



Decentralized Evaluation Quality Assurance System (DEQAS)

Terms of Reference

FINAL EVALUATION of

Addressing Climate Change Impacts on Marginalized Agricultural Communities Living in the Mahaweli River Basin of Sri Lanka from 2013 to 2020

WFP Sri Lanka

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1. Introduction

1. These Terms of Reference (ToR) are for the final project evaluation of the “Addressing Climate Change Impacts on Marginalized Agricultural Communities Living in the Mahaweli River Basin of Sri Lanka” (CCA) project. The operational evaluation is commissioned by World Food Programme (WFP) Sri Lanka and will cover the project implementation period from November 2013 to September 2020.
2. The USD 7.9 million CCA development intervention is aimed at securing community livelihoods and food security against climate change-induced rainfall variability and executed through the Ministry of Mahaweli Development and Environment (MMDE)¹ and United Nations Development Programme (UNDP). The activities were designed to address specific vulnerabilities faced by 14,039 rain-dependent farming families in three hazard-prone Divisional Secretary Divisions (DSDs) of Sri Lanka, namely Walapane of Nuwara Elyia district, and Medirigiriya and Lankapura of Polonaruwa district. These included strategies to mitigate broad-base risks and overcome dry season food and income insecurity. The project aimed at achieving this through the introduction of diversified income sources; improved water storage and irrigation techniques to cope with uncertainty of rainfall; improved soil quality and fertility for increased production; and timely provision of quality agriculture advice and extension.
3. These ToR were prepared by WFP Sri Lanka based on an initial document review and consultation with stakeholders. The purpose of the ToR is threefold. Firstly, it provides key information to the Evaluation Team and helps guide them throughout the evaluation process; and secondly, it provides key information to stakeholders about the proposed evaluation. Lastly, it ensures that the scope of the evaluation is in line with the Adaptation Funds’ (AF) Guidelines for Final Evaluations.²

2. Reasons for the Evaluation

2.1 Rationale

4. As the CCA project comes to a close in September 2020 after seven years³, a final evaluation is being commissioned to independently review the project in accordance with the AF requirements.
5. This is the first project in Sri Lanka funded by the Adaptation Fund and therefore the evaluation is an opportunity to assess the effectiveness of the proposed approach in addressing climate change and enhance climate change adaptation.
6. The evaluation is coming at the mid-way point of WFP implementation of a five-year Country Strategic Plan (CSP 2018-2022) in which building resilience and climate adaptation and preparedness is a core part of WFP’s strategy in Sri Lanka. The findings will therefore be used by WFP and its partners to inform the implementation of the CSP and for future programming in Sri Lanka.

¹ Ministry of Mahaweli Development and Environment (MMDE) has now been renamed the Ministry of Environment & Wildlife Resources (MEWR), however in this document is referred to by its initial name.

² [Adaptation Fund Guidelines](#)

³ Project period from November 2013 to September 2020

2.2 Objectives

7. Evaluations in WFP serve the dual and mutually reinforcing objectives of accountability and learning. These factors are given equal consideration in this evaluation in order to assess performance and draw lessons learned for both the donor and key stakeholders at the close of the project.
 - **Accountability** – The evaluation will assess and report on the performance and results of the CCA project, meeting internal and external accountability requirements.
 - **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 of project partners and stakeholders. Findings will be actively disseminated and lessons will be incorporated into relevant lesson sharing systems.
8. The evaluation will assess the relevance, efficiency, performance, management methods and success of the project, examining the impact⁴ and sustainability of results, including the contribution to capacity development and the achievement of global and national environmental objectives.
9. The main objectives of this final evaluation are:
 - Promote accountability and transparency within the Fund, and systematically assess and disclose the levels of the project achievements for women and men.
 - Assess the relevance, effectiveness, efficiency, impact (to the extent possible), and sustainability of project design, objectives and performance.
 - Organize and synthesize experiences and lessons that may help improve the selection, design, implementation and evaluation of future AF-funded interventions.
 - Understand how project achievements contribute to the mandate of the AF and AF targets, objectives, impact, and goal.
 - Provide feedback on the decision-making process to improve current and future projects, programmes and policies.

2.3 Stakeholders and Users

10. A number of stakeholders both inside and outside of WFP have interests in the results of the evaluation and some of these will be asked to play a role in the evaluation process. Annex 2 provides a preliminary stakeholder analysis, which should be deepened by the Evaluation Team as part of the Inception phase.
11. The primary users of this evaluation will be:
 - The WFP Sri Lanka and its partners in decision-making, notably related to programme implementation and/or design, Country Strategy and partnerships. The CO will use the evaluation findings for learning of climate adaptation implementation and to inform future programming.

⁴ The Adaptation Fund's RBM defines impact as "the increased resilience at country level to climate change, including climate variability."

- Given the core functions of the WFP Regional Bureau (RB), the RB is expected to use the evaluation findings to provide strategic guidance, programme support, and oversight.
 - WFP HQ may use evaluations for wider organizational learning and accountability on climate change adaptation and for parallel and future AF projects.
 - WFP Office of Evaluations (OEV) may use the evaluation findings, as appropriate, to feed into evaluation syntheses as well as for annual reporting to the Executive Board.
 - Beneficiaries and community leaders, including religious leaders and teachers (and those not directly involved in the project activities) may be interested in the evaluation findings to better understand the community involvement and sustainability of the activities.
 - The Adaptation Fund as the donor will use findings for accountability and learning purposes.
 - The Government of Sri Lanka (GoSL) may use findings to assess improvement in the adaptive capacity of their own institutions, as well as the relevance of the project activities.
 - The United Nations Country Team (UNCT) would be interested to learn how partnerships between UN Agencies are conducted to draw lessons and inform the One UN Reform Agenda.
12. Accountability to affected populations is tied to WFP's commitments to include beneficiaries as key stakeholders in WFP's work. As such, WFP is committed to ensuring gender equality and women's empowerment (GEEW) in the evaluation process, with participation and consultation in the evaluation by women and men from different groups.

3. Context

13. **National context:** As an island nation, Sri Lanka is highly vulnerable to climate change, ranked 6th among 176 countries most affected by extreme weather events by the Global Climate Risk Index (GCRI) in 2018 up from second the previous year. Extreme weather events and recurrent natural hazards, such as droughts, floods and landslides, adversely impact socio-economic progress. Long-term impacts of climate change affect public health, nutrition, agriculture and infrastructure development, including hydropower,⁵ impacting women, men, girls and boys differently.
14. Rural vulnerable households take longer to recover and amongst them, female-headed households, persons with disabilities and the elderly particularly struggle with recovery. Further, women in Sri Lanka are generally disproportionately affected by climate change and more vulnerable to risks induced by climate change. This is due to traditional societal roles, lack of access and control over resources, and socio-economic factors such as poverty, livelihood security and health that impact their capacity to cope and adapt to adverse effects caused by climate change. Gender inequality that persists in decision-making, development planning, and political participation, constrain women from meaningfully contributing to climate-related planning, policy making and implementation.⁶
15. Analysis by the Sri Lankan Department of Meteorology indicates an increasing trend in rainfall variability over most parts of the island. Recent decades have seen an overall increase of extreme rainfall events, which are interspersed with longer dry spells and periods of drought.

⁵ Sri Lanka Country Strategic Plan (2018-2022):

https://documents.wfp.org/stellent/groups/public/documents/eb/wfp293168.pdf?_ga=2.253238026.201008435.1592466180-1225321030.1562824082

⁶ Initiating Gender Mainstreaming in Climate Change Process in Sri Lanka: <http://www.cansouthasia.net/initiating-gender-mainstreaming-in-climate-change-processes-in-sri-lanka/>

Consequentially, this pattern causes greater erosion of arable soil and more frequent flooding events. Shifts in weather patterns, coupled with a continuous rise of ambient temperature across the country and increasing variability of rainfall were projected to have large-scale effects on agricultural productivity, food and water security.

16. Four consecutive years of climate-related disasters, including floods and landslides in 2015, 2016, 2017 and 2018, coupled with dry zone droughts throughout 2017 and 2018 - the worst in 40 years - have undermined the resilience of affected vulnerable communities. The climate shocks resulted in significant loss of harvests and livelihoods (mainly agriculture-based), severe food insecurity, malnutrition among vulnerable groups, and indebtedness.
17. **Mahaweli River Basin Context:** Of Sri Lanka's 103 rivers, around 20 are considered perennial. Of these, the largest draining area, some 10,000 square kilometres, belong to Mahaweli River Basin. This comprises over one sixth of the total land area of the country. The Mahaweli River rises in the mountainous south central part of the island, which receives an annual rainfall of 4000-5000 mm and discharges an average runoff of 8,600 million m³ annually into the sea. It is the principal source of water for irrigation in the dry zone. 40 DSDs in six districts and four provinces belong to the Basin.
18. Climate change in the Mahaweli Basin is manifested in increased natural hazards such as landslides, drought and floods, increased land degradation in the upper and mid elevations and reduced agricultural productivity. These problems are attributed to both temperature increase and rainfall variability. As is the case nationally, rainfall variability is by far the most important contributory factor to increased climate risk in the Mahaweli Basin.
19. Food insecurity and poverty in different regions of the Mahaweli Basin are linked to production patterns, income, disaster exposure, education, and other socio economic conditions, including number of family members. Water scarcity, especially irrigation water availability is directly and negatively associated with poverty.
20. Women, as well as men, in the Mahaweli Basin practice traditional rain fed farming. The total employed women in labour force are 36% and 63% among them are involved in traditional rainfed farming.
21. Rain-fed farming communities have often been ignored by extension services and lack basic infrastructure such as electricity, communications and road networks to enable them to engage in more productive alternate livelihoods. In rain-fed and minor irrigated areas, climate change induced weather anomalies have the combined impact of hazard amplification and livelihood insecurity. As rain-fed farming areas are generally poorer, these impacts lead to further economic and social marginalization.
22. There are a number of actors implementing projects directly linked to agriculture and climate resilience in Sri Lanka. The World Bank is implementing multi-phase climate resilience programmes with focus on forecasting and early warning of high impact weather and promotion of climate smart agriculture. The Asian Development Bank (ADB) is active in the water management sector. Their Integrated Water Productivity Improvement Project builds resilience to climate change through irrigation and water resource management interventions, including improving the governance of national water management. The International Water Management Institute (IWMI) is the lead centre for the CGIAR research program on water, land and ecosystems. Ongoing IWMI interventions focus on drought monitoring and forecasting and climate resilient integrated water management. The FAO implements Country

Programming Framework (2018–2022) which addresses sustainable management of natural resources, forests and ecosystems, taking account of climate change, and increasing resilience of the most vulnerable to shocks, natural hazards and climate variability. FAO's work also focuses on the capacity of concerned stakeholders to undertake policy formulation and to collect, analyse and utilize data and information for evidence based decision making.

23. **National Capacity and Policy Context:** For the GoSL, climate change is a relatively new intervention area - efforts to mainstream identified actions sector-wide have been weak and currently there are no national stakeholders responsible for adaptation, beyond the Climate Change Secretariat (CCS). At present the CCS is the national focal for climate adaptation, however has self identified it's limited capacity in this area and is looking to enlist support from national stakeholders for implementing the National Adaptation Plan for Climate Change (NAP).⁷
24. From a broader perspective, the GoSL Vision 2025 was built upon prosperity, peace and reconciliation, which prioritized agriculture and sustainable development as a means of addressing food insecurity, malnutrition and poverty through reform, inclusive growth and the development of underserved districts. Vision 2025 also aimed to ensure environmental protection and disaster management in order to mitigate climate change. Environmental sustainability and disaster resiliency are key elements in the new National Policy Framework Vistas of Prosperity and Splendour issued in at the end of 2019⁸.
25. The Government strives to meet its international commitments under the Kyoto Protocol and Paris Agreement, the Sendai Framework for Disaster Risk Reduction, the Beijing Declaration and Platform for Action, the Convention on the Elimination of all Forms of Discrimination against Women, the World Health Assembly targets, the Scaling Up Nutrition movement, the 2030 Agenda and other agreements that prioritize improved food security and nutrition for the most vulnerable through risk-informed strategies for climate-change adaptation, disaster risk reduction and advanced gender equality. However, as the NAP highlights, the existing plans and policies lack climate change adaptation as a specific focus area.
26. The GoSL has put in place several national policies that have linkages and alignment with the CCA project. These include but are not limited to⁹:
 - The National Climate Change Policy¹⁰ (NCCP) outlines Sri Lanka's goal to adapt and mitigate climate change impacts within the frameworks of sustainable development. The policy articulates the broad national policy statements which will guide decisions taken at national and sub-national levels against climate change. It presents policy statements in key areas related to climate change including vulnerability, adaptation, mitigation, sustainable consumption and production, and knowledge management.

⁷ National Climate Change Policy Sri Lanka:

http://www.climatechange.lk/CCS%20Policy/Climate_Change_Policy_English.pdf

⁸ Vistas of Prosperity and Splendour:

<http://www.treasury.gov.lk/documents/10181/790200/FinalDovVer02+English.pdf/3873cb76-8413-47dd-9691-bd80439d5a10>

⁹ Further desk research of current policy to be conducted by the Evaluation Team

¹⁰ Ibid.

- The National Adaptation Plan for Climate Change¹¹ 2016-2025 (NAP) is a national initiative to address the impacts of climate change and outlines priority actions related to food security and water management, which include developing tolerant varieties and breeds; water efficient farming methods; systems for timely climate information to farmers; assessing water management practices; and implementing management plans for critical watershed areas. The CCS of the former MMDE spearheads this initiative as the national focal point for the United Nations Framework Convention on Climate Change (UNFCCC).
- Draft Overarching Agriculture Policy¹² (OAP) 2019: The presently available draft framework of the National Agriculture Policy recognizes natural resource management and climate change adaptation as a key strategic areas.

27. While climate change impacts have been receiving policy attention in national plans, the efforts towards mainstreaming the identified actions sector-wide and follow through in implementation of plans has been weak. Implementation of the CCA project through multiple government organisations proved challenging, resulting in delays in implementation due to individual organisation targets. This meant that government line ministries were not fully able to prioritise this project. Implementing challenges also occurred due to the significant financial and approval procedures for implementing partners.

28. Over the course of the project design and implementation many of the key ministries have undergone significant changes due to political changes. As a result, some of the former ministries no longer exist. Following the recent 2019 elections, some of the government structures are still in a transitioning period and may shift slightly in the coming months.

29. **The Adaptation Fund:** Within the context of increasing climate variability and climate related hazards, the Adaptation Fund is an international fund that finances countries that are parties to the Kyoto Protocol with programmes that enable vulnerable communities to adapt and build resilience to climate change. The AF was created under the United Nations Framework Convention on Climate Change (UNFCCC) and has concrete adaptation activities in over 90 countries.¹³

3.1 Subject of the evaluation

30. The AF CCA project (2013–2020) has aimed to minimize climate-induced livelihood risks and develop livelihood capital to overcome income poverty and food insecurity through delivering a menu of adaptive actions. The targeted villages are particularly vulnerable to food insecurity in the low-rainfall months of Yala (minor season) when farm work is scarce. Due to remoteness, access to markets and constraints of technology (and finances) other livelihood options are unavailable to these farm families. There are documented instances where families have just one small meal a day during the dry months, or forgo free medical facilities due to unavailability of funds for bus fare. Women are affected worse due to unavailability of water for domestic chores and sanitation during the dry season.

31. The project targeted 14,039 rain-dependent farming families in three hazard-prone DSDs in the Mahaweli Basin identified through the vulnerability analysis detailed in the map in Annex 1. The

¹¹ National Adaptation Plan for Climate Change Impacts in Sri Lanka:

http://www.climatechange.lk/NAP/NAP%20For%20Sri%20Lanka_2016-2025.pdf

¹² Agriculture Policy (draft):

http://www.agrimin.gov.lk/web/images/Information_Act/Development/2019_08_19_Draft_OAP.pdf

¹³ <https://www.adaptation-fund.org/>

different target groups include farm families, farmer organizations, provincial, divisional, and village level government officers, and agrarian service centres, which were identified through the databases of the Department of Agrarian Development.

32. The CCA project was approved in December 2012 by the Adaptation Fund, an international fund set up under the Kyoto Protocol of the UNFCCC. Project implementation was delayed due to political and administrative reasons and only commenced in November 2013. In December 2019, WFP and the executing entities requested a four month no cost extension to allow for adequate time for project handover. Due to the recent Covid-19 pandemic and the suspension of the remaining programme activities, WFP has requested an additional no cost extension until 30 September, 2020 which is yet to be approved by the donor. The total project approved budget is USD 7.9 million with current expenditure at 92%.
33. The goal of the project is to build diversified and resilient livelihoods for marginalized farming communities in the Mahaweli River Basin through effective management of land and water resources. The project aims to mitigate effects of climate change induced rainfall variability and its impacts on livelihood and food security on farm households in two vulnerable divisions of the Mahaweli River Basin by:
 - Developing household food security and build resilient livelihoods for rain-fed farming households and;
 - Building institutional capacity in village, local and regional service delivery to reduce risks of climate induced rainfall variability.
34. Key Activities: Training extension officers, farmers, building community seed banks, promoting climate resilience alternative income sources, assessing water availability and soil conditions and nutrition practices, provision of agriculture equipment and linking to micro-credit programmes, establish post-harvest centres and provide technology demonstrations, Provide equipment and tools for climate risk management, management plans for every minor irrigation scheme
35. The outcomes and outputs (refer to logframe in Annex 4) were designed to address specific vulnerabilities faced by rain-dependent farmers; strategies to overcome dry season food and income security; introduction of diversified income sources to broad-base risk, improved water storage and irrigation to overcome uncertainty of rainfall, improved soil quality and fertility for increased production, and timely, quality agriculture advice and extension. The interventions were derived through field consultations held in three locations of the Mahaweli Basin. The assumptions on the results chain still hold, however challenges were identified with the operational model of the logframe. The first being the lack of social behaviour change communication and community involvement regarding capacity strengthening. The second being the focus on food access but missing the element of food utilization and improved dietary practices.
36. The project has currently benefitted approximately 13,700 households or 54,800 beneficiaries (97.58% of the targeted population) who practice at least one climate risk reduction measure and have benefited from at least one climate resilient livelihood strategy. Of these, at least 1,826 women have benefitted from the alternative income generation programmes. 1,753 farm women against the 760 target have been linked with local livelihood incentive programs in 60 villages and four traditional food stalls (Hela Bojun Centres) in Polonnaruwa and Walapane. Only 463 households (148 men, 315 women) of a planned 1,500 households were supported

through cash for work initiatives on construction of community assets as the cash for work scheme was difficult to administer and significantly delayed implementation.

37. In June 2018, a [Midterm Review](#) determined the project had a moderately satisfactory level of progress, identifying some gaps in project execution. These included lack of proper coordination among divisional level executing partners, and weak link or lack of complementarity in implementing the two project components. Inadequate technical inputs to the project interventions, delays in approval procedures, weak monitoring and recording mechanism and frequent changes in the project management at the central level also challenged the project.
38. Based on recommendations from the review, the implementing structure was adjusted to improve the delivery and effectiveness of results, with WFP as implementing entity, MMDE and the addition of UNDP as executing entities. UNDP was incorporated as a joint executing entity to accelerate implementation and provide technical support on women's livelihood interventions. In addition, on the request of the National Designated Authority (NDA) of the Adaptation Fund, WFP secured a no-cost extension for the project for 18 months.
39. The project implements field activities under the directions of Divisional-level Project Support Unit housed within the respective Divisional Secretariats. Farmer Organizations functioned as project implementing CBOs are responsible for keeping activity accounts, regular monitoring and updating of field level progress. The Project Management Unit (PMU) of the ministry acts as the coordinating body of the various government departments.
40. The project contains elements that focus on women's participation and employment in farm work, as well as non-agriculture activities, targeting developing avenues of income for rural women through provision of knowledge, skills, tools and market access. Through a gender sensitive approach based on key learning from previous WFP programmes, the project aimed at introducing post-harvest technologies as an adaptive strategy that contributes to climate resilient livelihoods for women and improved household incomes, and subsequent increased adaptive capacity.
41. While gender aspects are included in the project, with certain livelihood resilience and value chain activities focused exclusively on women, there is no available gender analysis.
42. During the months March to May 2020 the intervention was put on hold due to COVID-19. It resumed in June 2020.

4. Evaluation Approach

4.1 Scope

43. This evaluation is classified as a WFP Operation evaluation which is focused on an in-depth assessment of community resilience to climate change impacts, with both learning and accountability objectives. The evaluation will cover:
 - Timeframe: The evaluation will cover the period 2013-2020.
 - Geographical coverage: Three project DSDs - Walapane, (Nuwara Eliya District) and Medirigiriya and Lankapura (Polonnaruwa District).
 - Activities: All project activities implemented from 2013 to 2020, targeting 14,039 families farming in minor and village irrigation systems.

44. This final evaluation will concern the following dimensions:

- Achievement of project outcomes (including secondary or medium-term), including ratings, and with particular consideration of achievements related to the proposed concrete adaptation measures;
- Evaluation of risks to sustainability of project outcomes at project completion and progress towards impacts, including ratings;
- Assessment of processes influencing the achievement of project results, including preparation, readiness, country ownership, stakeholder involvement, financial management, supervision and backstopping of the multilateral implementing entity, and project start-up and implementation delays;
- Evaluation of contribution of project achievements to the AF targets, objectives, impact and goal, including a report on AF standard/core indicators; and
- Evaluation of the M&E systems and implementation

45. The two AF standard/core outcomes below will be evaluated according to two dimensions: 1) Achievement of outcomes, 2) Risks to sustainability of outcomes and linkages towards impacts. Each of these aspects will be given an overall rating based on a multi-dimensional analysis and justification in accordance with the donor requirements, as clearly outlined in the [Adaptation Fund Final Evaluation Guidelines](#).¹⁴

1. Strengthened awareness and ownership of adaptation and climate risk-reduction processes at the local level;
2. Diversified and strengthened livelihoods and sources of income for vulnerable people in targeted areas.

46. In addition, the final evaluation report should include the following:

- Conclusions, lessons and recommendations
- Other information such as timing and duration of the evaluation, places visited, people involved (sex and age disaggregated), key questions, methodology and references used.

4.2 Evaluation Criteria and Questions

47. Evaluation Criteria: The evaluation will apply the international evaluation criteria focusing on relevance, effectiveness, efficiency, impact, and sustainability.¹⁵ When evaluating the project outcomes and objectives, relevance, effectiveness, and efficiency are the critical criteria as outlined by the AF. The evaluation questions fall under all five of the DAC criteria and are organized in Table 2 below according to the Adaptation Fund evaluation structure. Refer to Annex 5 for mapping of the evaluation questions against the five DAC criteria.

48. 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 CCA project, which could inform future strategic and operational decisions. The questions are

¹⁴ Guidelines for final evaluations: http://www.adaptation-fund.org/wp-content/uploads/2015/01/Guidelines%20for%20Proj_Prog%20Final%20Evaluations%20final%20compressed.pdf

¹⁵ For more detail see: <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm> and <http://www.alnap.org/what-we-do/evaluation/eha>

a combination of prescribed final evaluation questions from the Fund and more exploratory questions of interest to the various stakeholders.

49. While acknowledging a gap in gender considerations and analysis incorporated into the design phase of the project from the outset, the evaluation should analyse to what extent GEEW has been taken into consideration by WFP into the design and implementation of the project and how this can be improved.

Table 2: AF dimensions and evaluation questions

AF Dimensions	Evaluation Questions
<p>Achievement of project outcomes</p>	<p>To what extent were the planned outputs and outcomes of the intervention achieved?¹⁶ Did the extent of achievement differ among men and women participants?</p> <ul style="list-style-type: none"> - How does the project respond to the different needs of the target groups, including women and men? - How well does the project complement the work of other actors focusing on water management, climate-smart livelihoods? - What are the unintended (negative and positive) results of the project on gender equality and women’s economic empowerment? - What are the unintended (positive/negative) effects of the project on targeted individuals, households and communities? Did these differ among men and women? - How do extension services address the unique needs of women? - To what extent has the project supported the establishment of alternative livelihoods that contribute to the financial security of families?
<p>Evaluation of risks to sustainability of project outcomes</p>	<p>What is the likelihood that the results of the project will be sustainable after termination of external assistance?</p> <p>Are there systems and/or mechanisms that have been built to support the continuation of the interventions beyond the life of the project? Which national stakeholders are responsible?</p> <ul style="list-style-type: none"> - <u>Financial and economic risks and assumptions</u>: Are there any financial or economic risks that may jeopardize sustainability of project outcomes? What is the likelihood of financial and economic resources being available once the AF grant ends? - <u>Socio-political risks and assumptions</u>: Are there any social or political risks that may jeopardize sustainability of project outcomes? What is the risk that the level of stakeholder ownership will be insufficient to allow for the project outcomes/benefits to be sustained? Do the various key stakeholders see that it is in their interest that project benefits continue to flow? Is there sufficient public/stakeholder awareness in support of the project’s long-term objectives - <u>Institutional framework and governance risks and assumptions</u>: Do the legal frameworks, policies, and governance structures and processes within which the project operates pose risks that may jeopardize sustainability of project benefits? Are requisite systems for

¹⁶ How do these rank against the AF rating system?

	<p>accountability and transparency, and required technical know-how, in place?</p> <ul style="list-style-type: none"> - <u>Environmental risks and assumptions</u>: Are there any environmental risks that may jeopardize sustainability of project/programme outcomes? - Is there evidence that the project supported the implementation or the development (or its changes) of the partners' policy/actions? - Was the vulnerability assessment conducted at the beginning of the project appropriate, scientifically based?
<p>Evaluation of processes influencing the achievement of project results</p>	<p>Were the chosen implementation mechanisms (incl. choice of implementation modalities, entities and contractual arrangements) conducive for achieving the expected results?</p> <ul style="list-style-type: none"> - Were the project's objectives and components clear, practical, and feasible within its time frame? - Were the capacities of the executing entities and its counterparts properly consulted when the project was designed? Were the partnership arrangements properly identified and roles and responsibilities negotiated prior to project approval? - What approaches were applied to ensure, at minimum, equal participation of women in the programme? - Did the project have the appropriate financial controls, including reporting and planning, that allowed management to make informed decisions regarding the budget and allowed for timely flow of funds? - Was there due diligence in the management of funds and financial audits? - Did local partners provide the inputs (human or physical) that would be required to enable the project to be effective?; To what degree were resources (inputs) available on time from other stakeholders? - Did Implementing Entity staff provide quality support and advice to the project, approve modifications in time, and restructure the project when needed? - Did the delays affect project outcomes and/or sustainability, and, if so, in what ways and through what causal linkages? - To what extent were recommendations, including from the MTR, implemented?
<p>Evaluation of contribution of project achievements to the Adaptation Fund targets, objectives, impact and goal</p>	<p>To what extent were the project results consistent with the goal, objectives and strategic priorities of the AF, as well as the country priorities?</p> <ul style="list-style-type: none"> - To what extent does the project contribute to increasing the resilience of communities vulnerable to climate change? - To what extent have the project indicators aligned with AF strategic outcomes and output indicators and targets? - To what extent are the interventions aligned and contributing to government climate adaptation strategies and plans? - To what degree have the project outputs and outcomes contributed, or are likely to contribute, to progress towards more resilient communities? - Has the project increased the target communities' ability to mitigate effects of climate change induced rainfall variability and its impacts on livelihood and food security? If so, how?

	<ul style="list-style-type: none"> - How did the project build diversified and resilient livelihoods for marginalized farming communities in the Mahaweli River Basin through effective management of land and water resources? - What were the main factors influencing achievement/non-achievement? - How did the main barriers and facilitators to achievement vary among men and women? How did the project influence women’s decision-making power and access and control of resources? - What have been the main challenges or risks to attain increased resilience? And main challenges or risks to adaptive capacity of the institutions and communities?
<p>Evaluation of the M&E systems</p>	<p>How was the quality of the project M&E systems according to 1) M&E plans, 2) indicators, 3) baselines, and 4) alignment with national M&E frameworks?</p> <ul style="list-style-type: none"> - Was there a clear M&E plan laying out what needs to be monitored based on pre-defined programme logic? - Were the indicators well defined and relevant to measure the achievement of the objectives? Were relevant indicators sex-disaggregated? - Did the project M&E system make the best use of existing (local, sectoral, national) monitoring and evaluation systems, including existing indicators? - Could these systems be used as they are, do they need to be revised, or are new and additional systems required? - Has data collection been designed through a participatory approach, using cost-effective and accessible information? - Did the project include plans for feedback and to disseminate results from monitoring and reporting implementation as to allow for lessons learned and good practices identified to be shared with the wider community of adaptation planners and practitioners at all levels and other existing M&E systems? - Were annual project reports complete and accurate, with well-justified ratings?

4.3 Data Availability

50. The project endline survey was commissioned for January 2020 to measure results against the baseline, thereby addressing the evaluation questions related to achievement of project outcomes. This report is still under finalization with the consultant. It was expected to include outcome level results and analysis against the logical framework to measure the impact of the project on beneficiary households, the environment and against the objectives of the project. Gender-sensitive data collection was carried out with a statistically representative sample and that closely mirrored the baseline methodology. This included both primary and secondary data obtained from quantitative and qualitative data collection methods. While has not yet been made available to the project team, there are serious concerns of the possibility that the endline quantative data is not reliable and valid. This should be taken into consideration by the Evaluation Team in the proposal, which should include proposed mitigation measures. The final report will be made available to the Evaluation Team.

51. Data is stored through the CCA project's executive entities – MMDE and UNDP. While UNDP has captured sex disaggregated data from 2016-2020, the MMDE database is inconsistent, beyond indicators that explicitly required this information. The project has conducted an end-of-project survey and disaggregated data to draw analysis on the impact on women and men as it relates to the outcomes of the project, access and control of resources and decision-making power.
52. The Evaluation Team will have access to:
- Relevant policy and programme documents both from WFP and GoSL
 - Project Agreement between Adaptation Fund and WFP
 - Project Proposal
 - Logic Model and Budget
 - Beneficiary list per output
 - Final Completion Report¹⁷
 - Annual project reports (2015 – 2019)
 - Baseline reports and data sets
 - Mid-term review report, July 2018
 - Case study: Strengthening Market Linkages
53. Project documents of the executive entities are primarily in the local language – this includes monitoring / field reports, meeting minutes, beneficiary lists, and attendance records.
54. Concerning the quality of data and information, the Evaluation Team should:
- Assess data availability and reliability as part of the inception phase expanding on the information provided in this section. This assessment will inform the data collection.
 - Systematically check accuracy, consistency and validity of collected data and information and acknowledge any limitations/caveats in drawing conclusions using the data.

4.4 Methodology

55. The evaluation is expected to use a mixed method approach to ensure triangulation of information through a variety of means, which will be further elaborated by the Evaluation Team during the Inception phase. This may include Outcome Harvesting, Most Significant Change (MSC), key informant interviews (KIIs), and focus group discussions (FGDs), predominantly qualitative in nature, that can be used to help supplement quantitative information collected through the project endline survey. They give participants the space to share their experiences and acknowledge that they are able to identify and measure their own personal indicators of change, which may generate more relevant results than pre-identified indicators. They are well suited for identifying both intended and unintended changes from the perspective of the participants or stakeholders themselves. Methods such as Outcome Harvesting puts emphasis on understanding the outcomes achieved and the process of change, rather than focusing primarily on activities carried out through the programme, aligning with the nature of the

¹⁷ Refer to paragraph 50 on possible limitations on the endline report

evaluation questions outlined above focusing on communities' experience and resilience to climate change.

56. Desk research and review will also be a key component to addressing questions around the effectiveness and efficiency of processes. Many of the evaluation questions are prescribed by the AF are more administrative in nature, including those on evaluation of processes influencing the achievement of project results and assessing the M&E systems – these can also be addressed primarily through desk review.
57. Referring to the aforementioned concerns of the reliability and quality of household level quantitative data from the endline survey, the Evaluation Team should propose an appropriate methodology with this in mind. At minimum, analysis of the quantitative data will be required to answer the questions on effectiveness related to the extent to which planned outputs and outcomes have been achieved.
58. The overall methodology will be designed by the Evaluation Team and agreed upon with the Evaluation Manager during the inception phase and presented in an evaluation matrix, together with all data collection instruments. It should:
 - Employ the relevant evaluation components against the AF evaluation structure and requirements, including the AF ratings.
 - Demonstrate impartiality and lack of biases by relying on a cross-section of information sources (stakeholder groups, including beneficiaries, etc.). The selection of field visit sites will also need to demonstrate impartiality.
 - Use a mixed methods approach (quantitative, qualitative) 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 using mixed methods that women, girls, men and boys from different stakeholder groups participate and that their different voices are heard and used in order to feed into a gender-sensitive evaluative analysis.
 - Develop (through desk top review) and use a Theory of Change to further inform the final research questions during the Inception phase.
59. The methodology should be GEEW-responsive, indicating what data collection methods are employed to seek information on GEEW issues and to ensure the inclusion of women and marginalised/vulnerable groups, for example Samurdhi beneficiaries.¹⁸ 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 considered, including perspectives at the different administrative levels; village/community, district, and national.
60. 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 using gender-responsive approaches before fieldwork begins. Gender-responsive methodology will be assessed in the consultant's inception report.

¹⁸ Samurdhi is a Government social security programme providing assistance to low income families.

61. 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.
62. The following mechanisms for independent and impartiality will be employed:
- An Evaluation Committee (EC) has been appointed and involved through all the evaluation phases. The EC is responsible for overseeing the evaluation process, making key decisions, and reviewing evaluation products submitted to the Chair for approval;
 - An Evaluation Reference Group (ERG) has been set up to steer the evaluation, comment on all evaluation deliverables, and exercise oversight over the methodology;
 - All tools and products from the Evaluation Firm will be externally and independently quality assured (both by the ERG and the DEQAS); and
 - The Evaluation Firm will be asked to set out how ethics can be ensured at all stages of the evaluation and that they seek appropriate ethical clearances (institutional and local) for the design ahead of going to the field.
63. There are several identified key risks that will be mitigated through the following;
- The recent Covid-19 pandemic poses a substantial risk to the data collection phase. While it is anticipated based on GoSL directives that foreigners will be able to visit Sri Lanka without quarantining from August 2020 onwards, there is the possibility that international travel to the country may be restricted, as well as internal travel. It is therefore important that the evaluation firm partners with a reputable local institution or company to collect the qualitative data in-country. If internal travel will not be allowed either or not be advisable for ethical reasons, data collection should be postponed but needs to be finalized by latest October 2020. As a last resort, remote data collection will be considered. Phone numbers of participating households are largely available, but limitations in remote qualitative data collection and sampling bias would likely limit the scope of the evaluation. Alternative options for a remote data collection phase should be considered and methodological implications clearly addressed by the Evaluation Team with the submission of proposals.
 - The contracts of the direct CCA project team at the MMDE, UNDP and WFP should expire on September 30, 2020, pending approval of a no-cost extension. WFP has requested a three month no-cost extension from the donor which will ensure key project staff are retained and will be able to engage in informational transfer on the evaluation and with the Evaluation Team.
 - The endline survey has been carried out by an external team in early 2020 (Jan – Mar). The final report has not yet been submitted, however WFP is working with the consultant and partners to ensure this is available for the inception phase.

4.5 Quality Assurance and Quality Assessment

64. WFP's Decentralized Evaluation Quality Assurance System (DEQAS) and AF guidelines define the quality standards expected from this evaluation and sets out processes with in-built steps for quality assurance, templates for evaluation products and checklists for their review. DEQAS is closely aligned to the WFP's evaluation quality assurance system (EQAS) and is based on the 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.

65. 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.
66. 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. Both external and internal stakeholders will be involved in the review of documents at key stages of the evaluation (ToR, inception, data collection, and reporting) to further strengthen the quality of the products and processes.
67. To enhance the quality and credibility of this evaluation, an outsourced quality support (QS) service directly managed by WFP's Office of Evaluation in Headquarter provides review of the draft inception and evaluation report (in addition to the same provided on draft ToR). 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](#)¹⁹, a rationale should be provided for any recommendations that the team does not take into account when finalising the report.
68. 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.
69. 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 report will be made public alongside the evaluation report.

5. Phases and Deliverables

70. The evaluation will proceed through the following phases. The deliverables and deadlines for each phase are as follows:
71. **Preparation Phase** (Nov 2019 – July 2020)²⁰: The Evaluation Manager will conduct background research and consultation to frame the evaluation; prepare the ToR, finalise provisions for impartiality and independence, quality assure, consult and finalise the ToR with the EC and ERG, select the Evaluation Team and finalise the budget; and draft a Communication and Learning Plan. MMDE and UNDP will prepare the document library and provide all relevant project documents by start of contract.

Deliverables: Approved Evaluation ToR; EC ToR; ERG ToR; document library; and contracted Evaluation team.
72. **Inception Phase** (Aug – Sept 2020): The purpose of this phase is to ensure that the evaluators have a good grasp of the expectations for the evaluation as outlined in the approved ToR in order to appropriately plan how to conduct the evaluation. As such, the Evaluation Team is

¹⁹ [UNEG Norm #7](#) states “that transparency is an essential element that establishes trust and builds confidence, enhances stakeholder ownership and increases public accountability”

²⁰ Extended due to Covid-19 pandemic

responsible for conducting a comprehensive desk review of available data. The phase will include; orientation of the Evaluation Team, desk review of secondary data by the evaluators, development of Theory of Change; initial remote interaction with the main stakeholders; discussion with EC on the methodological approach and review of the programme design and implementation approach; and detailed design of evaluation, including evaluation matrix, methodology, data collection tools and field work schedule.

Deliverables: Inception Report and methodology in alignment with WFP's template, evaluation matrix, data collection tools, field schedule, and comments matrix detailing how the Evaluation Team dealt with stakeholder comments.

73. **Field Work Phase** (Oct 2020)²¹: The fieldwork will include visits to project sites and primary and secondary data collection from stakeholders. An in-country debriefing and presentation of preliminary findings to stakeholders will be done at the end the field work or as soon as initial data analysis.

Deliverables: PowerPoint briefing/ Presentation of Preliminary Findings

74. **Reporting Phase** (Nov 2020 – Jan 2021): After cleaning and analysing the data, the Evaluation Team will hold an online or in-person validation workshop to discuss findings and recommendations with the WFP Country Office before drafting the report. After drafting the evaluation report, the Evaluation Team will submit to the Evaluation Manager for quality assurance. Stakeholders including the EC and the ERG will be invited to provide comments, which will be recorded in a matrix by the Evaluation Manager and provided to the evaluation team for their considerations and feedback before the report is finalised. The Evaluation Team is expected to deliver a final evaluation report in July 2020 based on the draft version feedback received following completion of the quality assurance protocol.

Deliverables: Final Evaluation report in accordance with WFP and donor guidelines; evaluation brief; cleaned datasets; comments matrix detailing how the Evaluation Team responded to stakeholder comments.

75. **Dissemination and Follow-up Phase** (Feb – Mar 2021): The approved Evaluation report will be published on the WFP public website and shared with relevant stakeholders. The WFP 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.

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

6. Organization of the Evaluation & Ethics

6.1 Evaluation Conduct

76. 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.

²¹ Primary field level data collection will need to be reviewed with the EC during Inception phase based on access of the Evaluation Team to the country and project areas.

77. The Evaluation Team will not have been involved in the design or implementation of the subject of evaluation or have any other conflicts of interest. Further, they will act impartially and respect the [code of conduct of the evaluation profession](#).

78. The Evaluation Manager has not been involved in managing the AF intervention.

6.2 Team composition and competencies

79. The Evaluation Team is expected to include the team leader and any other relevant members (2-3). To the extent possible, the evaluation will be conducted by a gender-balanced, geographically and culturally diverse team with appropriate skills to assess gender dimensions of the subject as specified in the scope, approach and methodology sections of the ToR.

80. The team will be multi-disciplinary and include members who together include an appropriate balance of expertise and practical knowledge in the following areas:

- Recent experience with result-based management and evaluation methodologies
- Master's degree or higher in the field of Agriculture, Social Science, Environmental Management, Forestry, or other related fields
- Gender Equality expertise / good knowledge of gender responsive methodology
- Expertise in climate change adaptation, agriculture, and livelihoods (value-chains)
- Strong quantitative and qualitative analysis skills
- Experience in remote qualitative and quantitative data collection
- All team members should have strong analytical and communication skills, evaluation experience and familiarity with Sri Lanka and/or the Asia Pacific region.
- Experience conducting Adaptation Fund evaluations will be considered an advantage
- Local language proficiency of at least one team member

81. 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.

82. 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 and AF guidelines.

83. The team members will bring together a complementary combination of the technical expertise required and have a track record of written work on similar assignments. Team members will: i) contribute to the methodology in their area of expertise based on a document review; ii) conduct field work; iii) participate in team meetings and meetings with stakeholders; iv) contribute to the drafting and revision of the evaluation products in their technical area(s).

6.3 Security Considerations

84. **Security clearance**

- 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.

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

- The WFP CO registers the team members with the Security Officer on arrival in country and arranges a security briefing for them to gain an understanding of the security situation on the ground.
- The team members observe applicable UN security rules and regulations – e.g. curfews etc.

6.4 Ethics

86. WFP's decentralised evaluations must conform to WFP and UNEG ethical standards and norms. The contractors undertaking the evaluations 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. In regards to the ongoing COVID-19 pandemic, the evaluation team will be expected to carefully consider ethical considerations in close collaboration with WFP, should face-to-face data collection take place.

87. The Evaluation team is 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. Ethical approvals and reviews by relevant national and institutional review boards must be sought where required.

88. The inception report should be submitted to the Project Steering Committee housed under the Project Management Unit in the Ministry of National Policies and Economic Affairs.

89. Training on data collection must include research ethics, particularly how to ensure that i) all participants are fully informed of the nature and purpose of the evaluation and their involvement, and ii) they are protected from contracting COVID-19 during this evaluation. Only participants who have given informed written or verbal consent should be involved in the evaluation.

7. Roles and Responsibilities of Stakeholders

90. **The WFP Country Office Sri Lanka** is the commissioning entity of the AF final evaluation. The key responsibilities of the relevant stakeholders are summarized below and further detailed in Annex 9;

- WFP Deputy Country Director: Compose the EC and ERG, ensure independence and impartiality, approve final documents at key stages
- Evaluation Manager: Manages the evaluation process through all phases, consolidates comments on key documents, and facilitates access and information for the evaluation team

- Evaluation Committee (EC): Support the EM in decision-making, reviewing and providing input to evaluation process and draft deliverables (ToR, inception report, evaluation report) See Annex 7 for further details on membership.
- Evaluation Reference Group (ERG): Reviews and comments on the draft evaluation products and act as key informants in order to further safeguard against bias and influence. See Annex 8 for details.
- WFP Regional Bureau: Advise the EM and provide support to the evaluation process where appropriate, participate in discussions with the evaluation team on design, comment on key evaluation documents, support the management response to the evaluation.
- WFP Headquarters: Comment on evaluation ToR, inception and evaluation reports, as necessary.
- Government and UN agencies: Participate in the ERG and review and comment on evaluation documents.
- WFP OEV: Advise the EM and provide support to the evaluation process when required, provide help desk function upon request.
- Beneficiaries/Farmer Organizations: Act as key informants, responding to interview questions. Facilitate access to sources of contextual information and data, and to other stakeholders

8. Communication and budget

8.1 Communication

91. To ensure a smooth and efficient process and enhance the learning from this evaluation, the Evaluation Team should place emphasis on transparent and open communication with key stakeholders. These will be achieved by ensuring a clear agreement on channels and frequency of communication with and between key stakeholders.
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 report and management response will be made publicly available on WFP's website and shared with key stakeholders through external debriefing sessions. A Communication and Learning plan will be developed by the evaluation team and evaluation manager to share and disseminate learnings. The plan should include a GEEW responsive dissemination strategy, indicating how findings including GEEW will be disseminated and how stakeholders interested or those affected by GEEW issues will be engaged.
93. Data collection tools and written consent forms should be translated into the local language.
94. Final evaluation report will be submitted in English (no translation required) to the Adaptation Fund Secretariat, by WFP, within nine months after project/programme completion or as stipulated in the agreement between the Board and the Implementing Entities.

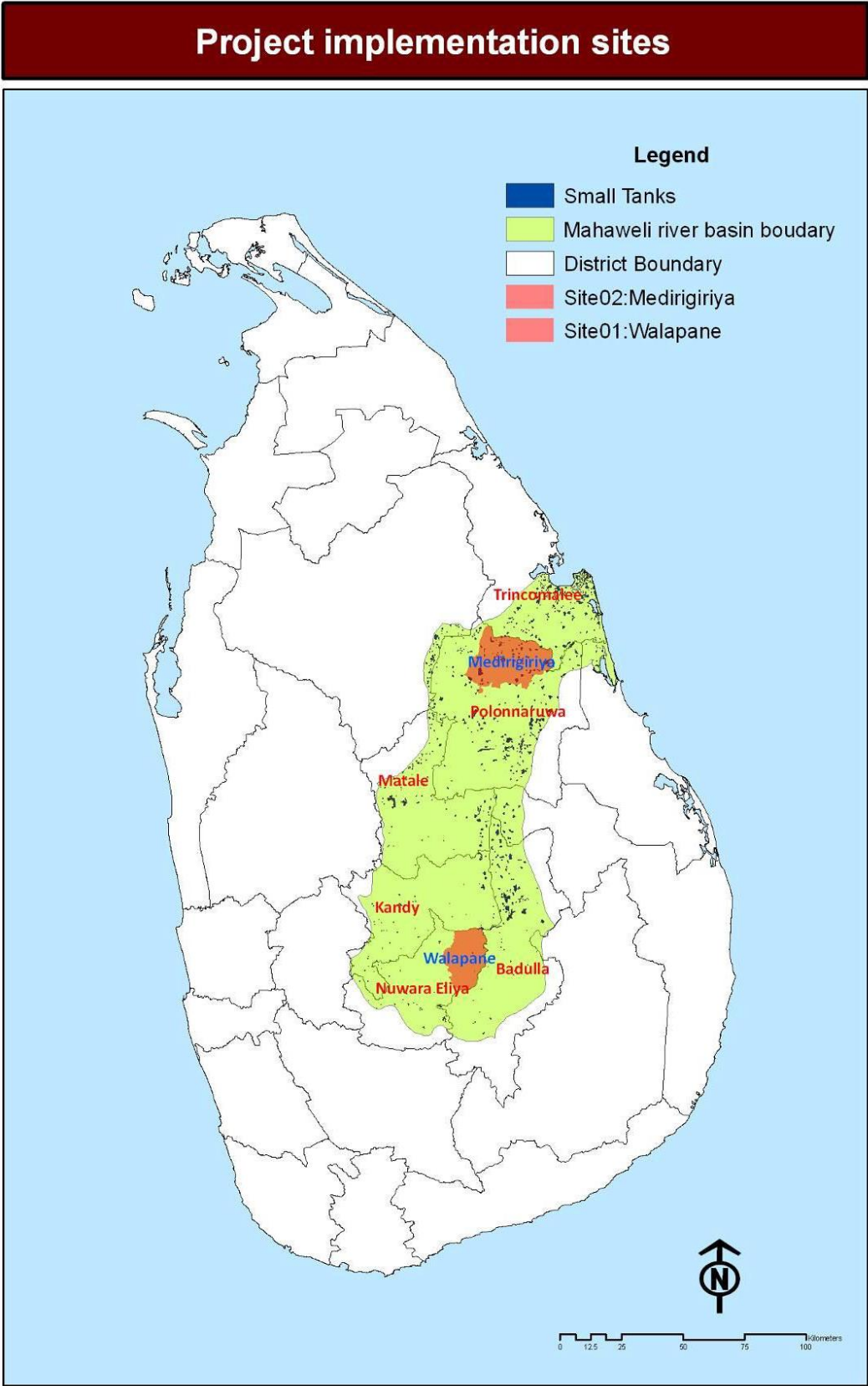
8.2 Budget

95. **Budget:** For the purpose of this evaluation, WFP Sri Lanka will:
 - Procure the Evaluation firm through WFP Long-term Agreements, based on pre-agreed rates. The final budget and handling will be determined by the option of contracting that will be used, the rates that will apply at the time of contracting and depend on factors such as the number and rates of team members, as well as the extent of primary data collection required.

- The budget covers any costs related to production of communication materials. The evaluation is expected to produce the following materials: an inception report with Theory of Change, PowerPoint presentation following the inception report, the final evaluation report and a 3-page summary that explains the evaluation and main findings.
- The Evaluation firm should utilize the provided proposal template when submitting the technical and financial proposal.

Please send any queries to Arjun Sivayogan, Procurement Associate, at sivayogan.arjun@wfp.org

Annex 1 Project Map



Annex 2 Preliminary Stakeholders' Analysis

Stakeholders	Interest in the evaluation and likely uses of evaluation report to this stakeholder
INTERNAL STAKEHOLDERS	
Country Office (CO) Sri Lanka	Responsible for the planning and implementation of WFP interventions at country level. It has a direct stake in the evaluation and an interest in learning from experience to inform decision-making. It is also called upon to account internally as well as to its beneficiaries and partners for performance and results of its programmes.
Regional Bureau (RB) Bangkok, Thailand	Responsible for both oversight of COs and technical guidance and support, the RB management has an interest in an independent/impartial account of the operational performance as well as in learning from the evaluation findings to apply this learning to other country offices. The Regional Evaluation Officers support CO/RB management to ensure quality, credible and useful decentralized evaluations.
WFP HQ Climate and Disaster Risk Reduction Programmes and Policy Division	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 should be consulted from the planning phase to ensure that key policy, strategic and programmatic considerations are understood from the onset of the evaluation.
Office of Evaluation (OEV)	OEV has a stake in ensuring that decentralized evaluations deliver quality, credible and useful evaluations respecting provisions for impartiality as well as roles and accountabilities of various decentralised evaluation stakeholders as identified in the evaluation policy.
EXTERNAL STAKEHOLDERS	
Beneficiaries	As the ultimate recipients of 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 and men from different groups will be determined and their respective perspectives will be sought.
Government	The Government of Sri Lanka (GoSL), particularly the Ministry of Mahaweli Development and Environment (MMDE) - the government executing entity during the project - has a direct interest in knowing whether the project activities are aligned with its priorities, harmonised with the action of other partners and meet the expected results. Issues related to capacity development, handover and sustainability will be of particular interest. During the recent November 2019 elections, the MMDE has now changed to the

	<p>Ministry of Environment and Wildlife Resources (MEWR) under the new government configuration.</p> <p>The Department of Agriculture, Department of Agrarian Development, Department of Irrigation, Coconut Cultivation Board, National Water Supply & Drainage Board, and Divisional Secretariats were engaged in the field implementation of activities and coordinated through the Project Management Unit. These departments may be particularly interested in the effectiveness of the project approach and project coordination mechanisms.</p>
UN Country team	<p>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. Various agencies are also direct partners of WFP at policy and activity level, including the UNDP for the CCA project. The UNCT would be interested to learn how partnerships between UN Agencies are conducted to draw lessons and inform the One UN Reform Agenda.</p>
UNDP	<p>UNDP is an executing entity, in collaboration with the MMDE for the CCA project. UNDP is also a key actor in environmental management and climate change projects in Sri Lanka in partnership with MMDE and may use evaluation findings for learning of implementation of climate adaptation and to inform future programming in Sri Lanka.</p>
Farmer Organisations	<p>Farmer Organizations are local community-based organizations registered with the Department of Agrarian Services. In the project FOs will represent farming families working in minor irrigated areas and carry out the ground level project delivery and household level monitoring of results.</p>
Adaptation Fund	<p>The donor has a direct interest in knowing whether their funds have been spent efficiently and if WFP's work has been effective and contributed to the AF strategies and programmes. The donor will use for accountability and learning purposes.</p>

Annex 3 Progress Towards SDG2

Progress towards SDG 2²²

Access to food: The three-fold increase in per capita income and overall reduction in poverty over the past decade has improved economic access to food, although unequally for women and men, while expanded road networks have improved physical market access for producers at the national level.²³ As a result of regional, financial and gender disparities, however, these overall trends at the national level have not translated into equal improvement in physical and economic access to food for all individuals and households

End malnutrition: Among children aged 6–59 months, stunting declined from 21.2 percent to 17 percent and underweight from 27.3 to 21 percent during the period 1995/96–2016.²⁴ Anaemia in children declined from 25.2 percent in 2009/10 to 15.1 percent in 2012.²⁵ Improved nutrition at the national level can be attributed to improved food availability, access and utilization, and progress in health services and water and sanitation and hygiene programmes, although significant regional and gender disparities persist.

Smallholder productivity and incomes: Sri Lanka is nearly self-sufficient in rice, the staple food, and animal protein products such as fish and poultry, of which it produces more than 97 percent of the amount it needs. More than 70 percent of other main supplementary foods available, including vegetables, green leaves, pulses, root crops and fruits, are produced locally. On average, Sri Lanka meets 80 percent of its annual food requirements through local production, covering the gap through imports such as canned/dried fish, powdered milk and livestock. Additionally, national natural hazards insurance schemes have been instituted as a risk-management measure to sustain domestic food production and protect smallholder productivity and incomes.

Sustainable food systems: The Government has identified food security and health as sectors where adaptation to climate change is of critical importance. To ensure sustainability and minimize the impacts of climate change on food production and food security, the Government has prioritized national programmes on agriculture, crop production, climate-information management, improved cropping systems and home gardening.²⁶ Further analysis is required to ensure that these programmes are sufficiently gender-transformative so that they adequately promote shared power, control of resources, decision-making, support for gender equality and women's empowerment.

²² Sri Lanka Country Strategic Plan:

https://documents.wfp.org/stellent/groups/public/documents/eb/wfp293168.pdf?_ga=2.253238026.201008435.1592466180-1225321030.1562824082

²³ Independent Review. 2017. National Strategic Review of Food Security and Nutrition Towards Zero Hunger. Colombo (hereafter Strategic Review).

²⁴ Department of Census and Statistics. 2017. Sri Lanka Demographic and Health Survey 2016

²⁵ There is no significant difference in the level of stunting and wasting between boys and girls in Sri Lanka.

²⁶ Presidential Task Force on National Food Production. 2015. National Food Production Programme 2016–2018. Colombo

Annex 4 Project Logical Framework

Goal	Build diversified and resilient livelihoods for marginalized farming communities in the Mahaweli River Basin through effective management of land and water resources.				
	Indicator	Baseline	Target	Means of Verification	Risks and Assumptions
Objective: To mitigate effects of climate change induced rainfall variability and its impacts on livelihood and food security in rainfed farming communities in three sub watersheds of the Mahaweli River Basin	Percentage of target population adopting risk reduction measures	Less than 10% of target population (14039 households) practice climate risk reduction measures	75% of target population (14039 households) practice at least one climate risk reduction measure introduced through project interventions such as. Responding to early warning and forecasting Household level Nonfarm income sources Home-garden food production Improved water management Post- harvest technologies Resistant crop varieties Knowledge of climate risks and adaptation strategies	Household survey at the start and end of project	Climate risk information and Livelihood demonstrations convince farm families of the need to and possibility of adaptation at household and community level
	Household consumption score	Both DSDs indicate food insecurity in VAM (Vulnerability Analysis and Mapping Data) Walapane- Very High Medirigiriya- Moderate A more sensitive index similar to household consumption score will be developed through the project's initial household	14039 farming households indicate improved levels of food security compared to the initial consumption survey	Household survey at the beginning and at the final quarter of the project	Household level consumption patterns will deviate from the Divisional aggregate. Food insecurity is linked to livelihood insecurity and risk exposure of rain-fed farm families

		consumption surveying			
Outcome 1 Diversified and strengthened livelihoods and sources of income for vulnerable farm families in minor irrigated and rain fed areas	Percentage of target households with sustained climate resilient livelihoods	Farm families under minor irrigation/rain fed conditions highly exposed to climate change related livelihood insecurity Threat level: Very High Women in target areas practice tradition rain fed farming	14039 target households have developed at least one climate resilient livelihood strategy or alternate source of income -Home gardens generate income in 50% of target population - Women's contribution to household income increased by 50% in target households	Field monitoring reports End of project survey	Selected livelihood options are complimentary to state and other development interventions in the identified DSDs. Access to financing and markets for better livelihood targeting
Output 1.1 Develop home garden based agro forestry systems in target DSDs to diversify livelihoods and build adaptive capacity of households to climate change	No of diversified home gardens created through project intervention Value of food and income generated through diversified home gardens	Home garden diversity low medium Low- >10 species of food and multipurpose tree species Medium-10-25 High- <25 species	14039 rain-fed farming families benefit from home garden improvement -Diversity (no of multipurpose tree species) in home gardens improved -Household income from home gardens increased	Village level data sheets maintained by Farmer Organizations Field monitoring reports by Agriculture Extension Officers	Community interest and investment in developing and maintaining home gardens Active marketing chains for home garden produce (raw and processed food, spices, fuel wood and medicinal herbs) readily available at community level
Output 1.2 Introduce and promote drought tolerant crop varieties and agronomic practices to counter effects of rainfall variability	No and type of drought mitigation practices introduced	Low awareness and adoption of drought tolerant agronomic practices	All Farmer Organizations trained to engage in drought tolerant agriculture Farmer field trials conducted with national technical agencies for 500 farm families selected by FOs Seed banks and seed distribution established in each ASC	Before and after survey of participating officials on level of climate risk awareness Focused group discussions with FOs End of project survey	Information, models and seeds stocks for drought resistant agriculture, applicable and appropriate for project target area, is available with Department of Agriculture and Agrarian Services or with State Universities
Output 1.3 Identify and promote	No and type of	Low level of access	Six technical	Report on market chain analysis	Community willingness to uptake alternate livelihoods

climate-resilient alternate income sources such as livestock, perennial cash crops and inland fisheries	alternate livelihood assets created No of women participated in livelihood training	to non-farm livelihood assets including Information, Training/skills, market linkage, Finance	assessments for climate resilience and market chain analysis conducted Training provided to all FOs on selected livelihood options per DSD by specialized state agencies Livelihood support equipment provided to six viable livelihood proposals from every FO	DSD level monitoring committee reports/ meeting minutes	Level of interest in local service delivery to encourage and follow up on livelihood diversification
Output 1.4 Promote improved postharvest technologies as viable climate-resilient livelihood sources for farm women	No of farm women engaged in project introduced postharvest livelihoods	Non availability of information and training on postharvest technologies at ASCs	Post-harvest centers established (equipped and staffed) in 08 ASCs in the two project DSDs One post-harvest village established in each ASC area 760 farm women in 08 villages linked with local livelihood incentive programs	DSD level monitoring committee reports/ meeting minutes ASC Centre monitoring reports Training attendance and small group microfinance reports	Adequate local production for postharvest food processing available Marketing networks connected with ASCs Micro finance based credit available to small groups to develop business
Output 1.5 Build Community Assets and Livelihood Resources through cash for work to support climate risk reduction measures	Percentage and level of community participation cash for work system Number of women participating in cash for work program	0% participation in PES schemes in target area	1500 households benefit from cash for work schemes in two micro catchments in target DSDs	Attendance records Incentive disbursement records at FO level	Adequate monitoring oversight and fiscal control mechanisms in place for effective PES delivery through existing village service delivery and farmer organizations
Outcome 2 Strengthened ownership of climate risk reduction	Percentage of target population (Gender Disaggregated) aware of	Lack of awareness of climate impacts	All 14039 households participate in climate risk assessment in	Field and DSD monitoring committee reports	Demand for climate change awareness and adaptive

processes and increased replication potential of adaptation strategies at local level and basin/sub national level	predicted impacts of climate change and appropriate responsive adaptive actions to safeguard livelihood assets	and adaptive actions at household and community level Extension officers and CBO officials have no training on climate proofing local community development	target area receive climate change awareness At least 50% of community risk assessment meetings consist of women All FOs in target area receive information and tools to develop local adaptive strategies to safeguard livelihood assets All local and divisional-level officials engaged in agriculture, fisheries, forestry and disaster management receive at least one training on supporting adaptive strategies	End of project survey of Households Final Project Evaluation Feedback reports of officials received training/TOT	strategies among communities Capacity and motivation of local service delivery to implement and monitor adaptive actions
Output 2.1 Train and mobilize officers at village, division and provincial level to design, and monitor local adaptation strategies	No of village, divisional and provincial officers trained to address climate risks	Training programs on climate risk management are not available at regional and local level	One training module developed Six TOTs developed and conducted =>250 officials trained at provincial, divisional and village engaged in rural development All Agrarian Service Centers in project DSDs receive climate risk management tools	Training module published Evaluation reports from faculty and participants DSD monitoring committee reports	Climate risk screening and climate proofing is an identified need in local development sectors
Output 2.2 Strengthen Farmer Organizations with information, training and	Capacity of farmer organizations to respond to climate risks	Farmer Organizations lack information on risks, and lack planning capacity to address them	All farmer organizations in target DSDs have developed management plans for	DSD monitoring reports Field monitoring reports	Farmer organizations represent the most climate vulnerable segments of the rural

equipment to implement adaptation strategies		Some villages do not have formalized farmer organizations	local irrigation management and catchment conservation Management plans are funded through community and government input All FOs in the target divisions are registered with Agrarian Services and have elected representatives At least six members each FO trained to conduct vulnerability reduction assessments as input to 2.4	Agrarian Service Centre records on FO registration	population in the two DSDs Farmer organizations are motivated to invest time and effort in project implementation at village level
Output 2.3 Pilot integrated watershed management plans to safeguard climate sensitive livelihood assets such as land and water	Availability of watershed-level irrigation management plans Increased extent cultivated under pilot minor irrigation schemes	No cluster/cascade level watershed management plans exist CI in village tanks in lower catchment <90% CI in anicut systems in middle catchment <70%	Management plans for two micro watersheds developed and implemented Farmer Organizations Increase cropping intensity in both systems to over 100%	Technical reports from supervising agencies on completion DSD monitoring committee reports Focused group discussions among FOs End of project evaluation	Support of national technical agencies to design and implement watershed management plans Cropping intensity is directly related to water availability
Output 2.4 Conduct Risk Assessment and Adaptation Planning with target communities	Level of awareness among target group of climate risks Capacity of community to plan and prioritize adaptive actions	Target population unaware of climate risks and adaptive measures	VRAs conducted in all Farmer Organizations targeting 14039 households at three month, eighteen month and end of project >45% female participation	VRA data sheets in each FO Report on results analysis	High level of participation in VRA exercise
Output 2.5 Document and	No of news outlets in the	Reporting on climate adaptation in	10 case studies generated	Steering committee meeting minutes	Media interest in climate adaptation

<p>disseminate lessons of climate resilient livelihood development and watershed management approaches and best practices</p>	<p>local press and media reported on project lessons</p> <p>No of new project proposals/ new community based adaptation initiatives generated within and outside the DSDs</p>	<p>national media poor</p> <p>No such project proposals exist</p>	<p>05 Policy Briefs Produced and shared with NPSC</p> <p>50 media reports on project outcomes (35 print and 15 electronic)</p> <p>02 Provincial Workshops to share project learning National Workshop to share project learning</p> <p>20 CBA proposals from other vulnerable communities generated through exchange visits</p>	<p>Media monitoring Reports</p> <p>DSD monitoring committee reports</p>	<p>remains high</p> <p>Exchange visits will generate sufficient interest in corresponding FOs</p>
<p>Output 2.6 Design and implement early warning systems for climate induced risk of landslide and drought in Mahaweli Basin</p>	<p>Development and functioning of early warning systems</p>	<p>No community based landslide warning in project DSDs</p> <p>No drought/seasonal forecasting systems in place</p>	<p>Developed and implemented drought forecasting and timely dissemination model for Mahaweli Basin</p> <p>15 Community based landslide early warning systems with telemetric rain gauges are operationalized in Walapane DSD</p>	<p>Project mid-term review and end of project evaluation</p>	<p>Timely meteorological information generated and disseminated</p> <p>Households ready to modify behaviour according to forecast/warning</p>

Annex 5 Evaluation Questions Mapped to OECD DAC Criteria

DAC Criteria	Evaluation Questions
Relevance	<ul style="list-style-type: none"> - Were the project outcomes consistent with the AF goal, objectives, and strategic priorities and country priorities? - Was the vulnerability assessment conducted at the beginning of the project appropriate, scientifically based? - To what extent were the project results consistent with the goal, objectives and strategic priorities of the AF, as well as the country priorities? - To what extent have the project indicators aligned with AF strategic outcomes and output indicators and targets? - Were the chosen implementation mechanisms (incl. choice of implementation modalities, entities and contractual arrangements) conducive for achieving the expected results?
Effectiveness	<ul style="list-style-type: none"> - To what extent were the planned outputs and outcomes of the intervention achieved? Did the extent of achievement differ among men and women participants? - How does the project respond to the different needs of the target groups, including women and men? - How well does the project complement the work of other actors focusing on water management, climate-smart livelihoods? - What are the unintended (negative and positive) results of the project on gender equality and women's economic empowerment? - What are the unintended (positive/negative) effects of the project on targeted individuals, households and communities? Did these differ among men and women? - How do extension services address the unique needs of women? - To what extent has the project supported the establishment of alternative livelihoods that contribute to the financial security of families? - What approaches were applied to ensure, at minimum, equal participation of women in the programme? - What were the main factors influencing achievement/non-achievement? - How did the main barriers and facilitators to achievement vary among men and women? - What have been the main challenges or risks to attain increased resilience? And main challenges or risks to adaptive capacity of the institutions and communities?
Efficiency	<ul style="list-style-type: none"> - Were the project's objectives and components clear, practical, and feasible within its time frame? - Were the capacities of the executing entities and its counterparts properly consulted when the project was designed? - Did Implementing Entity staff provide quality support and advice to the project, approve modifications in time, and restructure the project when needed? - Were the partnership arrangements properly identified and roles and responsibilities negotiated prior to project approval?

	<ul style="list-style-type: none"> - Did the project have the appropriate financial controls, including reporting and planning, that allowed management to make informed decisions regarding the budget and allowed for timely flow of funds? - Was there due diligence in the management of funds and financial audits? - Did local partners provide the inputs (human or physical) that would be required to enable the project to be effective? To what degree were resources (inputs) available on time from other stakeholders? - Did the delays affect project outcomes and/or sustainability, and, if so, in what ways and through what causal linkages? - To what extent were recommendations, including from the MTR, implemented?
Impact	<ul style="list-style-type: none"> - To what extent does the project contribute to increasing the resilience of communities vulnerable to climate change? - To what extent are the interventions aligned and contributing to government climate adaptation strategies and plans? - To what degree have the project outputs and outcomes contributed, or are likely to contribute, to progress towards more resilient communities? - Has the project increased the target communities' ability to mitigate effects of climate change induced rainfall variability and its impacts on livelihood and food security? If so, how? - How did the project build diversified and resilient livelihoods for marginalized farming communities in the Mahaweli River Basin through effective management of land and water resources?
Sustainability	<ul style="list-style-type: none"> - What is the likelihood that the results of the project will be sustainable after termination of external assistance? - Are there systems and/or mechanisms that have been built to support the continuation of the interventions beyond the life of the project? Which national stakeholders are responsible? - <u>Financial and economic risks and assumptions</u>: Are there any financial or economic risks that may jeopardize sustainability of project outcomes? What is the likelihood of financial and economic resources being available once the AF grant ends? - <u>Socio-political risks and assumptions</u>: Are there any social or political risks that may jeopardize sustainability of project outcomes? What is the risk that the level of stakeholder ownership will be insufficient to allow for the project outcomes/benefits to be sustained? Do the various key stakeholders see that it is in their interest that project benefits continue to flow? Is there sufficient public/stakeholder awareness in support of the project's long-term objectives? - <u>Institutional framework and governance risks and assumptions</u>: Do the legal frameworks, policies, and governance structures and processes within which the project operates pose risks that may jeopardize sustainability of project benefits? Are requisite systems for accountability and transparency, and required technical know-how, in place? - <u>Environmental risks and assumptions</u>: Are there any environmental risks that may jeopardize sustainability of project/programme outcomes? - Is there evidence that the project supported the implementation or the development (or its changes) of the partners' policy/actions?
M&E Systems	<ul style="list-style-type: none"> - How was the quality of the project M&E systems according to 1) M&E plans, 2) indicators, 3) baselines, and 4) alignment with national M&E frameworks?

	<ul style="list-style-type: none">- Was there a clear M&E plan laying out what needs to be monitored based on pre-defined programme logic?- Were the indicators well defined and relevant to measure the achievement of the objectives? Were relevant indicators sex-disaggregated?- Did the project M&E system make the best use of existing (local, sectoral, national) monitoring and evaluation systems, including existing indicators?- Could these systems be used as they are, do they need to be revised, or are new and additional systems required?- Has data collection been designed through a participatory approach, using cost-effective and accessible information?- Did the project include plans for feedback and to disseminate results from monitoring and reporting implementation as to allow for lessons learned and good practices identified to be shared with the wider community of adaptation planners and practitioners at all levels and other existing M&E systems?- Were annual project reports complete and accurate, with well-justified ratings?
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Annex 6 Evaluation Schedule

	Phases, Deliverables and Timeline	Key Dates
Phase 1 - Preparation		Up to 9 weeks
1	Desk review, draft of TOR and quality assurance (QA) using ToR QC	4 weeks
2	Sharing of draft ToR with outsourced quality support service (DE QS)	5 days
3	Review draft ToR based on DE QS feedback	3 days
4	Circulation of TOR for review and comments to ERG, RB and other stakeholders (list key stakeholders)	10 days
5	Review draft ToR based on comments received	1 week
6	Submits the final ToR to the internal evaluation committee for approval	3 days
7	Sharing final ToR with key stakeholders	
8	Selection and recruitment of evaluation team	4 weeks
Phase 2 - Inception		Up to 8 weeks
9	Briefing core team	1 day
10	Desk review of key documents by evaluation team	3 days
11	Inception mission in the country (if applicable)	1 week
12	Draft inception report, methodology, tools, schedule	10 days
13	Sharing of draft IR with 1) EM, 2) RBB, and 3) outsourced quality support service (DE QS) and quality assurance of draft IR by EM using the QC	1 week
14	Revise draft IR based on feedback received by DE QS, RBB and EM	1 week
15	Submission of revised IR to EM based on DE QS, RBB QA and EM QA	
16	Circulate draft IR for review and comments to ERG, RB and other stakeholders (list key stakeholders)	2 weeks
17	Consolidate comments	
18	Revise draft IR based on stakeholder comments received	1 week
19	Submission of final revised IR	
20	Submits the final IR to the internal evaluation committee for approval	
21	Sharing of final inception report with key stakeholders for information	
Phase 3 – Data collection		Up to 3 weeks
22	Briefing evaluation team at CO	1 day
23	Data collection	2-3 weeks
24	In-country Debriefing (s)	1 day

Phase 4 - Analyze data and report		Up to 9 weeks
25	Draft evaluation report	3 weeks
26	Sharing of draft ER with outsourced quality support service (DE QS) and quality assurance of draft ER by EM using the QC	1 week
27	Revise draft ER based on feedback received by DE QS and EM QA	1 week
28	Submission of revised ER based on DE QS and EM QA	
29	Circulate draft ER for review and comments to ERG, RB and other stakeholders (list key stakeholders)	2 weeks
30	Consolidate comments	
31	Revise draft ER based on stakeholder comments received	2 weeks
32	Submission of final revised ER	
33	Submits the final ER to the internal evaluation committee for approval	
34	Sharing of final evaluation report with key stakeholders for information	
Phase 5 - Dissemination and follow-up		Up to 4 weeks
35	Prepare management response	4 weeks
36	Share final evaluation report and management response with OEV for publication	

Annex 7 Membership of the Evaluation Committee

Terms of Reference for the Evaluation Committee of the Climate Adaptation Fund Project Final Evaluation

1. Purpose

The purpose of the Evaluation Committee (EC) is to ensure a credible, transparent, impartial and quality evaluation in accordance with WFP Evaluation Policy 2016-2021. It will achieve this by supporting the evaluation manager (EM) in making decisions, reviewing draft deliverables (TOR, inception report and evaluation report) and submitting them for approval by the DCD who will be the chair of the committee.

2. The Composition of the EC

- **Andrea Berardo** - The DCD (Chair of the EC)
- **Mairi Sun** - Evaluation Manager (EC Secretariat)
- **Rohini Singarayer** – Agriculture Specialist
- **Thushara Keerthiratne** – Resilience Activity Manager
- **Kate Sinclair** – Nutrition officer (research expertise)
- **Arjun Sivayogan** - Procurement Associate

3. Responsibilities of the Evaluation Committee

Areas of engagement and responsibilities for the EC are listed in the table below. These tasks of the EC and do not overlap the ERG (Evaluation Reference Group) tasks but ensure that the two mechanisms are complementary. The ERG is not involved in the selection of the evaluation team and in the approval of TOR, inception and evaluation report. Please refer to ERG TOR for details.

Tasks by evaluation phase	Estimated time ²⁷	Approximate dates ²⁸
Preparation Phase <ul style="list-style-type: none">• Select and establish ERG membership• Finalizes the Evaluation questions• Reviews the revised draft ToR prepared by the EM on the basis of:<ul style="list-style-type: none">○ The outsourced Quality Support service feedback○ ERG comments	1 day	Nov 2019 – July 2020

²⁷ The time the EM spends on these tasks will be considerably more; these ToRs will not apply to the EM

²⁸ Approximate dates are meant to give a tentative indication of when engagement is required. These can be revised once the evaluation team is on-board.

<ul style="list-style-type: none"> ○ The EM responses documented in the comments matrix ● Approves the final TOR ● Approves the final evaluation team and budget 		
<p>Inception Phase</p> <ul style="list-style-type: none"> ● Briefs the evaluation team on the subject of the evaluation ● Informs evaluation design ● Supports identifying field visit sites on the basis of selection criteria, defined by the evaluation team in the Inception Report (IR) though the EC should not influence actual selection ● Reviews the revised draft IR on the basis of: <ul style="list-style-type: none"> ○ The outsourced Quality Support service and EM feedback ○ ERG comments ○ The Evaluation team responses in the comments matrix ● Approves the final IR 	2 days	Aug – Sept 2020
<p>Data Collection Phase</p> <ul style="list-style-type: none"> ● Act as key informants: responds to interview questions ● Facilitates access to sources of contextual information and data, and to stakeholders ● Attends the end of field work debriefing(s) meeting ● Supports the team in clarifying emerging issues and identifying how to fill any data gaps 	2 days	Oct 2020
<p>Data Analysis and Reporting Phase</p> <ul style="list-style-type: none"> ● Review the revised draft Evaluation Report (ER) on the basis of: <ul style="list-style-type: none"> ○ The outsourced Quality Support service and EM feedback ○ ERG comments ○ The Evaluation team responses in the comments matrix ● Approves the final ER 	2 days	Nov 2020 –Jan 2021
<p>Dissemination and Follow-up Phase</p> <ul style="list-style-type: none"> ● Leads the preparation to the management response to the evaluation ● Decides whether management agrees, partially agrees or does not agree with the recommendations ● Clears the management response ● Disseminates the Management Response to key stakeholders 	1-2 days	Feb – Mar 2021

4. Time commitment

The EC will contribute to the evaluation with an estimated 9 working days in total. Each phase of the evaluation will not require more than 2 days work. Please see above table for details and main responsibilities and appropriate time frame within which inputs by the EC will be required.

5. Procedures of Engagement

- The Country Director will appoint members of the EC, as soon as a decision to evaluate is made
- The EM will notify the members of the date, time, location and agenda of meetings at least 2 days before the meeting and share any background materials for preparation
- EC meetings will be held face-to face and/or via electronic conference call/Skype and/or email depending on the need, the agenda and the content.

Annex 8 Membership of the Evaluation Reference Group

Terms of Reference for the Evaluation Reference Group of the Climate Adaptation Fund Project Final Evaluation

1. Purpose

An Evaluation Reference Group (ERG) is a group of key internal and external evaluation stakeholders who review and comment on the draft Terms of Reference (TOR), Inception and Evaluation reports. The ERG members act as advisors during the evaluation process, are not taking key decisions about the evaluation.

The overall purpose of the ERG is to support a credible, transparent, impartial and quality evaluation process in accordance with WFP Evaluation Policy 2016-2021 and UNEG norms and standards. ERG members review and comment on draft evaluation TOR, inception report, and evaluation report. ERG members act as advisors, while the responsibility to approve evaluation products rests with the Evaluation Committee Chair.

2. The Composition of the Evaluation Reference Group

The members of the ERG are selected by the Evaluation Committee (EC), which is a subset of the ERG membership. The ERG is composed of key stakeholders who either i) have a key role in the intervention being evaluated; ii) are expert in the subject under evaluation; or iii) bring expertise in evaluation design and methods.

- Andrea Berardo – Deputy Country Director (Chair)
- Mairi Sun – Evaluation Manager
- Thilini de Alwis – Monitoring and Evaluation Officer, Ministry of Mahaweli and Environment
- Tharanga Dissanayake, Monitoring and Evaluation Officer, UNDP
- Rushini Perera – Project Coordinator, UNDP/WFP
- Rohini Singarayer – Agriculture Specialist, WFP
- Yumiko Kanemitsu – Regional Monitoring Advisor, Regional Bureau WFP
- Luna Kim – Regional Monitoring Advisor, Regional Bureau WFP
- Sunimal Chandrasiri – Project Director, Ministry of Mahaweli and Environment
- Dr. Damith Chandrasekara – Technical Coordinator from UNDP
- Frank Jayasinghe – Project Manager, Ministry of Mahaweli and Environment
- Chiara Pili – Programme Officer, WFP HQ

3. Responsibilities of the Evaluation Reference Group:

Areas of engagement and responsibilities for the ERG are indicated in the Table below. These tasks of the ERG and do not overlap the EC (Evaluation Committee) tasks but ensure that the two

mechanisms are complementary. The ERG being advisory, is not involved in the selection of the Evaluation team and approval of the TOR and inception report. Please refer to EC TOR for details.

Tasks by evaluation phase	Estimated time²⁹	Approximate dates³⁰
Preparation Phase <ul style="list-style-type: none"> Review and comment on the draft ToR (see ToR report Template, Quality Checklist, and Comments Matrix). Ensure that the ToR will lead to a credible and useful evaluation and provide additional information to inform the finalization of the TOR. Where appropriate, provide input on the evaluation questions. Identify source documents useful to the evaluation team. Attend ERG meeting/conference call etc. 	1 day	Dec 2019 – July 2020
Inception Phase <ul style="list-style-type: none"> Meet with evaluation team to discuss how the evaluation team can design a realistic/practical, relevant and useful evaluation. Identify and facilitate dialogues with key stakeholders for interviews, as required. Identify and access documents and data Help identify appropriate field sites according to selection criteria set up by the evaluation team in the inception report as needed. Your role in this helps safeguard against bias. Review and comment on the draft Inception Report (see inception report Template, Quality Checklist, and Comments Matrix) 	1 day	Aug – Sept 2020
Data Collection Phase <ul style="list-style-type: none"> Act as a key informant: respond to interview questions Provide information sources and facilitate access to data Attend the evaluation team’s end of field work debriefing 	1.5 day	Oct 2020
Data Analysis and Reporting Phase <ul style="list-style-type: none"> Review and comment on the draft evaluation report (see evaluation report Template, Quality Checklist, and Comments Matrix), focusing on accuracy, quality and comprehensiveness of findings, and of links to conclusions and recommendations. The latter should be relevant, targeted, realistic and actionable. The ERG, being advisory, it must respect the decision of the independent evaluators about whether 	2 days	Nov 2020 – Jan 2021

²⁹ The time the EM spends on these tasks will be considerably more; these ToRs will not apply to the EM

³⁰ Approximate dates are meant to give a tentative indication of when engagement is required. These can be revised once the evaluation teams in on-board.

feedback is incorporated, as long as the process is transparent, including rationale for not incorporating feedback.		
Dissemination and Follow-up Phase <ul style="list-style-type: none"> • Disseminate final report internally and externally, as relevant; • Share findings within units, organizations, networks and at events; • Provide input to management response and its implementation (as appropriate). 	2 days	Feb – Mar 2021

4. Time commitment

The ERG will contribute to the evaluation with an estimated 7-8 working days in total. Each phase of the evaluation will not require more than 2 days work. Please see above table for details and main responsibilities and appropriate time frame within which inputs by the ERG will be required.

5. Procedures of Engagement

- The Chair of the Evaluation Committee will appoint the members of the ERG.
- The Evaluation Manager (EM) will notify the ERG members the time, location and agenda of calls or meetings 3 days in advance and share any relevant background materials.
- ERG meetings will be held face-to face and/or via electronic conference call/Skype, as required.
- The ERG may be required to meet face to face at least once over the course of the evaluation, depending on the need to discuss inputs or diverging views of the membership. In such cases, the ERG will be notified by the EM in advance.
- ERG members, representing their organizations, will be interviewed by the evaluation team as part of inception and data collection phases.
- ERG members will provide feedback electronically to the EM on the draft TOR, Inception Report and Evaluation Report. The EM will ensure that the evaluation team responds to comments, whether by incorporating them in the reports or providing rationale where feedback is not incorporated. Comments will be recorded in a comments matrix to help ensure a transparent and credible process.

Annex 9 Roles and Responsibilities

<p>The WFP Country Office Sri Lanka Management (Deputy Director)</p>	<ul style="list-style-type: none"> ○ Assign an Evaluation Manager for the evaluation: Mairi Sun – M&E Officer. ○ 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 ○ Participate in discussions with the evaluation team on the evaluation design and the evaluation subject, its performance and results with the Evaluation Manager and the evaluation team ○ Organise and participate in two separate debriefings, one internal and one with external stakeholders ○ Oversee dissemination and follow-up processes, including the preparation of a Management Response to the evaluation recommendations
<p>The Evaluation Manager</p>	<ul style="list-style-type: none"> ○ Manages the evaluation process through all phases including drafting this ToR ○ Ensures quality assurance mechanisms are operational ○ Consolidates and shares comments on draft ToR, inception and evaluation reports with the evaluation team ○ Ensures expected use of quality assurance mechanisms (checklists, quality support ○ Ensures that the team has access to all documentation and information necessary to the evaluation; facilitates the team’s contacts with local stakeholders; sets up meetings, field visits; provides logistic support during the fieldwork; and arranges for interpretation, if required. ○ Organises security briefings for the evaluation team and provides any materials as required
<p>An internal Evaluation Committee</p>	<ul style="list-style-type: none"> ○ Has been formed as part of ensuring the independence and impartiality of the evaluation. It will achieve this by supporting the evaluation manager (EM) in making decisions, reviewing and providing input to evaluation process and draft deliverables (ToR, inception report and evaluation report), and submitting them for approval by the DCD who will be the chair of the committee. Please refer to Annex 7 for membership details.
<p>An Evaluation Reference Group</p>	<ul style="list-style-type: none"> ○ Has been formed, as appropriate, with representation from cooperating partners UNDP and MMDE. The ERG members will review and comment on the draft evaluation products and act as key informants in order to further safeguard against bias and influence. Please refer to Annex 8 for membership details.
<p>The Regional Bureau</p>	<ul style="list-style-type: none"> ○ Advise the Evaluation Manager and provide support to the evaluation process where appropriate.

	<ul style="list-style-type: none"> ○ 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 Yumiko Kanemitsu, Regional Evaluation Advisor 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.
Relevant WFP Headquarters divisions	<ul style="list-style-type: none"> ○ 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.
Government and UNDP	<ul style="list-style-type: none"> ○ As executing partners will participate in the ERG and review and comment on the evaluation documents.
The Office of Evaluation (OEV)	<ul style="list-style-type: none"> ○ Through the Regional Evaluation Officer, will advise the Evaluation Manager and provide support to the evaluation process when required. It is responsible for providing access to the outsourced quality support service reviewing draft ToR, inception and evaluation reports from an evaluation perspective. It also ensures a help desk function upon request.
Beneficiaries and Farmer Organisations	<ul style="list-style-type: none"> ○ Act as key informants, responding to interview questions. Facilitate access to sources of contextual information and data, and to other stakeholders.

Annex 10 Adaptation Fund Report Template

ADAPTATION FUND FINAL EVALUATION TEMPLATE

Project/Programme General Information

- Adaptation Fund Project ID:
- Project/programme category:
- Country/ies:
- Title of project/programme:
- Type of Implementing Entity:
- Implementing Entity:
- Executing Entity/ies:
- Amount of financing requested (In U.S Dollars):

Projected/Programme Timetable:

Indicate the dates of the following milestones for the proposed project/programme

Project timetable	Expected Date	Actual Date
Start of Project/Programme Implementation		
Mid-term Review (if planned)		
Project/Programme Closing		
Final Evaluation		

Project Components	Expected Concrete Outputs	Expected Outcomes	Amount (US\$)
1.			
2.			
3.			
4. Project/ Programme Execution cost			
5. Total Project/Programme Cost			
6. Project Cycle Management Fee charged by the Implementing Entity (if applicable)			

Project/Programme Components and Financing:

	Approved	Actual
Amount of Financing Requested		

Evaluation General Information

All final evaluations will include a description of the following aspects:

- When, and for how long, the evaluation took place;
- Places visited;
- Who was involved in the evaluation; and
- Methodology and Evaluation key questions.

Evaluation Results

All final evaluations will report on the following dimensions:

- Achievement of outputs and outcomes, providing ratings for targeted project objectives and outcomes;
- Likelihood of sustainability of outcomes at project completion, providing a rating for this;
- Processes Influencing Achievement of Project/Programme Results;
- Contribution of project achievements to the Adaptation Fund targets, objectives, impact, and goal; and
- M&E Systems.

1. Evaluation of project/programme outcomes: criteria for assessing achievement of outcomes and ratings:

- Relevance (discussion and rating);
- Effectiveness (discussion and rating);
- Efficiency (discussion and rating); and
- Overall Rating.

2. Risks to sustainability and progress towards impacts: dimensions and ratings

- Financial and economic (discussion and rating);
- Socio-political (discussion and rating);
- Institutional framework and governance (discussion and rating);
- Environmental (discussion and rating);
- Uncertainties on climate change impacts—baselines (discussion and rating); and
- Overall Rating.

3. Evaluation of Processes Influencing Achievement of Project/Programme Results (Note that evaluators are not expected to provide ratings on these issues)

- Preparation and readiness (discussion);
- Country ownership (discussion);
- Stakeholder involvement (discussion);
- Financial management (discussion);
- Implementing Entity supervision and backstopping (discussion); and
- Delays in project/programme start-up and implementation (discussion).

4. Evaluation of Contribution of Project/Programme Achievements to the Adaptation Fund Targets, Objectives, Impact, and Goal: elements and ratings

- Contributions towards AF Goal (discussion and rating);
- Contributions towards AF Impact (discussion and rating); and
- Contributions towards AF Objective (discussion and rating).

5. Evaluation of M&E Systems: dimensions and ratings

- M&E plans (discussion and ratings):
 - Design (discussion and rating);
 - Implementation (discussion and rating); and
 - Budgeting and funding for M&E activities (discussion).
- Indicators (discussion and rating);
- Project/programme baselines (discussion and rating);
- Alignment of Project/Programme M&E Frameworks to National M&E Frameworks (discussion and rating); and
- Overall rating.

Conclusions, Lessons Learned, and Recommendations

Final evaluation reports should include a section synthesizing findings, final conclusions, lessons learned, and recommendations.

References

Final evaluations should include, in text and as a main section, all materials and bibliography, as well as a list of stakeholders/persons consulted during their design and implementation.

Annexes

In addition to other technical annexes, the final evaluation report should include the following two annexes:

- Official response from the project/programme management team regarding the evaluation findings or conclusions; and
- Terms of reference for conducting the evaluation.

Annex 11 Endline Survey ToR

TERMS OF REFERENCE

TOR FOR CONDUCTING SURVEY AND PREPARATION OF FINAL COMPLETION REPORT ON DEVELOPMENT ACTIVITIES OF THE PROJECT OF “ADDRESSING CLIMATE CHANGE IMPACTS ON MARGINALIZED AGRICULTUREAL COMMUNITIES LIVING IN THE MAHAWALI RIVER BASIN OF SRI LANKA”.

Job Title: To Conduct a Survey and Prepare Final Completion Report on activities of the project “Addressing Climate Change Impacts on Marginalized Agricultural Communities Living in the Mahaweli River Basin of Sri Lanka”

Reports to: Project Director, Climate Change Adaptation Project in the Mahaweli River Basin of Sri Lanka

Language Required : English /Sinhala

Expected Duration : Three months (50 days)

Contract Start Date :

Contract End Date :

Duty Location : Home-based, with a field mission to Polonnaruwa and Nuwara Eliya

Project Brief

Project:	Addressing Climate Change Impacts on Marginalized Agricultural Communities Living in the Mahaweli River Basin of Sri Lanka
Funded By:	The UNFCCC Adaptation Fund
Implementing Entity:	World Food Programme
Executing Entities:	Ministry of Mahaweli Development and Environment United Nations Development Programme
Start Date of Project:	August 2014
Targeted Families	14039
Project implementing area	Medirigiriya, Lankapura and Walapane Divisional Secretariat areas in Polonnaruwa and Nuwara Eliya Districts respectively.

INTRODUCTION

The project of “**Addressing Climate Change Impacts on Marginalized Agricultural Communities Living in the Mahaweli River Basin of Sri Lanka**” (referred to as CCAP) was awarded to World Food Programme as implementing Entity of the project in December 12, 2012, with a budget of \$7,989,727 USD. The Executive Entities responsible for the implementation of the CCAP is the Ministry of Mahaweli Development and Environment.

The project however faced challenges which caused considerable delays. Implementing Entity of the Project, the World Food Programme (WFP), had received approval from the donor, the Adaptation Fund (AF), to extend the project for another two and half years (until 29 February 2020). The AF had also approved the new implementation arrangement on 14 August 2017, where UNDP became another executing entity together with the Ministry of Mahaweli Development and Environment in order to expedite the project implementation and reach the targets within the remaining time of the project.

The project ends on February 29th, 2020 and a consultant/firm is sought to provide evidence of results, gather learnings and to develop the Final Completion Report.

1. BACKGROUND AND CONTEXT

Analysis by the Sri Lankan Department of Meteorology indicates an increasing trend in rainfall variability over most parts of the island. Recent decades have seen an overall increase of extreme rainfall events, which are interspersed with longer dry spells and periods of drought. Consequentially, this pattern causes greater erosion of arable soil and more frequent flooding events. Shifts in weather patterns, coupled with a continuous rise of ambient temperature across the country and increasing variability of rainfall were projected to have large-scale effects on 30% of Sri Lanka’s population who engage in agriculture including their agricultural productivity, food and water security.

Climate change in the Mahaweli Basin is manifested in increased natural hazards such as landslides, drought and floods, increased land degradation in the upper and mid elevations and reduced agricultural productivity. These problems are attributed to both temperature increase and rainfall variability. As is the case nationally, rainfall variability is by far the most important contributory factor to increased climate risk in the Mahaweli Basin. Many upland or rain-fed farming areas lay scattered in the upper, middle and lower catchments without assured irrigation and exposed to natural hazards such as drought, floods and landslides. Some of these lands are entirely rain-fed.

Poverty and food insecurity are highest among such rain-dependent farmers who have no access to assured irrigation. Farmers in rainfed systems (called upland farmers) have been traditionally poorer than settlers. Due to lack of irrigation at the right time, in the right quantities, these farmers have low productivity and produce crops that do not have high market value. Generally, one season (Maha) is cultivated fully. Livelihood insecurity is high during the lean rainfall season and farmers become labourers and often migrate out of village in search of employment.

Rain-fed farming communities were often ignored by extension services; and lacked basic infrastructure such as electricity, communications and road networks to enable them to engage in

more productive alternate livelihoods. In rain-fed and minor irrigated areas, climate change induced weather anomalies have the combined impact of hazard amplification and livelihood insecurity. As rain-fed farming areas are generally poorer; these impacts led to further economic and social marginalization of these farming communities.

Therefore, Climatic Change Adaptation Project was initiated targeting rain-dependent farming families in three hazard-prone divisional secretary divisions (DSDs) in the Mahaweli Basin identified through the vulnerability analysis. These DSDs are, Medirigiriya, Lankapura in Polonnaruwa District and Walapane in Nuwara Eliya District.

2. EXPECTED PROJECT RESULTS

The overall goal:

Build diversified and resilient livelihoods for marginalized farming communities in the Mahaweli River Basin through effective management of land and water resources.

The overall objective: To mitigate effects of climate change induced rainfall variability and its impacts on livelihood and food security on farm households in two vulnerable divisions of the Mahaweli River Basin.

Specific Objective 1: To develop household food security and build resilient livelihoods for rain-fed farming households in Walapane, Medirigiriya and Lankapura DSDs by improving the use of natural resources and strengthening livelihoods in the face of climate hazards.

Specific Objective 2: To build institutional capacity in village, local and regional service delivery to reduce risks of climate induced rainfall variability.

Outputs for Component One

- 1.1 Develop home garden based agro forestry systems in target DSDs to diversify livelihoods and build adaptive capacity of households to climate change
- 1.2 Introduce and promote drought tolerant crop varieties and agronomic practices to counter effects of rainfall variability
- 1.3 Identify and promote climate-resilient alternate income sources such as livestock, perennial cash crops and inland fisheries
- 1.4 Promote improved postharvest technologies as viable climate-resilient livelihood sources for farm women
- 1.5 Build Community Assets and Livelihood Resources through cash for work to support climate risk reduction measures

Outputs for Component Two

- 2.1 Train and mobilize officers at village, division and provincial level to design, and monitor local adaptation strategies
- 2.2 Strengthen Farmer Organizations with information, training and equipment to implement adaptation strategies
- 2.3 Pilot integrated watershed management plans to safeguard climate sensitive livelihood assets such as land and water
- 2.4 Conduct Risk Assessment and Adaptation Planning with target communities

- 2.5 Document and disseminate lessons of climate resilient livelihood development and watershed management approaches and best practices
- 2.6 Design and implement early warning systems for climate induced risk of landslide and drought in Mahaweli Basin

2. TARGET BENEFICIARIES AND LOCATIONS:

The project targets 14,039 rain-dependent farming families in three hazard-prone in Polonnaruwa and Nuwara Eliya. The divisional secretary divisions (DSDs) are Walapane, Medirigiriya and Lankapura in the upper and down streams of the Mahaweli River Basin of Sri Lanka.

3. PURPOSE OF THE STUDY:

One of the key project deliverables for the Climate Change Adaptation project is a **Final Completion Report**. This detailed report requires outcome level results and analysis against indicators and targets to measure the impact this project has had on beneficiary's lives, the environment and how it measures against the objectives of the programme. In order to inform the Final Completion Report, gender-sensitive data collection will be undertaken by the hired consultant.

4. SCOPE OF WORK

The scope of this study is to critically analyze the progress of field level project implementation activities and its effects on the project beneficiaries to combat climate change impacts and improve their livelihood. The study should cover the Medirigiriya and Lankapura DS Divisions in the Polonnaruwa District and Walapane DS Division in the Nuwara Eliya District. This study should represent the 14039 targeted beneficiaries residing in these climate change affected areas located in 9 Agrarian Services Divisions within the above 3 DSDs.

The consultant should visit the project sites and hold discussions with beneficiaries and key stakeholders to gain an understanding on the field level project implementation activities and its impact on climate change adaptation and beneficiary livelihood improvement and success and issues relating to the project. The consultant should review the project documents and relevant project reports to understand project implementation patterns and its current achievements.

The consultant should study project interventions and should measure its impact in terms of climate change adaptation and livelihood development for vulnerable communities under 11 outputs as mentioned above to determine the achievement of the overall project objectives and the two specific objectives. (See annex 1 for the project logical framework)

The consultant should determine appropriate sample size within the various fields development programmes such as increasing community water storage capacity, utilizing available water sources, home garden development, watershed management, agriculture and animal husbandry development, cultivation in polytunnels, establishment of farmer markets, green community products and community enterprise development women micro finance and capacity building programmes etc.

5. KEY TASKS

The consultant/firm will have expertise on topics related to agriculture, natural resource management, disaster risk reduction and climate change issues to undertake this contract within a three-month timeframe. The scope of the task will include review of the project strategy, determines results against the logical framework’s baseline and targets.

The consultant(s) is expected to:

Activity	Deliverable	Workdays	Location	Assumptions
Desk review of project documents & relevant reports on the context to gain a good understanding of project strategy and the current status	Inception report - Methodology, questionnaires (Household Survey, Focus Group Discussions, Key Informant) and mission plan completed	4 Days	Home based	MMDE and UNDP will provide all relevant project documents by start of contract. Consultant expected to research secondary materials.
Design a suitable initial evaluation methodology including a detailed field assessment plan – draft inception report		4 Day	Home based	The methodology should mirror the methodology used in the baseline to allow for a comparative analysis across points in time.
Review and adapt (with prior approval) available data collection tools		2 Day	Home based	MMDE to share data collection tools. Consultant will suggest revisions to questionnaires.
Meet with MMDE, UNDP and WFP to inform logistics plan and finalize field survey arrangements with beneficiaries and key informants		1 Day	Meeting at MMDE	Consultation to prepare and present initial field assessment plan to seek feedback from MMDE, UNDP and WFP.
Hire and train, including piloting, enumerators and facilitators on survey and quality controls		3 Day	Polonnaruwa or Nuwara Eliya	MMDE, UNDP WFP will provide feedback on presentation. Presentation will need approval from MMDE prior to training session.

Conduct field assessment / mission	Cleaned data tables	14 Days	Polonnaruwa and Nuwara Eliya	Members of MMDE, UNDP and WFP will supervise data collection at own expense.
Data entry, cleaning and analysis	First Draft Completion Report	5 Days	Home based	
Preparation of first draft report & submission of report and data tables for MMDE, UNDP and WFP feedback		10 Days	Home based	MMDE will share feedback within 10 business days of submission.
Incorporate initial feedback and present findings to MMDE, WFP, UNDP	Presentation to stakeholders	2 Day	To be determined	Findings should include a gender analysis.
Prepare second draft & submit to Evaluation Group for feedback	Second Draft Completion Report	3 Days	Home Based	MMDE will share feedback within 10 business days of submission.
Incorporate second round of feedback and finalize report	Final Completion Report	2 days	Home Based	MMDE will share feedback within 10 business days of submission.
Total		50 days		

6. DATA SAMPLE SIZE

The data collection will adopt a mixed methods approach, like the baseline methodology, including both primary and secondary data obtained from quantitative and qualitative data collection methods, conducting desk review, and research from secondary sources. A large focus will be on beneficiary households, with data collected through quantitative household surveys that is statistically representative of the target population. To compliment this data, qualitative methods such as focus group discussions and key informant interviews will also be conducted. The household survey should focus on livelihood improvement and food security levels of the beneficiaries.

Secondary resources will need to be reviewed which includes: Project Performance Reports, Logical Framework, Baseline and Mid-Term Evaluation Reports, relevant regional and national reports and policies on climate change, food security and economic development, and relevant Central Statistics Agency reports.

The sampling design will follow the baseline approach. Endline information will be collected through a quantitative survey of a representative sample of the target beneficiaries across the three

DS divisions of the project area. Following the baseline design, both sampling and analysis will be disaggregated at DS division level and reported accordingly.

There are approximately 14,000 beneficiaries in the project target area. The sample size for the survey will be calculated with an assumption of a 50% response distribution, 5% margin of error, 95% confidence level and accounting for a 10% non-response rate. The sample size and sampling techniques should be recommended by the consultant in the inception report and approved by MMDE.

In addition, the consultant is expected to conduct 3-4 sessions of focus group discussions per DS Division, with different demographics (women, men, age groups). Key informant interviews with community leaders and government officials at various levels are also needed.

5.2 EXPECTED OUTPUTS AND DELIVERABLES

The consultant/firm shall prepare and submit:

1. An inception report that includes: Methodology, Questionnaires (Household Survey, Household Consumption Survey, Focus Group Discussions, Key Informant), Analysis Plan, Field Mission Plan and Enumerator and Facilitator Training Presentation (including materials and curriculum), due November 10th, 2019
2. Enumerator and Facilitator Training Completion Report, due November 16th, 2019
3. Cleaned data tables, Raw Data and First Draft Completion Report, due December 15th, 2019

Completion Report Guidance:

- Executive Summary on project results and performance (2 pages)
 - Basic information (1 page)
 - Key milestones (1 page)
 - Project overview and description (2 pages)
 - Results and key outcomes, compared to baseline and targets (30 pages)
 - Contribution to Sri Lanka's Climate Change commitments, Nationally determined contributions (NDCs), SDGs, Adaptation Fund Objectives (5 pages)
 - Key Outcomes related to Gender Equality (2 pages)
 - Issues, challenges and mitigation measures (Environmental and social risks, gender consideration, and other risks) (4 pages)
 - Lessons learned and recommendations (3 pages)
 - Sustainability, scalability and replicability (3 pages)
 - Section on project expenditure (2 pages)
 - Annex 1: Final Completion Report TOR
 - Annex 2: Time Schedule and Field visits
 - Annex 3: List of Officials and Representatives of Farmer Organizations met during the mission for consultations
 - Annex 4: List of documents reviewed
 - Annex 5: Final Data Collection tools
4. Presentation to stakeholders, due 6th January 2020
 5. Second Draft Completion Report, due 6th January 2020
 6. Final Completion Report, due January 31st, 2020

7. Handover of all original completed surveys and transcripts, due January 31st, 2020

5.3 INSTITUTIONAL ARRANGEMENT

The principal responsibility for managing the contract resides with the MMDE. The lead consultant is expected to submit an all-inclusive financial proposal (fee of the specialist, travel, accommodation, communications, hiring of data collection team and other miscellaneous costs etc.). MMDE will be responsible for liaising with the review team (field offices, UNDP and WFP) to provide all relevant documents, facilitate stakeholder interviews and field visits.

6. REQUIRED SKILLS AND EXPERIENCE

The selection of the consultant/firm will be aimed at maximizing the overall “team” qualities in the following areas:

- Recent experience with result-based management evaluation methodologies;
- Master’s degree or higher in the field of Agriculture, Social Science, Environmental Management, Forestry, or other related fields.
- Work experience in relevant technical areas for at least 10 years
- Demonstrated understanding of issues related to climate change adaptation, food security environmental management issues;
- Experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experiences within Government and United nations systems will be considered an asset

Annex 12 Acronyms

ADB	Asian Development Bank
AF	Adaptation Fund
CBO	Community Based Organisations
CCA	Climate Change Adaptation
CCS	Climate Change Secretariat
CSP	Country Strategic Plan
DAC	Development Assistant Committee
DCD	Deputy Country Director
DEQAS	Decentralised Evaluation Quality Assurance System
DSD	Divisional Secretary Divisions
EC	Evaluation Committee
EM	Evaluation Manager
EQAS	Evaluation Quality Assurance System
ERG	Evaluation Reference Group
FGD	Focus Group Discussion
FO	Farmer Organisation
GCRI	Global Climate Risk Index
GEEW	Gender Equality and Empowerment of Women
GoSL	Government of Sri Lanka
IWMI	The International Water Management Institute
MEWR	Ministry of Environment & Wildlife Resources
MMDE	Ministry of Mahaweli Development and Environment
MSC	Most Significant Change
NAP	National Adaptation Plan for Climate Change
NCCP	The National Climate Change Policy
NDA	National Designated Authority
OAP	Overarching Agriculture Policy
OEV	Office of Evaluation
PRA	Participatory Rapid Appraisals
QS	Quality Support
ToR	Terms of Reference
UNCT	United Nations Country Team
UNDP	United Nations Development Programme
UNDSS	United Nations Department of Safety & Security
UNEG	United Nations Evaluation Group
UNFCCC	United Nations Framework Convention on Climate Change
WFP	World Food Programme
WFP CO	World Food Programme Country Office