



Decentralized Evaluation Quality Assurance System (DEQAS)

Terms of Reference

END OF PROGRAM EVALUATION of

Support for

Stunting Reduction programming and evidence generation:

The Fresh Food Voucher Programme Expansion

in Amhara Region from 2018 to 2020

WFP Ethiopia Country Office

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Table of Contents

1. Introduction	1
2. Reasons for the Evaluation	1
2.1. Rationale.....	1
2.2. Objectives.....	1
2.3. Stakeholders and Users	2
3. Context and subject of the Evaluation	2
3.1. Context.....	2
3.2. Subject of the evaluation.....	4
4. Evaluation Approach	7
4.1. Scope	7
4.2. Evaluation Criteria and Questions	7
4.3. Data Availability.....	9
4.4. Methodology	10
4.5. Quality Assurance and Quality Assessment	12
5. Phases and Deliverables	13
6. Organization of the Evaluation & Ethics.....	14
6.1. Evaluation Conduct.....	14
6.2. Team composition and competencies.....	14
6.3. Security Considerations	15
7. Roles and Responsibilities of Stakeholders.....	16
8. Communication and budget	16
8.1. Communication	16
8.2. Budget	17
Annex 1 Map	19
Annex 2 Evaluation Schedule.....	20
Annex 3 Theory of Change	21
Annex 4 Preliminary Stakeholders' analysis	22
Annex 5 Stakeholders Roles and Responsibilities.....	24
Annex 6 Membership of the Evaluation Committee	26
Annex 7 Membership of the Evaluation Reference Group.....	28
Annex 8 Acronyms	30

1. Introduction

1. These Terms of Reference (TOR) are for an endline activity evaluation of Support for Strengthening Resilience of Vulnerable Groups in Ethiopia: The Fresh Food Voucher Programme Expansion in Amhara Region from January 2018 to December 2020. The initial two-year pilot project beginning in January 2017, covering three woredas (Habru, Raya Kobo, and Dessie Zuria) through a 7 million Euro grant funded by BMZ/KfW (Germany) and the Government of Australia. FFV has expanded to an additional four woredas (Dawa Chefa, Kalu, Seqota and Mekdela) in Amahara region through a two-year, 7 million Euro grant from BMZ/KfW beginning in January 2018. This evaluation is commissioned by WFP Ethiopia Country Office (ETHCO) and will cover the period from January 2018 to December 2020.
2. These TOR were prepared by the ETHCO based upon an initial document review and consultation with stakeholders and following a standard template. The purpose of the TOR is twofold. Firstly, it provides key information to the evaluation team and helps guide them throughout the evaluation process; and secondly, it provides key information to stakeholders about the proposed evaluation.

2. Reasons for the Evaluation

3. The reasons for the evaluation being commissioned are presented below.

2.1. Rationale

4. The endline activity evaluation is being commissioned for the following reasons:

Beginning 2017, within the Productive Safety Net Programme (PSNP) IV, World Food Programme (WFP) has supported the Government of Ethiopia in piloting the **Fresh Food Voucher**, an innovative approach to stunting reduction (scope) in view of the first 1,000 days life cycle, through increasing the diet diversity of children under two years of age and of pregnant and lactating women (objective 1) and stimulating local fresh nutrient-dense food markets (Objective 2), while at the same time strengthens a social behavioural change approach which generates demand (objective 3). Initially a two-year project, government partners requested to continue for an additional two years in the same woredas covered by December 2018, and to expand the current programme in an additional four woredas in the same region, made possible by support from BMZ/KfW. In the agreement document, WFP commits to conducting an endline evaluation to measure the performance of the stunting reduction programme.

2.2 Objectives

5. Evaluations in WFP serve the dual and mutually reinforcing objectives of accountability and learning. While this evaluation is slanted toward accountability, both WFP and donors want to draw learnings from the evaluation for inform future stunting reduction programming.
 - **Accountability** – The evaluation will assess and report on the performance and results of the programme to help WFP present high quality and credible evidence of actual impact to its donors and stakeholders.
 - **Learning** – The evaluation will determine the reasons why certain results occurred or not to draw lessons, derive good practices and pointers for learning. It will provide evidence-based findings to

inform operational and strategic decision-making. Findings will be actively disseminated, and lessons will be incorporated into relevant lesson sharing systems

Gender equality and women's empowerment (GEEW) is to be mainstreamed across the objectives.

2.3 Stakeholders and Users

- 6 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. Table 1 below provides a preliminary stakeholder analysis, which should be deepened by the evaluation team as part of the inception phase.
- 7 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 GEEW in the evaluation process, with participation and consultation in the evaluation by women, men, boys and girls from different groups.
- 8 The Government of Ethiopia is committed to ensuring gender equality and equitable socio-economic development of women and men, boys and girls. WFP, through its gender policy and associated policy action plan, is committed to ensuring gender equality and women empowerment in all its activities. Participation and consultation with women, men, boys and girls from different groups during the evaluation process will be built into the evaluation design to ensure their perspectives are considered.
- 9 The primary users of this evaluation will be:
 - The WFP ETHCO and its partners, in primis, Seqota Declaration, as well as PSNP V and NNP II, in decision-making, notably related to programme implementation and/or design, scale up of the programme, Country Strategy and partnerships.
 - Given the core functions of the Regional Bureau (RB), the RB is expected to use the evaluation findings to provide strategic guidance, programme support, and oversight to other COs in the region.
 - WFP HQ may use evaluations for wider organizational learning and accountability.
 - The Office of Evaluation (OEV) may use the evaluation findings, as appropriate, to feed into evaluation syntheses as well as for annual reporting to the Executive Board.
 - BMZ/KfW are expected to use the evaluation findings for organization learning and to inform the future funding.

3. Context and subject of the Evaluation

3.1. Context

10. Stunting reduction is serious public health concern, globally and in Ethiopia. In the Sustainable Development Goals, stunting prevention in children under-5 is a priority (SDG 2). Indeed, nutrition is vital for achieving 12 out of 17 SDGs, and the remaining 5 SDGs support improvements in nutrition. Eliminating undernutrition in Ethiopia would prevent losses of 8-11% per year from the gross national product (IFPRI, 2014, UNGNA, 2015). In 2013 the Government of Ethiopia together with the African Union Commission published "The Cost of Hunger in Ethiopia 2013", a report that quantifies the social and economic impact of

undernutrition (Ethiopia Public Health Institute - African Union, EPHI-AU, 2009). Based on the report's findings, the total annual cost of undernutrition in Ethiopia was estimated at ETB 55.5 billion, equivalent to 16.5 percent of GDP in 2009 (EPHI-AU). Reducing child undernutrition rates to half the current levels by 2025 could reduce losses by ETB 70.9 billion, the study suggests. The commitment of the Government of Ethiopia in reducing stunting is mirrored in multi-sectorial National Nutrition Programme (NNP) 2016-2020, which was signed by thirteen State Ministers, plus the Deputy Prime Minister.

11. The 'Seqota' Declaration is a special commitment which will be managed under the National Nutrition Programme and implemented by the NNP implementing sectors including Ministry of Agriculture and Natural Resources (MOANR), Ministry of Livestock and Fishery Resource Development (MOLF), Ministry of Health (MOH), Ministry of Water, Irrigation and Electricity (MOWIE), Ministry of Education (MOE), and Ministry of Labour and Social Affairs (MOLSA). The key goals of this Declaration include the following objectives to be reached by 2030: (1) Zero stunting in children less than 2 years; (2) 100 percent access to adequate food all year round; (3) Transformed smallholder productivity and income; (4) Zero post-harvest food loss through reduced post-harvest loss; and (5) Focus on poverty reduction and resilience building through predictable cash transfer to the most vulnerable group, and in addition, targeted support to school feeding programmes, pregnant and lactating women, as well as children under 2 years.
12. MOARN has taken the initiative to mainstream nutrition into its overall sectoral plans and has established nutrition implementing structures. The government has also been implementing the PSNP since 2005. The PSNP has been an integral component of the rural development policy of the Government of Ethiopia (GoE) to support rural, food-insecure households that are chronically food insecure and transitory in nature. PSNP covers the regional states of Tigray, Amhara, Oromiya, SNNPR, Dire Dawa, Harari, Somali and Afar. The programme provides food and/or cash transfers to chronically food-insecure households, in exchange for their participation in labor-intensive public works activities for able bodied household members. Labor-poor households, including disabled people, terminally ill people, elderly people, children, and pregnant and lactating women, receive unconditional food transfers. The public works component, which covers approximately 80 percent of the beneficiaries, focuses on projects that mainly include soil and water conservations, rangeland management, and development of social infrastructure such as roads, pastoral training centers, water cisterns, schools and clinics.
13. Though the GoE has made great strides in reducing stunting among children under the age of five - with a 6.3 percent decrease from 2014 to 2018 (37%), stunting remains a challenge for the country, in particular in certain areas. In Amhara region, for instance, almost half of children are stunted (41%), and their households remain food insecure.¹ Also in this Region, the contributing factors to stunting are many and include lack of access to diverse diets, insufficient water sanitation and hygiene services, and inappropriate infant and young child feeding practices (IYCF).
14. Ethiopia is also a predominantly patriarchal society, especially in rural areas. Widespread and deep-rooted barriers to gender equality and women's empowerment (GEEW) hinder the country's capacity to achieve zero hunger. Ethiopia entered the twenty-first century with extremely low maternal and reproductive health indicator levels. Women provide most of the agriculture labour in rural areas, but their access to resources (such as farm inputs, skills and

¹ 2019 mini EDHS

credit) is constrained. Despite rapid economic gains, their distribution remains uneven. Moreover, gender inequalities continue to limit women's health and education outcomes and economic opportunities and as such, constrain women's development. Women and girls' nutrition security, livelihoods basic human rights, as well as access to land, credit and productive assets are hampered.

15. Females are strongly disadvantaged as compared to boys and men in all sectors, including literacy, health, food and Ethiopia has an Inequality Index of 116 out of 159 countries. Consequently, underlying reasons for malnutrition include women and girls limited and unstable physical and economic access to healthy and diverse food, cultural traditions, and dietary habits. For instance, stunting rates drop dramatically in accordance to the level of education of a child's mother, from 42 percent (no education) to 35 percent (primary education) and 22 percent (secondary education). Harmful practices such as early marriage affect the health and education outcomes of girls and uphold the intergenerational cycle of malnutrition, given negative implications for awareness, livelihoods and agency. Often, in settings with limited food resources women are unable to access a balanced diet due to widespread practices of 'food hierarchy'.² In 2009, the cost of hunger study estimated the cost of undernutrition in Ethiopia to be about USD 1.98 billion or 16.5 percent of the GDP.
16. Finally, the COVID-19 pandemic is a health and human crisis threatening the food security and nutrition of millions of people around the world. Moreover, the pandemic came at a time when food security and food systems in East Africa were already under strain due to flooding, climate change, desert locust invasions and conflicts.³ Modelling by the United Nations Economic Commission for Africa suggests that economic growth in Ethiopia will be reduced by 1.2% in the best-case scenario and 4.5% in the worst-case scenario.⁴ While movement restriction were initially imposed and later lifted, prevention measures remain in place as cases continue to climb throughout the country. Ethiopia's poorest households are particularly vulnerable to the direct and indirect impacts of the pandemic. Shocks, such as loss of income and increased food prices inflation due to decrease in production and global prices increase of inputs, raw material and imported food items as a result of COVID, are undermining stunting reduction efforts.⁵

3.2 Subject of the evaluation

17. The World Food Programme (WFP) proposed to address one of the stepping stones in the path to the reduction of stunting by focusing on improving the dietary diversity of pregnant and lactating women and children aged six to 23 months. To support the government in its implementation of the PSNP, with generous support from BMZ/KfW, the WFP Ethiopia Country Office piloted a **Fresh Food Voucher Programme (FFV)** in three PSNP woredas in Amhara (Habru, Raya Kobo and Dessie Zuria), starting in June 2018. The objectives of the FFV programme were: (1) improve dietary diversity among pregnant and lactating women (PLW) and children aged six to 23 months; (2) stimulate the local fresh food market. Components of the programme are show below in Figure 1.

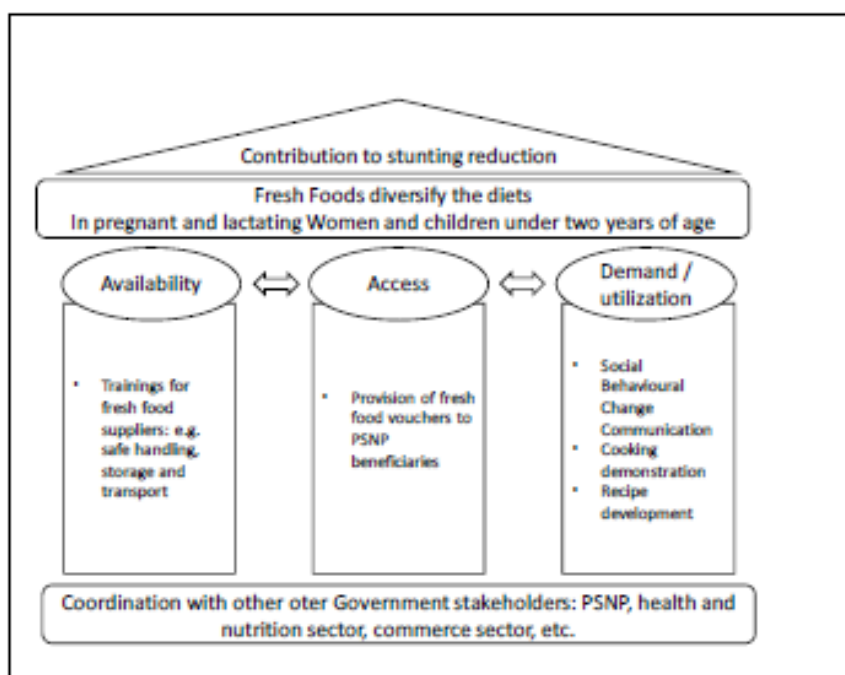
² HIV/AIDS Prevention and Control Office (HAPCO) [Ethiopia]. HIV/AIDS Epidemic Estimates 2017-2021. New estimates of HIV population in 2018: women: 442,291, men: 286,798, children 0-14: 50,923.

³ United Nations (2020). Policy Brief: The Impact of COVID-19 on Food Security and Nutrition.

⁴ United Nations Ethiopia (2020)

⁵ Source: [link](#).

Figure 1: FFV project components



18. Beginning in 2019, through additional support from BMZ/KfW, WFP expanded FFV through **Support for Strengthening Resilience of Vulnerable Groups in Ethiopia: The Fresh Food Voucher Programme Expansion in Amhara Region**. WFP targeted 120,400 FFV beneficiaries in total in four additional woredas (Dawa Chefa, Kalu, Seqota and Mekdela) in Amhara Region covered by PSNP. The target groups included 74,648 pregnant or lactating women (62 percent of the total) and 45,752 children under two years of age households (38 percent), accounting also for 10 percent of spill over of beneficiaries in transit from the cohort of 2019 into the cohort of 2020.⁶
19. Through the FFV, WFP provided training and technical support to the Government, as well as mobile money vouchers redeemable for fresh foods (fruit, vegetables, and animal source foods) at retailer traders for 11,000 pregnant and lactating women and households with children between six and 23 months of age (primary target groups). This is aligned with the evidence-based approach looking at stunting reduction within the window of opportunities offered by the ‘first 1000 days’.
20. For the provision of fresh food vouchers, households with pregnant and lactating women and children under two years of age will receive mobile phone-based voucher codes to be redeemed against fresh produce of fruits and vegetables. The amount of the transfer was determined by the size of the household during the pilot phase of the first two cycles. WFP supported FFV with values equivalent to 12 or 21, 14 or 23, and 17 or 26 USD in households with respectively two, between three and five, or more than six members. Those three

⁶ The estimation of the targets for each group are based on the data coming from the beneficiary profile for Habru woreda registered in the SCOPE database.

categories of households are the same described in Table 1 below, and they all benefitted from Social Behaviour Change Communication Campaigns (SBCC)⁷ in the pilot phase.⁸

Table 1: Initial pilot phase (Habru woreda) household size and programmatic group

Household size (member no.)	Group 1	Group 2	Group 3
Up to 2	12 USD + Social Behaviour Change Communication (SBCC)	21 USD + SBCC	SBCC only
3 to 5	14 USD + SBCC	23 USD + SBCC	SBCC only
6 and above	17 USD + SBCC	26 USD + SBCC	SBCC only

While the pilot programme experimented with two transfer values, an impact evaluation conducted in 2017-18 was unable to answer whether there were differential impacts of the programme on diet diversity for the different voucher values or which transfer value was the more cost-effective in delivering nutritional results due to the challenges in implementation and irregular transfers. Voucher purchasing patterns suggested that the larger voucher somewhat increased the likelihood that the households purchased more expensive Vitamin A-rich fruits, such as mangoes, but no notable differences were found with respect to animal source foods (IFPRI, 2019). Additionally, SBCC was not implemented at the time of the endline survey.

In the continuation of the project for the timeframe 2018-2020, Group 1 intervention arm was eliminated, and all households have received the voucher and SBCC.

Table 2: Expansion phase household size and programmatic group

Household size (member no.)	Intervention Group*
Up to 2	14 USD + SBCC
3 to 5	17 USD + SBCC
6 and above	21 USD + SBCC

*NB: the value was slightly increased in March 2020 from 12, 14 and 17 USD/household into the values reported in the table.

21. Through the SBCC element, the programme ensures that both male and female caretakers will receive skills and knowledge on family health and nutrition, and on child caring practices. By engaging men in this process, WFP aims to address and alter the traditional role division that identifies women as sole responsible for child nutrition and prevent men from engaging in that domestic sphere. Community Conversations, in which such role divisions and stereotypes are addressed in open and participatory manner by well-trained facilitators, have been very successful in changing gender norms around women’s empowerment and gender equality in

⁷ A field-based formative research conducted by the University of Kent informed the design of a SBCC strategy. The SBCC strategy aimed at achieving the objective of improving dietary diversity of pregnant and lactating women and children of 6-23 months. The SBCC strategy implementation included four components of activities: coffee conversations, community theatre, motivational interview training, and print material.

⁸ SBCC was implemented after December 2018. An impact evaluation of the FFV pilot was conducted by IFPRI between October 2017 and January 2019 to determine the differential impacts of the programme on diet diversity for the different voucher values and impact of SBCC on dietary diversity; however, challenges in implementation and delayed rollout of SBCC activities did not allow the evaluation team to answer these questions.

other programmes of WFP in Ethiopia. The FFV component implements the community conversations. Furthermore, women were trained in using their mobile phones for mobile banking. This will enhance their technical skills and financial inclusion in modern services.

22. International Food Policy Research Institute (IFPRI) previous work in Ethiopia shows that limited access to resources is one of the main factors contributing to women's disempowerment in rural Ethiopia (Bachewe et al. 2014). This is further supported by the evidence from conditional cash transfer programs in other contexts, suggesting that targeting transfers to women will empower them but also lead to better nutrition outcomes among women and children (Van den Bold, Quisumbing, and Gillespie 2013). Fresh Food Vouchers are transferred to women in almost all cases. Women Empowerment may improve as women now directly access and manage resources.
23. While FFV has continued enrolment and transfer activities as planned; face-to-face activities, such as SBCC, have been modified to minimize risk of virus transmission to both staff and participants. In addition, SBCC has been used as a platform for sharing COVID prevention and treatment sensitization messages to the community.
24. Similar to WFP, Save the Children US received a five-year (Sept 1, 2016-Aug 31, 2021) \$72.9 million award from USAID/Ethiopia for Growth through Nutrition project. This project operates in the region targeting "1000 Days" households. Activities include ongoing assistance to the Government of Ethiopia (GOE) and its international partners to strengthen the institutional and policy environment, develop its human resources for nutrition, and implement strategies that address poverty and food security and social and behavioral barriers to optimal nutrition.

4. Evaluation Approach

4.1. Scope

25. The activity evaluation will cover the entire project implementation period (from January 2018 to December 2020).
26. The geographic scope of the evaluation will include the seven intervention woredas in Amhara Region.

4.2 Evaluation Criteria and Questions

27. **Evaluation Criteria** The evaluation will apply the international evaluation criteria of Relevance/Appropriateness, Effectiveness, Efficiency, Impact, and Sustainability.⁹ Gender Equality and empowerment of women should be mainstreamed throughout.
28. **Evaluation Questions** Allied to the evaluation criteria, the evaluation will address the following key questions outlined below, which will be further developed/revised by the evaluation team during the inception phase. The evaluation team is expected to further develop the main evaluation questions in an evaluation matrix annexed to the inception report, as well as identify what questions may not be fully answered if field visits are not possible due to COVID-19

⁹ For more detail see: <http://www.oecd.org/dac/evaluation/dacriteriaforevaluatingdevelopmentassistance.htm> and <http://www.alnap.org/what-we-do/evaluation/eha>

prevention measures and moment restrictions. The matrix will include main evaluation question, sub-questions, data sources and data collection methods.

Table 3: Evaluation Questions

Criteria	Evaluation Questions
Relevance	<p>Did the project reach the intended beneficiaries with the right mix of assistance?</p> <p>Is the project aligned with the national government’s policies and strategies to support the reduction of stunting via increased diet diversity?</p> <p>How relevant has this approach been to beneficiaries (differentiated relevance to women, men, girls, and boys) specifically during the COVID-19 pandemic?</p>
Effectiveness and Efficiency	<p>Was the intervention efficient compared to possible alternatives?</p> <p>What was the efficiency of the program, in terms of transfer cost, cost/beneficiary, logistics, and timeliness of delivery?</p> <p>Did the interventions produce in the expected results and outcomes – were the set targets achieved?</p> <p>How effective has WFP’s approach been specifically during the COVID-19 pandemic?</p>
Impact	<p>What are the effects of the programme on diet diversity of mother and children in presence or not of SBCC?</p> <p>What are the main changes in knowledge, attitude and practices of the beneficiary households regarding access and use of nutritious foods?</p> <p>What are the effects of the project on the local markets of fresh foods?</p> <p>Did the programme have an effect on expanding the financial inclusion available to women and on women’s financial autonomy?</p>
Sustainability	<p>Is the program sustainable in the following areas: strategy for sustainability; sound policy alignment; stable funding and budgeting; quality program design; public-private partnership and coordination; community participation and ownership?</p> <p>What needs remain to achieve a full handover and nationally-owned fresh food voucher program within PSNP V.</p>
Cost-effectiveness	<p>What is the cost-effectiveness of the project when compared with other CBT projects?</p>

29. The evaluation should analyse how GEEW objectives and GEEW mainstreaming principles were included in the intervention design, and whether the object has been guided by WFP and system-wide objectives on GEEW. The GEEW dimensions should be integrated into all evaluation criteria as appropriate.
30. WFP is also interested in identifying lessons learned from the project and how these can be applied to improve future programming.

4.3 Data Availability

31. A baseline was not completed for the expansion phase of FFV; however, routine monitoring data was collected.
32. The evaluation team will collect outcome and impact level data during the evaluation process. During the inception phase, ETHCO and the evaluation team will have to agree on a data collection strategy that minimizes duplications and promotes efficiency and completeness. Additionally, ETHCO and the evaluation team will determine if it is feasible to conduct a cost effectiveness analysis based on the available data. The ETHCO will share the M&E plan with the evaluation team and have a discussion on data availability. This will provide clarification on what data to be drawn from the existing M&E system for the programme and what additional data will need to be collected during each of the evaluation processes. A list of outcome indicators including but not limited to those identified in the logical framework will be finalized at this stage.

Table 4: Logframe

Outcome Indicator	Baseline 2018	2019		Target 2020	
		Aug	Dec		
Minimum Acceptable Diet Scores (MAD) for children (6 to 23 months) * (%)	22.3	40.2	93.3	42.3	
Minimum Diet Diversity for Women (MDDW) for women (15-49 years) (%)	3.0	70.0	93.0	50.0	
Minimum Diet Diversity (MDD) for children (6 to 23 months)	22.3	59.6	96.6	42.0	
Minimum Meal Frequency (MMF) for children (6 to 23 months)	86.8	63.2	96.6	90.0	
Household Diet Diversity Score (HHDDS)	6.8	8.4	9.52	>5	
Food Consumption Score (FCS) - % of HHs which never consumed:	Protein	7.0	8.0	0.0	< 5
	Vit A rich food	66.7	5.0	0.0	<5
	Hem iron rich food	89.0	98.0	50.0	< 50
Output Indicator	Baseline 2018	2019		Target 2020	
Type of and quantity of nutritious fresh food has increased per selected merchant (%)	n.a.	71	71	>80	
Licensed traders participating in FFV (%)	100	100	100	100	
Beneficiaries satisfied with quality of fresh food available at participating traders (%)	n.a.	n.a.	n.a.	≥80	
USD value transferred to beneficiaries through mobile-based vouchers	n.a.	1,236,341	1,975,001	5,000,000	
Targeted beneficiaries who know how to use mobile money voucher services (%)	n.a.	n.a.	n.a.	100	
Targeted beneficiaries performing mobile money voucher transactions (%)	n.a.	98	94	100	
Voucher value redeemed on fresh food (i.e. value redeemed/valued transferred) (%)	n.a.	80	80	100	
Knowledge, attitude and practice towards consumption of fresh food improves (set of indicators from KAP survey based on the objective of the knowledge/awareness raising trainings and demonstrations) (%)	n.a.	n.a.	85	70	
Number of traders who know how to analyze their financial transactions and stock levels	n.a.	34	n.a.	90	
Traders who understand WFP SOPs (%)	n.a.	100	100	100	
Number of traders who understand how to procure and handle fresh food	n.a.	44	n.a.	≥75	
Numbers of traders operating under WFP SOPs	10	220	242	300	
Traders know how to use mobile money voucher system (%)	n.a.	100	n.a.	100	
Number of beneficiaries redeeming mobile money transactions from the traders	n.a.	13,152	16,935	27,000	
Number of targeted beneficiaries with mobile money wallets	n.a.	15,410	21,653	27,000	
Number of targeted traders with mobile money wallets	10	220	242	300	
Campaign material produced a (leaflets, posters, etc.) by WFP and/or Partners	n.a.	25,000 fliers, 11,000 booklets, 10,000 brochure	No new production because using the previously printed	25,000 fliers, 11,000 booklets, 10,000 brochure and 500 posters	

		and 500 posters		
Number of campaign events organized	n.a.	41	74	80
Number of health extension workers trained in FFV programme	490	241	305	400
Number of practical sessions (such as cooking demonstrations and household visits) conducted	n.a.	35	124	225

* The increment of the MAD is based on 10% annual increment as per suggestion from corporate WFP CRF.

33. The evaluation team should gather data from beneficiaries, partners and government institutions. The availability and quality of such data cannot be assured by WFP. The team is expected to formulate a strategy to collect such information and check its reliability. The strategy has to be documented for future reference.
34. Concerning the quality of data and information, the evaluation team should systematically check accuracy, consistency and validity of collected data and information and acknowledge any limitations/caveats in drawing conclusions using the data.

4.4 Methodology

35. The evaluation team will conduct a comprehensive theory-based evaluation of the programme.
36. To answer the evaluation questions, mixed methods approach is proposed:
 - **Desk Review and Context Analysis:** A careful analysis of existing data and information from secondary sources including policy documents, programme documents, monitoring reports, annual project reports, past reviews and evaluations;
 - **Quantitative primary data collection:** from a representative number of households through a carefully designed survey (cluster sampling), bearing in mind that gender dimensions vary from one woreda to the other and there are key element to be assessed;
 - **Qualitative primary data collection:** through interviews, focus group discussions, key informative interviews and other participatory methods;
 - **Costs-effectiveness Analysis¹⁰:** to answer the questions related to efficiency will require detailed analysis of the cost drivers associated with the programme.
37. The methodology will be designed by the evaluation team during the inception phase. It should:
 - Employ the relevant evaluation criteria listed above;
 - 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 sites¹¹ will also need to demonstrate impartiality.
 - Using mixed methods (quantitative, qualitative, participatory etc.) to ensure triangulation of information through a variety of means.
 - In light of COVID-19, national team members may need to lead on the primary data collection, supported by international team members remotely who will attend on-line interviews with WFP and key national stakeholders (United Nations, donors, Government officials, cooperating partners), where possible. The key informant guiding questions will be simplified to the extent possible ensuring they remain manageable.
 - As a baseline evaluation was not conducted for the expansion phase, the study design should take this into account.

¹⁰ Feasibility to be determined during the inception phase.

¹¹ In-person site visits may not be possible in light of COVID-19. Evaluation team should offer alternatives in their proposal.

- Apply an evaluation matrix geared towards addressing the key evaluation questions taking into account the data availability challenges, the budget and timing constraints;
 - Ensure through the use of mixed methods that women, girls, men and boys from different stakeholders groups participate and that their different voices are heard and used;
 - Mainstreams gender equality and women's empowerment in the way the evaluation is designed, collected and analysed (as above) and the ways findings are reported, and conclusions and recommendations are made.
38. The methodology should be GEEW-sensitive, indicating what data collection methods are employed to seek information on GEEW issues and to ensure the inclusion of women and marginalised groups. The methodology should ensure that data collected is disaggregated by sex and age; an explanation should be provided if this is not possible. Triangulation of data should ensure that diverse perspectives and voices of both males and females are heard and taken into account.
39. Looking for explicit consideration of gender in the data after fieldwork is too late; the evaluation team must have a clear and detailed plan for collecting data from women and men in gender-sensitive ways before fieldwork begins.
40. COVID-19 confirmed cases are increasing throughout Ethiopia. While there are no movement restrictions between regions in Ethiopia, quarantine measures are place for international travellers entering. In light of COVID-19, the evaluation team needs to ensure that the evaluation approach is feasible and flexible, developing different scenarios (with a best-case scenario, and inclusion of potential scenarios based on whether international movements remain allowed).
41. Ethical considerations, particularly with regard to data collection during the COVID pandemic (such as the use of remote data collection when possible, use of local company with national enumerators, etc.) should be well developed during the inception phase.
42. 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.
43. The following mechanisms for independence and impartiality will be employed:
- An Evaluation Reference Group (ERG) will be 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);
 - 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.
44. For final evaluation, international evaluation criteria of Relevance, Effectiveness, Efficiency, Impact and Sustainability will be applied.¹²
45. The following potential risks to the methodology have been identified:

¹² The criteria were first laid out in the DAC Principles for Evaluation of Development Assistance. For more detail see: <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm> and <http://www.alnap.org/what-we-do/evaluation/eha>.

- International consultants may face travel restrictions and quarantine measures to enter Ethiopia;
- Travel restrictions may be in place between regions;
- Evaluation team may be unable to conduct face to face data collection.

4.5 Quality Assurance and Quality Assessment

46. WFP's Decentralized Evaluation Quality Assurance System (DEQAS) defines the quality standards expected from this evaluation and sets out processes with in-built steps for Quality Assurance, Templates for evaluation products and Checklists for 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.
47. 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.
48. 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.
49. To enhance the quality and credibility of this evaluation, an outsourced quality support (QS) service directly managed by WFP's Office of Evaluation in Headquarter provides review of the draft inception and evaluation report (in addition to the same provided on draft TOR), and provide:
 - a. systematic feedback from an evaluation perspective, on the quality of the draft inception and evaluation report;
 - b. recommendations on how to improve the quality of the final inception/evaluation report.
50. 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](#)¹³, a rationale should be provided for any recommendations that the team does not take into account when finalising the report.
51. This quality assurance process as outline above does not interfere with the views and independence of the evaluation team, but ensures the report provides the necessary evidence in a clear and convincing way and draws its conclusions on that basis.
52. 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.

¹³ [UNEG](#) Norm #7 states "that transparency is an essential element that establishes trust and builds confidence, enhances stakeholder ownership and increases public accountability"

53. All final evaluation reports will be subjected to a post hoc quality assessment by an independent entity through a process that is managed by OEV. The overall rating category of the reports will be made public alongside the evaluation reports.

5. Phases and Deliverables

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

Figure 2: Summary Process Map



55. The expected deliverables for the evaluation exercise are the following:

1. **Inception report** written following WFP recommended template in order to register any changes in evaluation design.¹⁴ The evaluation will have to confirm and/or adjust the evaluation questions, approach and methodology. The inception report should include revised evaluation questions and matrix, detailed methodology and plan for implementation; survey method proposals; limitations, risks and risk mitigation; documents reviewed and required; theory of change and log framework with indicators; proposed analysis approach; requirements of WFP.
2. **Endline report with executive summary**, including a first draft, using WFP recommended template. It must set out a detailed methodology section, study design, and any limitations or where the study design was compromised. Should detail how data was collected, validated and analysed, findings, conclusions, recommendations including on GEEW, and how conclusions were drawn. How different types of methods were brought together in the analysis. Annexes to the final report include but are not limited to a copy of the final TOR, bibliography, list of sampled farmer organizations, detailed sampling methodology, maps, a list of all meetings and participants, final survey instruments, transcripts from key informant interviews, focus group discussions, table of all standard and custom indicator with baseline, and endline values;
3. **Clean data sets**, including quantitative data sets in Excel, statistical software code, and transcripts and/or notes from focus group discussions and key informant interviews.
4. **Presentations**. The Evaluation Team will be asked to illustrate the method, the preliminary and final results to WFP and its partners to ensure the full support and the authorization-to-proceed needed. Therefore, few presentations will be needed in critical times along the process (beginning, mid-term and final steps). The presentations will be availed to the audience, accordingly.

Dissemination

1. **2-page brief**, including main findings, conclusions and recommendations;

¹⁴ This will serve as an intermediate analysis of post-distribution monitoring data.

2. **PowerPoint** presentation of main findings and conclusions for debriefing and dissemination purpose.

6. Organization of the Evaluation & Ethics

6.1 Evaluation Conduct

56. 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.
57. 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](#).

6.2 Team composition and competencies

58. The evaluation team is expected to include between four and five key members, including the team leader, with a mix of national and international evaluators. 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. At least one team member should have previous WFP experience. Bidding firms are encouraged to work in partnership with national academic institutions/research firms.
59. The team will be multi-disciplinary and include members who together include an appropriate balance of expertise and practical knowledge in the following areas:
 - Nutrition/Nutrition epidemiology;
 - Social Behavioural Change Communication;
 - Survey methods;
 - Statistics;
 - Qualitative methods;
 - Cost-effectiveness analysis;
 - Gender expertise / good knowledge of gender issues;
 - All team members should have strong analytical and communication skills, evaluation experience and familiarity with Ethiopia and/or East Africa;
 - Team should have good knowledge of English. At least some of the team members must be fluent in Amharic. The expected language of the evaluation report is English.
60. The Team leader will have at least 15 years of experience in the humanitarian/ development sector, with technical expertise in nutrition 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.
61. 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.

62. 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.
63. 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

64. **Security clearance** where required is to be obtained from Ethiopia's United Nations Department of Safety and Security (UNDSS) office in Addis Ababa.
 - 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. The evaluation company should also ensure that all consultants observe all COVID safeguarding requirements outlined the UN, Government of Ethiopia and regional governments.
65. 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, including COVID related requirements and restrictions.
 - The team members observe applicable UN security rules and regulations – e.g. curfews etc.

6.4 Ethics

66. 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.
67. Contractors are responsible for managing any potential ethical risks and issues and must put in place in consultation with the Evaluation Manager, processes and systems to identify, report and resolve any ethical issues that might arise during the implementation of the evaluation. Ethical approvals and reviews by relevant national and institutional review boards must be sought where required. Considering the unique challenges that COVID-19 poses to in-person data collection, contractors should reflect on the ethics of data collection and how they will ethically manage this issue and propose mitigating/safeguarding measures as part of their proposal.

7. Roles and Responsibilities of Stakeholders

68. The WFP Ethiopia Country Office:

- a- The Ethiopia **Country Office Management (Director or Deputy Director)**, as the commissioning unit, is responsible for overseeing the evaluation process through all phases (Annex 7 provides a more detailed outline of responsibilities).
 - b- The **Evaluation Manager (EM)** is responsible for managing the evaluation process through all phases (see Annex 7). The EM is not involved in the management (direct implementation) of the subject of evaluation
 - c- An internal **Evaluation Committee (EC)** will be formed as part of ensuring the independence and impartiality of the evaluation. The EC will include the following key internal stakeholders (the TOR of the internal EC are included in Annex 3):
 - ETHCO Country Director or delegated to the Deputy Country Director (Chair)
 - ETHCO EM (Secretary)
 - ETHCO Nutrition Team Leader
 - ETHCO Head of Programme or Deputy Head of Programme
 - RBN Regional Evaluation Officer
69. **An Evaluation Reference Group (ERG)** will be formed, as appropriate, with representation from key stakeholders. 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. The TOR of the ERG are presented in Annex 4.
70. **The Regional Bureau (RB)** will take responsibility to advise and support the evaluation process (see Annex 7). While the Regional Evaluation Officer (REO) will perform most of the above responsibilities, other RB relevant technical staff may participate in the ERG and/or comment on evaluation products as appropriate.
71. **Relevant WFP Headquarters divisions** will take responsibility to: will take responsibility to advise and support the evaluation in their area of responsibility and subject of evaluation (see Annex 7).
72. **Other Stakeholders** (Government, NGOs, UN agencies) will participate in discussions with evaluation team to provide their experience and feedback on the programme. Some will be called upon to be part of the reference group. Specifically, the Sequota Declaration will be engaged as a critical reference group member.
73. **The Office of Evaluation (OEV)**, through the REO, will advise the EM and provide support to the evaluation process when required (see Annex 7).

8. Communication and budget

8.1 Communication

74. 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.

75. The team leader will contact the Evaluation Manager for purposes of clarification and feedback, to support in coordination of data collection and debriefing meetings, to share draft and final deliverables with the EC and ERG for review and comment, and for any other issues that may arise. The team leader will be responsible for communicating with and managing the relationship with the EM.
76. The EM will circulate all evaluation products for comments by the Evaluation Reference Group members. The EM will also circulate for comments to relevant units at CO and RB the draft inception report and draft endline report with executive summary. English is the language of the deliverables - and any translation needs will be done by the evaluation team.
77. 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 will be published on WFP's website, and all external stakeholder will be notified of its availability. As such, the final activity evaluation will be made public. The deliverables will not be required to be translated.
78. Following the approval of the final evaluation report, the evaluation team will produce a 2-page evaluation brief containing key messages, main findings, conclusions, implications or recommendations. The brief will be distributed to a wider internal and external audience using the available corporate channels.
79. WFP reserves the right to engage with the evaluation team to participate in conferences and other events to present the results of the evaluation. Such engagements will be agreed on *ad hoc* basis and are subject to budget availability.
80. WFP will organize a [virtual] learning workshop after the approval of the final evaluation report to ensure wide dissemination of the results to all the stakeholders of the project.
81. The Communications and Learning Plan will be agreed on and finalized with the EC and will 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.

8.2 Budget

82. **Budget:** For the purpose of this evaluation, WFP will:

- The total budget for the evaluation (all inclusive) is approximately USD \$150,000 – released in tranches against the high quality and timely delivery of specific key deliverables i.e. inception report and final evaluation report. The proposals will be assessed according to technical and financial criteria. Firms are encouraged to submit realistic, but competitive financial proposals.
- The budget is inclusive of all travel, subsistence and other expenses; including any workshops or communication products that need to be delivered.
- Procurement will be made through Long-Term Agreements (“service level agreement”).

Table 4: Proposed Payment Schedule

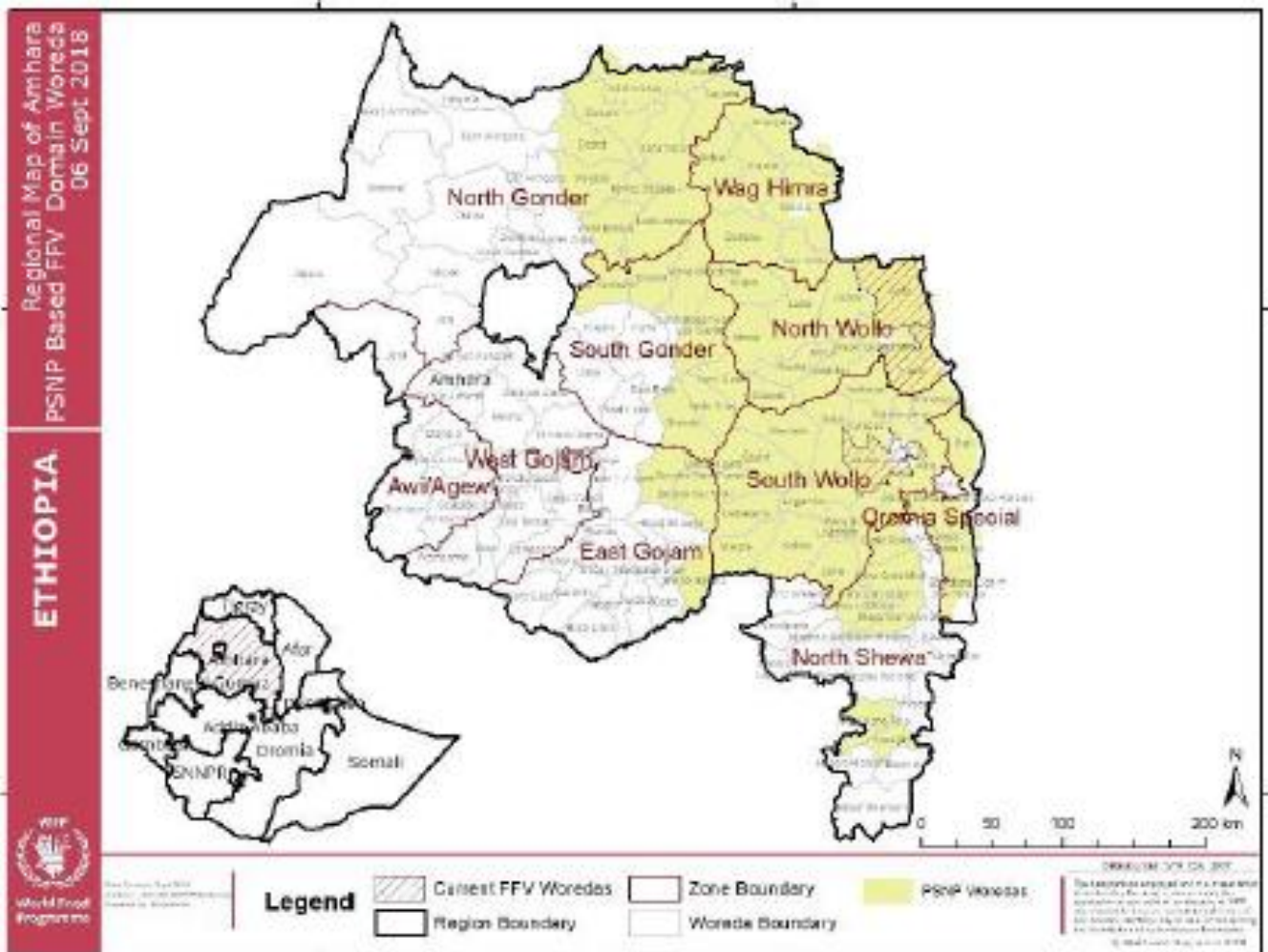
Total cost estimate: USD \$150,000
1. 20% at signature of the contract

- | |
|--|
| <ol style="list-style-type: none">2. 40% at approval of inception report3. 40% at approval of final evaluation report |
|--|

83. Please send any queries to:

- a) Alexandra Priebe, Evaluation Officer, Ethiopia Country Office, alexandra.priebe@wfp.org, +251 (0)115172376.
- b) Copying Gabrielle Tremblay, Regional Evaluation Officer, gabrielle.tremblay@wfp.org.

Annex 1 Map

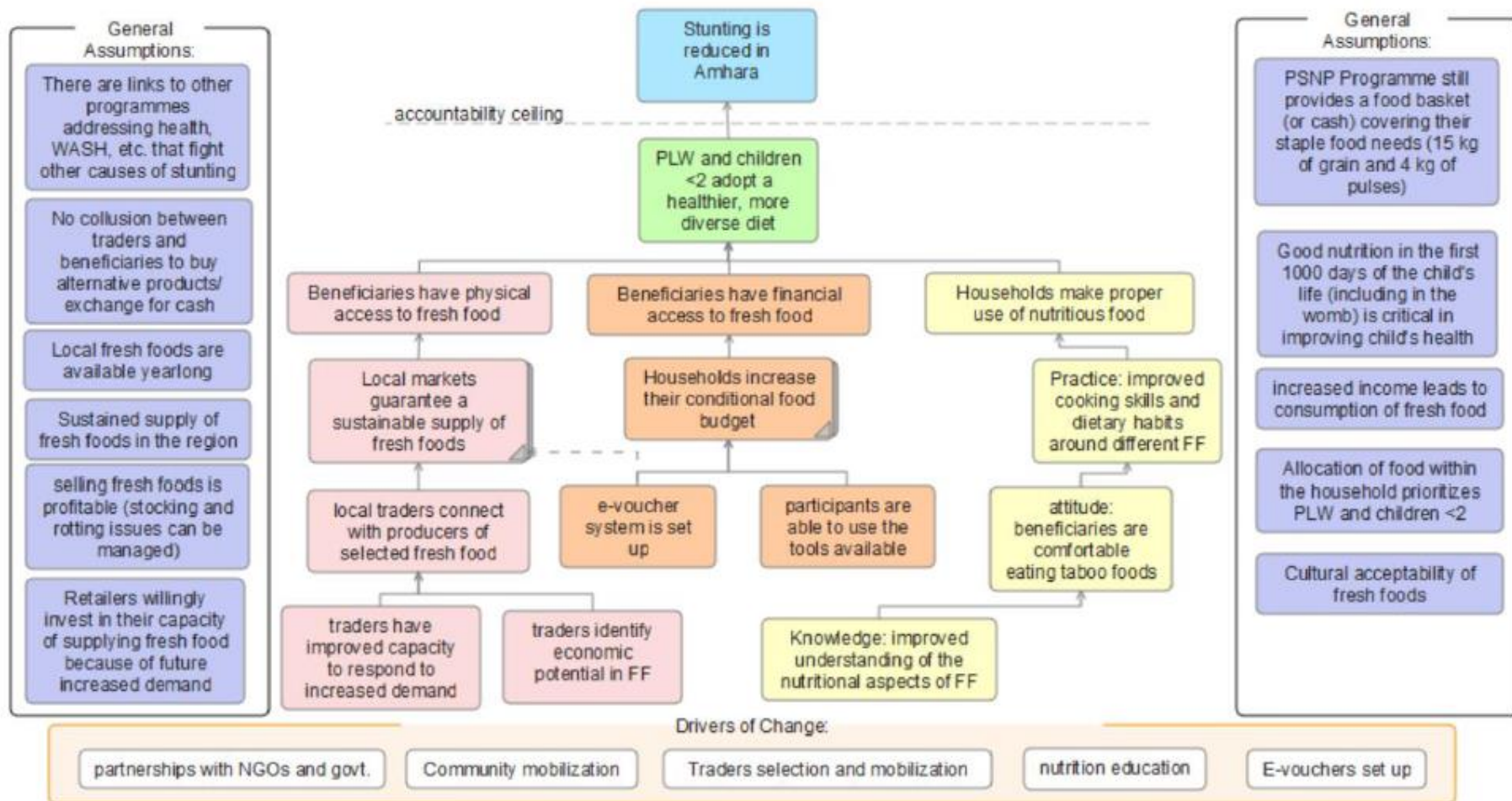


Annex 2 Evaluation Schedule

Dates	Phases and Deliverables
Aug-September 2020	Planning and Preparation Phase: <ul style="list-style-type: none"> • Appointment of country office evaluation manager • Develop draft Terms of Reference • Procurement of independent evaluation firm
October 2020	Inception Phase: <ul style="list-style-type: none"> • Desk review of key project documents (evaluation team) • Confirm and finalise evaluation questions, evaluation design and methodology (including sampling strategy) and draft an inception report for agreement (evaluation team). • Seek EC comments on inception report (WFP) • Arrange [virtual] inception mission (evaluation team, WFP)
November 2020	Data Collection Phase (Endline Evaluation): ¹⁵ <ul style="list-style-type: none"> • Conduct baseline survey (evaluation team) • Conduct key stakeholder and key informant interviews (evaluation team) • Enter, clean, and analyse data (evaluation team)
December 2020 – January 2021	Reporting Phase (Endline Evaluation): <ul style="list-style-type: none"> • Draft finalize endline report (evaluation team) • Seek EC comments on the draft baseline report (WFP) • Present endline findings (evaluation team)

¹⁵ The feasibility of physical data collection will reviewed during the inception phase and alternative should be proposed.

Annex 3 Theory of Change



4: Preliminary Stakeholders' analysis

Stakeholders	Interest in the evaluation and likely uses of evaluation report to this stakeholder
INTERNAL STAKEHOLDERS	
Country Office (CO) Ethiopia	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) Nairobi	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 supports CO/RB management to ensure quality, credible and useful decentralized evaluations
WFP HQ [Nutrition Unit, CBT Unit, and Food System Unit]	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.
WFP Executive Board (EB)	The WFP governing body has an interest in being informed about the effectiveness of WFP programmes. This evaluation will not be presented to the Board but its findings may feed into thematic and/or regional syntheses and corporate learning processes.
EXTERNAL STAKEHOLDERS	
Beneficiaries	As the ultimate recipients of the FFV programme, beneficiaries have a stake in WFP determining whether its assistance is appropriate and effective. As such, the level of participation in the evaluation of women, men, boys and girls from different groups will be determined and their respective perspectives will be sought.

Stakeholders	Interest in the evaluation and likely uses of evaluation report to this stakeholder
Government	The Government has a direct interest in knowing whether WFP activities in the country 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 to Seqota Declaration, MOANR, MOE showed interest in expanding the approach of CBT/SBCC to 40 districts targeting social protection and school canteens beneficiaries.
UN Country team and other UN agencies	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 UN agencies, such as UNICEF and FAO, are also direct partners of WFP at policy and activity level.
Donors: (BMZ/KfW)	WFP operations are voluntarily funded by a number of donors. They have an interest in knowing whether their funds have been spent efficiently and if WFP's work has been effective and contributed to their own strategies and programmes. BMZ/KfW showed interest in continuing the support to WFP and Ethiopia in view of the preliminary promising results of the current FFV programme. The chair of the Nutrition Development Partner Forum (USAID) and the chair of the Social Protection Donors network will be good candidates.
Private Sector	Private sector actors are WFP's partners for the implementation of some activities. The results of the evaluation might affect future implementation modalities, strategic orientations and partnerships. The Scale Up Nutrition / Business Network, and the FFV Financial Service Provider have invested interest in contributing to the evaluation.

Annex 5: Stakeholders Roles and Responsibilities

Stakeholders	Roles and Responsibilities
The WFP Ethiopia Country Office	
Management (Director or Deputy Director)	<ul style="list-style-type: none"> • Assign an Evaluation Manager (EM) for the evaluation. • Compose the internal evaluation committee and the evaluation reference group (see below). • Approve the final TOR, inception and evaluation reports. • Ensure the independence and impartiality of the evaluation at all stages, including establishment of an Evaluation Committee and of a Reference Group (see below). • Participate in discussions with the evaluation team on the evaluation design and the evaluation subject, its performance and results with the EM 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.
Evaluation Manager (EM)	<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.
Evaluation Committee (EC)	<ul style="list-style-type: none"> • An internal committee will be formed as part of ensuring the independence and impartiality of the evaluation. The TOR of the EC is presented in Annex 3.
External Stakeholders	
Evaluation Reference Group (ERG)	<ul style="list-style-type: none"> • The ERG will be formed, as appropriate, with representation from key stakeholders to review and comment on the draft evaluation products and act as key informants in order to further safeguard against bias and influence. The TOR of the ERG is presented in Annex 4.

Stakeholders	Roles and Responsibilities
The Regional Bureau	<ul style="list-style-type: none"> • Advise the EM and provide support to the evaluation process where appropriate. • Participate in discussions with the evaluation team on the evaluation design and on the evaluation subject as relevant, 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.
WFP Headquarters	<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.
Other Stakeholders	<ul style="list-style-type: none"> • Participate in discussions with evaluation team to provide their experience and feedback on the programme. Some will be called upon to be part of the reference group.

Annex 6 Membership of the Evaluation Committee

Purpose: The overall purpose of the evaluation committee is to ensure a credible, transparent, and quality evaluation process in accordance with WFP Evaluation Policy 2016-2021. It will achieve this by supporting the Evaluation Manager (EM) through the process, reviewing evaluation deliverables (TOR, inception report and evaluation reports) and submitting them for approval by the Deputy Country Director who will be the Chair of the Committee.

The composition of the evaluation committee:

- ETHCO Country Director or delegated to the Deputy Country Director (Chair)
- ETHCO EM (Secretary)
- ETHCO Nutrition Team Leader
- ETHCO Head of Programme or Deputy Head of Programme
- RBN Regional Evaluation Officer
- ETHCO M&E officer

Responsibilities of the Evaluation Committee: the EC is responsible for approving the TOR, inception report, and endline report of the evaluation

Input by Phase and Estimated time per EC member (excluding the Evaluation Manager) – (1/2 day)

Phase 1: Planning

- Nominates an EM.
- Decides the evaluation budget.
- Decides the contracting method, well in advance to enable the evaluation manager to plan for the next phase of the evaluation.

Phase 2: Preparation (½ to 1 day)

- Reviews the TOR on the basis of:
 - o External Quality Support Advisory Service (DEQAS) feedback
 - o ERG comments
 - o The EM responses documented in the comments matrix
- Approves the final TOR.

Phase 3: Inception (2 days)

- Briefs the evaluation team including an overview of the subject of the evaluation.
- Informs the design of the evaluation during the inception phase as key stakeholders of the evaluation.
- Supports the identification of appropriate field visit sites on the basis of selection criteria identified by the evaluation team noting that the EC should not influence which sites are selected.
- Reviews the draft IR on the basis of:
 - The external Quality Support advisory service feedback

Phase 4: Data Collection and Analysis (2 days)

- Are key informants during the data collection

- Act as sources of contextual information and facilitating data access as per the needs of the evaluation.
- Attend the validation/debriefing meeting and support the team in clarifying/validating any emerging issues and identifying how to fill any data/information gaps that the team may be having at this stage.
- Facilitate access to stakeholders and information as appropriate
- Attend debriefing meeting with Evaluation Team.

Phase 5: Report (2 days)

- Review the draft ER on the basis of:
 - DEQAS feedback
 - ERG comments
 - Evaluation team responses documented in the comments matrix
- Approve the final ER.

Phase 6: Disseminate and Follow-up Phase (1 day)

- Facilitate preparation of the management response to the evaluation recommendations
- Approve the Management Response
- Disseminate evaluation results
- Make the report publicly available
- Is finally responsible to ensure periodic follow up and updating of the status of the implementation of the recommendations.

Procedures of Engagement

- The CD will appoint members of the EC
- The EM will notify the members of the time, location and agenda of meetings at least one week before the meeting and share any background materials for preparation.
- Approval can be made via email on the basis of submission to the EC chair after endorsement by all EC members
- 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 context

Annex 7 Membership of the Evaluation Reference Group

Purpose: 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. ERG members review and comment on evaluation TOR and deliverables. The ERG members act as experts in an advisory capacity, without management responsibilities. Responsibility for approval of evaluation products rests with the Country Director/Deputy Country Director as Chair of the Evaluation Committee.

Composition of ERG:

- a. ETHCO Country Director or delegated to the Deputy Country Director (Chair)
- b. ETHCO Evaluation Manager
- c. ETHCO Nutrition Team Leader
- d. ETHCO Head of Programme and Deputy Head of Programme
- e. RBN Regional Evaluation Officer
- f. ETHCO M&E officer
- g. BMZ/KfW representatives
- h. Seqota Declaration Senior Programme Officer or delegate
- i. Representatives of other key stakeholders

Tasks: the ERG will review the evaluation products and provide comments to the evaluation team

Time commitment:

ERG members responsibilities by Evaluation Phase	Estimated time required
Phase 2: Preparation <ul style="list-style-type: none"> • Review TOR and provide feedback ensuring that the TOR will lead to a useful evaluation output and provide any additional key background information to inform the finalization of the TOR. • Identify source documents useful to the evaluation team. • Attend ERG meeting/conference call etc. 	1 day
Phase 3: Inception <ul style="list-style-type: none"> • Meet with evaluation team (together and/or individual members). The ERG is a source of information for the evaluation, providing guidance on how the evaluation team can design a realistic/practical, relevant and useful evaluation. • Assist in identifying and contacting key stakeholders to be interviewed, identifying and accessing key documentation and data sources, and identifying appropriate field sites. This is important in their role of safeguarding against bias. • Review and comment on the draft Inception Report (see inception report Template, Quality Checklist, and Comments Matrix). 	1 day
Phase 4: Data collection and analysis <ul style="list-style-type: none"> • Act as key informant during the data collection stage. • Assist the evaluation team by providing sources of information and facilitating data access. 	1.5 days

<ul style="list-style-type: none"> Attend the validation /debriefing meeting conducted by the evaluation team at the end of the fieldwork. 	
<p>Phase 5: Report</p> <ul style="list-style-type: none"> Review and comment on the draft evaluation report (see evaluation report Template, Quality Checklist, and Comments Matrix), specifically focusing on accuracy and on quality and comprehensiveness of evidence base against which the findings are presented, and conclusions and recommendations are made. <ul style="list-style-type: none"> Particular attention should be given to ensuring that the recommendations are relevant, targeted, realistic and actionable. The ERG must respect the decision of the independent evaluators regarding the extent of incorporation of feedback provided to them by the ERG and other stakeholders, as long as there is sufficient transparency in how they have addressed the feedback, including clear rationale for any feedback that has not been accepted. 	2+ days
<p>Phase 6: Disseminate and Follow-up</p> <ul style="list-style-type: none"> Disseminate final report internally and on websites of ERG members as relevant; Share as relevant evaluation findings within respective units, organizations, networks and at key events; Provide input to management response and its implementation (as appropriate). 	2 days

Procedures of Engagement:

- The EM will notify the ERG members the time, location and agenda of meeting at least one week before the meeting, and share any background materials for preparation
- ERG meetings will be held via electronic conference call/Skype.
- The ERG will meet at least once per quarter;
- ERG members, representing their organizations will also be interviewed by the evaluation team during the inception and data collection phases. This will be indicated in the evaluation schedule, and ideally confirmed prior to the commencement of the data collection phase
- For each of the key evaluation products (Terms of Reference, Inception Report, Evaluation Reports), the ERG members will provide feedback electronically to the EM. For the Inception Report and Evaluation Report, the EM will consolidate all feedback for forwarding to the Evaluation Team and will ensure that these have been appropriately responded to by incorporating them in the reports or providing rationale where feedback is not incorporated.

Annex 8 Acronyms

CO	Country Office
DEQAS	Decentralized Evaluations Quality Support Service
EB	WFP Executive Board
EC	Evaluation Committee
EM	Evaluation Manager
EQAS	Evaluation Quality Assurance System
ERG	Evaluation Reference Group
ETHCO	WFP Ethiopia Country Office
FFV	Fresh Food Voucher
GDP	Gross Domestic Product
GEEW	Gender equality and women's empowerment
GoE	Government of Ethiopia
HQ	World Food Programme Headquarters
IYCF	Infant and Young Child Feeding
MOANR	Ministry of Agriculture and Natural Resources
MOE	Ministry of Education
MOH	Ministry of Health
MOLF	Ministry of Livestock and Fishery Resource Development
MOSLA	Ministry of Labour and Social Affairs
MOWIE	Ministry of Water, Irrigation and Electricity
NNP	National Nutrition Program
OEV	Office of Evaluation
PLW/G	Pregnant and lactating women and girls
PSNP	Productivity Safety Net Programme
QS	Quality support
RB	Regional Bureau
RBN	Regional Bureau in Nairobi, for East and Central Africa
REO	Regional Evaluation Officer
SBCC	Social Behaviour Change and Communication
SDG	Sustainable Development Goals
TOR	Terms of Reference
UNDSS	United Nations Department of Safety and Security
UNEG	United Nations Evaluation Group
WFP	World Food Programme