeholders	19 th December
	Selection and recruitment of evaluation team	First week of November
Phase 2 - Inception		
	Briefing core team	13 th December
	Submission of draft inception report (IR) to EM	21 st December
	Sharing of draft IR with outsourced quality support service (DE QS), ERG, RB and other stakeholders and quality assurance of draft IR by EM using the QC	22 nd December
	Consolidate feedback received by DE QS and EM/ ERG, RB, and other stakeholders	26 th December
	Share consolidated feedback on IR to the evaluation firm	27 th December
	Submits the final IR to the internal evaluation committee for approval	30 th December
	Sharing of final inception report with key stakeholders for information through workshop	31st December
Phase 3 – Data collection		
	Briefing evaluation team (enumerators training)	11 th January- 13 th January
	Data collection	14 th January- 28 th January
	Debriefing (s)	31 st January
Phase 4 - Analyze data and report		
	Draft evaluation report and other deliverables	21 st February
	Sharing of draft ER with outsourced quality support service (DE QS) and quality assurance of draft ER by EM using the QC/ ERG, RB and other stakeholders	22 nd February
	Consolidate feedback received by DE QS and EM	26 th February
	Share the consolidated feedback to the evaluation firm	27 th February
	Submission of final revised ER and deliverables	1 st March
	Submits the final ER and other deliverables to the internal evaluation committee for approval	7 th March

	Sharing of final evaluation report with key stakeholders for information through a workshop	14th March
	Prepare a pictorial / graphical communication product (brochure / booklet / infographic etc.) to share the key results, best practices, lesson learnt, key areas for improvement and share with WFP Nepal CO	Third week of March
Phase 5 Dissemination and follow-up		
	Prepare management response	Third week of March
	Share final evaluation report and management response with OEV for publication	Third Week of March

Annex IX: Indicative summary of PRRO areas- Asset Livelihood

Phase I

District	S.N.	VDC	HHs	Beneficiaries	Modality
Nuwakot	1	Chhap	440	2,050	CFA
	2	Talakh	676	2,926	CFA
	3	Ghyangphedi	594	3,048	CFA
	4	Shikharbesi	733	3,474	CFA
	5	Urleni	755	3,946	CFA
	6	Lachyang	861	4,404	CFA
			Sub-Total	4,059	19,848
Dhading	1	Lapa	1060	3,879	FFA
	2	Tipling	544	2,065	FFA
	3	Sertung	704	3,584	FFA
	4	Jharlang	806	4,143	FFA
	5	Reegaun	1276	5,415	FFA
	6	Gumdi	973	4,816	CFA
	7	Salyankot	1,121	4,903	CFA
	8	Marpak	789	3,645	CFA
	9	Semjong	743	3,294	CFA
			Sub-Total	8016	35,744
Gorkha	1	Sirdibas	553	2427	FFA

	2	Uhiya	413	1796	FFA	<i>Phase II</i>	
	3	Gumda	517	2227	FFA		
	4	Laparak	512	2090	FFA		
	5	Kashigaon	400	1776	FFA		
District	S.N.	VDC	Rural municipality	HHs	Beneficiaries	Modality	
Nuwakot	1	Chhap		2758	13,459	CFA	
	2	Ghyanphedi				CFA	
	3	Lachyang				CFA	
	6	Talakhu				CFA	
Gorkha	1	Gumda	Dharche	2747	7,690		
	2	Kashigaun	Dharche				
	3	Laparak	Dharche				
	4	Sirdibas	Chumnabri				
	5	Uhiya	Dharche				
Dhading	1	Jharlang	Khaniyabas	5,219	25,815		
	2	Lapa	Ruby Valley				
	3	Reegaun	Gangajamuna				
	4	Sertung	Ruby				
	5	Tipling	Ruby				
		Sub-Total					-
			Grand total		9,624	46,964	

Phase III

District	S.N.	VDC	Rural municipality	HHs	Beneficiaries	Modality
Gorkha	1	Kashigaun	Dharche			CFA
	2	Sirdibas	Chumnabri			CFA

	3	Uhiya	Dharche			CFA
Dhading	1	Lapa	Ruby Valley	2752		CFA
	2	Sertung	Ruby Valley			CFA
	3	Tipling	Ruby			CFA

Annex X: Content guide for the inception package

Please see separate PDF file: Content guideline for the inception package (Operational Evaluation)

Annex XI: Membership of the Evaluation Reference Group and Internal Evaluation Committee

Please see separate PDF file: Memo on the IEC and ERG.

Annex XII: Potential risks and proposed mitigation measures

Approach	Potential risks	Proposed Mitigation Measures
Survey approach	Time of service procurement could take longer for the decentralized evaluation	Selecting research firm through EOI and RFP for normal cases require 2-3 months.
	The inception phase could go longer than expected due to the annual planning and reporting season.	CO while developing the timeline will allocate comparatively longer time for inception phase. Normally inception phase takes maximum four week. CO M&E team will work with the firm very closely and guide them through all contextual information and ensure timely provision of all secondary data/info. Different meetings with all concerned stakeholders will be facilitated efficiently by the CO M&E so that the survey team's time are managed effectively.
	Tool development, data analysis and reporting:	The end line evaluation tool (questionnaire, Key informants interview (KII), Focus group discussion (FGD)' observation checklist will be developed considering only the FY 14 <u>programme activities and indicators</u> . These tool will be used at household interview and group discussions. These data and

		information will be analyzed separately and prepared as an end line report.
	This evaluation will have to deliver four different products which could take longer time than planned	Nepal CO will allocate about three weeks' time for data analysis and reporting. Just in case if the analysis and report writing will take longer than expected, CO will suggest the evaluation firm to hire the agencies with adequate technical skills parallelly to develop video
	If the quality of the company selected is not good, the risk of the quality ME is high in the coming cycle.	Nepal CO will place the condition on the contract document saying that if the quality of their work is not meeting WFP's standard, WFP will break the contract and go for new selection for the end line evaluation.

Annex XIV: UNEG Ethical Guidelines

Please see separate PDF file: UNEG Ethical Guidelines for Evaluations

Annex XV: Evaluation Report- Checklist

Acronyms

ALNAP	Active Learning Network for Accountability and Performance in Humanitarian Action
AC	Development Assistance Committee
AUSAID	Australian Aid
CP	Country Programme
DFID	Department for International Development (United Kingdom)
DP	Development partners
EB (WFP's)	Executive Board

EQAS	Evaluation Quality Assurance System
EM	Evaluation Manager
ER	Evaluation Report
ET	Evaluation Team
EU	European Union
FAO	Food and Agriculture Organization
GEEW	Gender empowerment and equality of women
HQ	Headquarters (WFP)
IP	Inception Package
JICA	Japan International Cooperation Agency
LTA	Long-Term Agreement
MCHN	Mother and Child Health and Nutrition
MGD	Millennium Development Goals
M&E	Monitoring and Evaluation
MFWR	Mid and Far Western Region
MoFALD	Ministry of Federal Affairs and General Administration
MSNP	Multi Sector Nutrition Plan
NAFSP	Nepal Agriculture and Food Security Project
NeKSAP	Nepal Khadhya Surakshya Anugaman Pranali
NGO	Non-Governmental Organisation
NSMP	National School Feeding Programme
NRA	National Reconstruction Authority

OEV	Office of Evaluation (WFP)
OpEv	Operation Evaluation
RB	Regional Bureau (WFP)
SO	Strategic Objective
SWAP	Sector wide approach
TOR	Terms of Reference
UN	United Nations
UNCT	United Nations Country Team
UNICEF	United Nations Children’s Fund
UNEG	United Nations Evaluation Group
USAID	United States Agency for International Development
USDA FAD	United States Department of Agriculture Food Assistance Division
VDC	Village Development Committee
WE	World Education
WFP	World Food Programme

