



Republic of Kenya



**SDG PARTNERSHIP
PLATFORM**

Final Evaluation of Joint UN SDG Fund Joint programme for social protection in Kenya from 15th January 2020 to 15th September 2022

Terms of Reference

Kenya Joint SDG Fund Joint Programme for Social
Protection

16 FEBRUARY 2022

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1. Background

1. These terms of reference (ToR) were prepared by the World Food Programme (WFP) Monitoring and Evaluation (M&E) unit in consultation with the Resident Coordinator's Office (RCO) and the Project's Participating UN Organizations (PUNOs) based upon an initial document review and consultation with relevant stakeholders and following a standard template. The purpose of these terms of reference is to provide key information to stakeholders about the evaluation, to guide the evaluation team and to specify expectations during the various phases of the evaluation.

1.1. INTRODUCTION

2. These terms of reference are for the final joint evaluation of Kenya Joint Sustainable Development Goals (SDG) Fund for social protection in Kenya; *progressive pathway towards a Universal Social Protection System in Kenya to accelerate the achievement of the SDGs*. This evaluation is commissioned by WFP Kenya in collaboration with the participating UN organizations and will cover the implementation period from 15th January 2021 to 15th September 2022.
3. The Joint Programme aims at supporting the Government of Kenya (GoK) to move from a poverty targeted approach which excludes 78 percent of the vulnerable population, to a more inclusive approach to social protection. It has been supporting the Government to operationalize commitments articulated in its updated Social Protection Policy. The Joint Programme aims to strengthen the enabling environment for social protection in Kenya including greater integration of social protection with economic and social services and work with the Government to create design options for fiscally affordable roll-out of universal social protection, including in rural areas.

1.2. CONTEXT

4. The Joint Sustainable Development Goals (SDG) Fund is a development cooperation mechanism created in 2014 to support sustainable development activities through integrated and multidimensional Joint Programmes. It is an innovative instrument to incentivize the transformative policy shifts and stimulate the strategic investments required to get the world back on track to meet the SDGs. The Joint SDG Fund is supporting the Government of Kenya (Government) to move from a poverty targeted approach for Social protection to a more inclusive system. It is assisting the government to operationalize commitments articulated in the Kenya Social Protection Policy (2010). It is also strengthening the enabling environment for social protection in Kenya including greater integration of social protection with economic and social services and work with the government to create design options for fiscally affordable roll-out of universal social protection.
5. Kenya's third Medium Term Plan (MTP III) 2018-2022¹ aims to achieve sustainable socio-economic transformation and development and has designated social protection as a focus area in this context. MTP III is aligned with Government's 'Big Four' agenda² aiming to achieve universal health coverage, improved food security and nutrition, increased access to affordable housing, and enhanced manufacturing. Recent studies and analyses undertaken by Government i.e. Social Protection Sector Review (2017)³ and the draft Investment Plan show that:
 - Kenya has made significant progress in building a social protection system. Spending for social protection grew from 0.38 percent in 2017 to 0.42 percent of GDP in 2018/2019.

¹ <https://vision2030.go.ke/publication/third-medium-term-plan-2018-2022/>

² <https://www.president.go.ke/>

³ <https://www.developmentpathways.co.uk/wp-content/uploads/2019/10/Kenya-Social-Protection-Sector-Review-Report-1.pdf>

- Government expanded the coverage of its national cash transfer programmes to reach 1.3 million poor households in 2019 with regular and predictable transfers while also expanding the coverage of social security with 10 to 15 percent of formal and informal sector workers enrolled in contributory schemes for old-age cover.
 - Despite positive economic growth and sectoral achievements, poverty persists in Kenya with 36 percent of Kenyan citizens living under the national poverty line. Children are disproportionately affected (41.5%)⁴. This has been worsened by the COVID-19 pandemic. According to the World Bank, “Kenya has made considerable progress with poverty reduction over the last years, but COVID-19 has destroyed the livelihoods of many Kenyans, pushing an estimated two million people into poverty”⁵.
 - 12 percent of Kenyans are food-insecure and have poor food-consumption levels and low dietary diversity. The most hunger-prone areas being in the arid and semi-arid regions which tend to be rural. Food-insecurity levels escalate significantly during periods of shocks and crises such as drought, heavy rains and floods. This compromises the access to food increasing the vulnerability of affected persons. Malnutrition is directly linked with poverty and remains a challenge with higher rates of stunting seen in children under the age of five in rural areas (29%) as opposed to urban areas (20%)⁶
 - The sector review⁷ also shows that only 12 percent of households are benefiting from social protection. However, the coverage is increasing with the roll out of a universal pension.
6. Geographical coverage of social assistance is strongly correlated with poverty rates (see figure 2 below) and levels of acute malnutrition at county level. However, coverage is only moderately correlated with total households living in poverty in each county (see figure 3 below). Counties with a larger share of the poor people do not typically receive a larger share of total beneficiaries.

⁴ World Bank 2020 – Kenya Poverty and Equity Brief
(https://databank.worldbank.org/data/download/poverty/33EF03BB-9722-4AE2-ABC7-AA2972D68AFE/Global_POVEQ_KEN.pdf)

⁵ <https://www.worldbank.org/en/country/kenya/publication/kenya-economic-update-covid-19-erodes-progress-in-poverty-reduction-in-kenya-increases-number-of-poor-citizens>

⁶ <https://www.wfp.org/publications/kenya-zero-hunger-strategic-review>

⁷ <https://www.developmentpathways.co.uk/wp-content/uploads/2019/10/Kenya-Social-Protection-Sector-Review-Report-1.pdf>

Figure 2⁸: Correlation between coverage of social assistance programmes, number of households and number of households below the poverty line

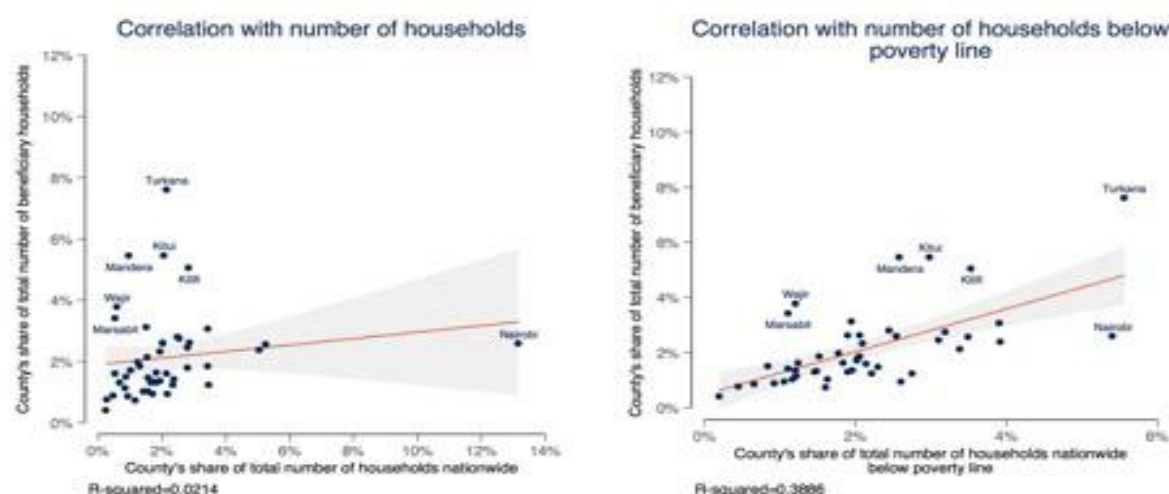


Figure 2 Correlation social assistance with poverty rates

Figure 3 Correlation social assistance with number of households below the poverty line

7. Social Protection in Kenya is provided for by the Constitution of Kenya. Article 43 postulates social protection as one of the economic and social rights. At global level the Sustainable Development Goal target 1.3 requires member states to implement appropriate social protection systems to fight extreme poverty and reduce inequalities. This right is equally provided for under the African Union's (AU) agenda 20639 which is the Africa's blueprint and master plan for transforming Africa into the global powerhouse of the future and whose priority areas are aligned with the UN SDGs. The AU agenda 2063 mandates the member states to prioritize inclusive social and economic development amongst other issues aimed at repositioning Africa to becoming a dominant player in the global arena.
8. Social Protection in Kenya, according to the National Social Protection Policy (NSPP), is structured along three main pillars of Social Assistance, Social Security and Health Insurance. Programmes across the three pillars have been implemented by different agencies, both state and non-state actors across different sectors. Prominent amongst these programmes is the National Safety Net Programmes (NSNP) under the social assistance pillar which consists of four cash transfer programmes (Older Persons Cash Transfer, Cash Transfer for Orphans and Vulnerable Children, Persons with Severe Disabilities Cash Transfers, Hunger Safety Net Programme).
9. The Social Protection Sector in Kenya is working towards a lifecycle approach to social protection. Figure 1 maps the national social security systems across the lifecycle. The Government has increased funding to the social protection sector through its social assistance programmes. This is seen in the expanded transfers to older persons through the development of the 'Inua Jamii' universal pension which is the first individual entitlement cash transfer scheme. Alongside, is an increase in the caseload of the Cash Transfer for Orphans and Vulnerable Children (CT-OVC) and the planned pilot for a Universal Child Benefit (UCB) pilot programme.
10. According to the Economic Survey 2019, contributory schemes have also expanded with National Hospital Insurance Fund (NHIF) reaching 7.7 million people in 2017/18. Membership from the formal sector rose by 4.3 percent compared with a 23.3 percent rise in the informal sector from 2015/16 period. This represents about 39 percent of the population covered by the NHIF as per the Social

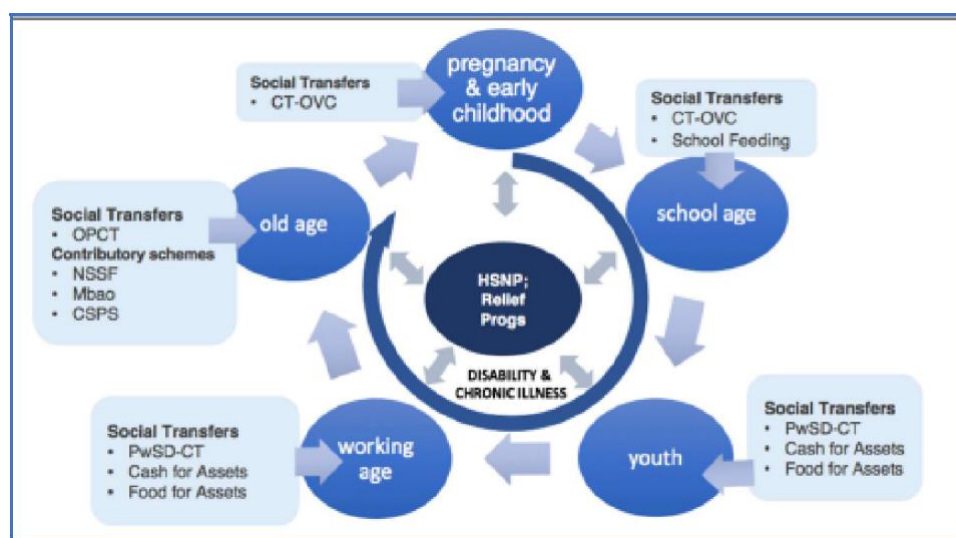
⁸ ibid

⁹ <https://au.int/agenda2063/overview>

Protection Sector Review, 2017. The number of registered employers and employees with the National Social Security Fund (NSSF) increased by 6.8 percent and 3 percent to 143,300 and 4,068,400 respectively in 2017/18 from both the formal and informal economy. Coverage of social security and benefit levels remain limited and need to be addressed.

11. Kenya has made significant progress in improving the availability of data on social assistance schemes, as evidenced by the development and commissioning of the Enhanced Single Registry, a management information system for social protection. However there remains, several challenges in estimating the share of households or the share of the population that is benefiting from social protection schemes¹⁰.

Figure 1 Kenya's national social security system, mapped across lifecycle



12. Leaving no one behind (LNOB) is the central, transformative promise of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs). It represents the commitment of all UN Member States to eradicate poverty in all its forms, end discrimination and exclusion, and reduce the inequalities and vulnerabilities that leave people behind and undermine the potential of individuals and of humanity as a whole. This joint programme aimed to help the Government operationalizes a universal approach to social protection which will provide a key framework for the Kenyan government to ensure that it not only leaves no one behind but also takes on board the unique concerns and realities of women and men of all ages. Currently many Kenyans are left behind by a system that fails to reach all the vulnerable persons who need social and economic support¹¹. Operationalizing a universal approach - including a system that has stronger integration between universal social protection programmes and economic and social services - will enable the Kenya population, especially the vulnerable and marginalized, to participate more fully and realize their potential.
13. Gender, disability and age are key barriers for citizens in accessing social protection services. Kenya has made strides in realizing equality, but a lot more needs to be done. The Kenya Constitution has progressive articles that indicate commitment with international and regional obligations arising from treaties and conventions and other commitments signed and or ratified. For instance, Kenya has ratified both the Convention on Elimination of All forms of Discrimination Against Women and the

¹⁰ <https://www.developmentpathways.co.uk/wp-content/uploads/2019/10/Kenya-Social-Protection-Sector-Review-Report-1.pdf>

¹¹ Kenya Social Protection Sector Review 2017
(<https://www.developmentpathways.co.uk/publications/kenya-social-protection-sector-review-2017>)

Protocol to the African Charter on Human and People's Rights. Despite this, the 2016 Human Development Report¹² indicates that Kenya's Gender Development Index is at 0.919, placing it among countries with medium to low equality between women and men in human development achievements. Women continue to bear the brunt of the high poverty levels in Kenya. According to Kenya Economic Report of 2020¹³, Women own 1 percent of agricultural land and receive 10 percent of available credit even though they provide 80 percent of farm labour and manage 40 percent of Kenya's smallholder farms. The 2015, Gender Inequality Index ranked Kenya 135 of 159 countries with a score of 0.565, illustrating significant gender gaps in human development. Gender-based violence, female genital mutilation and violence against children and child marriage are some of the most pervasive human rights violations in Kenya. There is recognition of the value of unpaid care and domestic work (UCDW) which is indispensable in contributing to the well-being of individuals, families and societies. Female workers spend more time in UCDW than male counterparts. Overall access to sex-disaggregated data for social protection is limited and this accentuated the need for the programme to include more efforts to build capacities on gender mainstreaming in the sector which will contribute to addressing some of these gaps in the future.

14. In order to facilitate implementation of gender equality and freedom from discrimination and advance protection of the vulnerable and marginalized populations, the government has put in place the State Department of Gender; and the State Department for Social Protection, Senior Citizens Affairs and Special Programmes under the Ministry of Public Service, Gender, Senior Citizens Affairs & Special Programmes. This Ministry has the mandate to institutionalize gender mainstreaming in ministries, departments and agencies with emphasis on affirmative action and gender responsive budgeting in all programmes. The joint programme aimed to include a gender-based capacity needs assessment and studies of key issues and trends to ensure evidence-based policymaking.
15. Mainstreaming of the needs of persons with disabilities continues to face attitudinal, institutional, cultural and physical barriers in Kenya¹⁴ despite public awareness and outreach work done by the National Council of Persons with Disability (NCPWD). The Council has the mandate of registering and empowering person with disabilities and working with the State Department for Social Protection, Senior Citizens Affairs and Special Programmes to provide social assistance and access to sustainable livelihoods while promoting the representation and civic participation of PWDs in decision-making processes.

¹² http://hdr.undp.org/sites/default/files/2016_human_development_report.pdf

¹³ <https://kippra.or.ke/wp-content/uploads/2021/02/Kenya-Economic-Report-2020.pdf>

¹⁴ <http://www.kenyadisabilityresource.org/Disability-Overview>

2. Rationale for the evaluation

2.1. RATIONALE

16. The evaluation is being commissioned as part of a mandatory monitoring and evaluation process for the Joint SDG Fund. The evaluation findings will be used by the Government of Kenya and the UN system in Kenya towards improving social protection programming in the country, strengthening UN reforms, to contribute to the acceleration of SDGs and to inform learning from results of this programme. In addition, the Fund managers and its donors require this evaluation to be completed before the project end date of 15 September 2022 in order to inform next steps of the grant.

2.2. OBJECTIVES

17. The Evaluation will serve the dual and mutually reinforcing objectives of accountability. The evaluation will provide an evidence-based, independent assessment of the performance of the joint project. Specifically, this final evaluation will (1) assess project's relevance, effectiveness, efficiency, sustainability and coherence (2) Assess the projects contribution to SDG acceleration, UN reforms and focus on disability, (3) assess whether the project achieved the planned the results and targets; (4) Check if critical assumptions hold true (5) document lessons learned.

2.3. STAKEHOLDER ANALYSIS

18. The evaluation will seek the views of, and be useful to, a broad range of implementing agencies of internal and external stakeholders under the leadership of the State Department for Social Protection, Senior Citizens Affairs and Special Programmes. A number of stakeholders will be asked to play a role in the evaluation process in light of their expected interest in the results of the evaluation and relative power to influence the results of the programme under evaluation. Table 1 provides a preliminary stakeholder analysis, which should be deepened by the evaluation team as part of the inception phase.
19. Accountability to affected populations is key and the evaluation will be committed to ensuring gender equality, equity and inclusion in the evaluation process, with participation and consultation in the evaluation of women, men, boys and girls from different groups (including persons with disabilities, the elderly and persons with other diversities such as ethnic and linguistic).

Table 1: Preliminary stakeholder analysis

Stakeholders	Interest and involvement in the evaluation
Internal stakeholders	
Resident Coordinator or his nominee	Key informant and UN system's lead – The Country's lead for the UN reform agenda within which this facility is availed to Kenya. The RC plays the lead role in the execution of the planned activity. In the evaluation process, the RC will co-chair the Evaluation internal committee and provide oversight services.
Joint SDG Fund implementing agencies in Kenya (WFP, FAO, UNICEF, ILO)	Key informants and primary stakeholder – Responsible for the planning and implementation of the intervention in country level. The UN agencies have an interest in learning from experience to inform decision-making. They are also called upon to account internally as well as to their beneficiaries and partners for performance and results of this programme. The UN agencies will be involved in using evaluation findings for programme implementation and/or in deciding on the next programme and partnerships.

Government of Kenya including Ministry of Public Service, Gender, Senior Citizen Affairs and Special Programmes, The National Social Security Fund (NSSF), National Hospital Insurance Fund (NHIF) and other national authorities ¹⁵	Key informant and primary stakeholder – Responsible for overall design of the programme and the day-to-day implementation of activities. In addition, the Government has a direct interest in knowing whether that the programme was aligned with its priorities, harmonized with the action of other partners and has the expected results.
Select County Governments	Key informant and primary stakeholder – Responsible for day-to-day programme implementation. In addition, the County Governments have a direct interest in knowing whether that the programme was aligned with their priorities, harmonized with the action of other partners and has the expected results.
Regional Bureau (RB) for Nairobi	Key informant and primary stakeholder – Responsible for both oversight of country offices and technical guidance and support, the regional bureau management has an interest in an independent/impartial account of operational performance as well as in learning from the evaluation findings to apply this learning to other country offices. The regional evaluation officers support country office/regional bureau management to ensure quality, credible and useful decentralized evaluations.
WFP Office of Evaluation (OEV)	Primary stakeholder – The Office of Evaluation 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 decentralized evaluation stakeholders as identified in the evaluation policy. It may use the evaluation findings, as appropriate, to feed into centralized evaluations, evaluation syntheses or other learning products.
United Nations country team (UNCT)	Primary stakeholder The harmonized action of the UNCT should contribute to the realization of the government developmental objectives. It has therefore an interest in ensuring that this programme is effective in contributing to the United Nations concerted efforts.
External stakeholders	
Non-governmental organizations (NGOs): Africa Platform for Social Protection (APSP)	Key informants and primary stakeholder – NGOs are involved in the implementation of some activities within the JP. The results of the evaluation might affect future implementation modalities, strategic orientations and partnerships.

¹⁵ Ministry of Agriculture, Livestock & Fisheries, Ministry of Health, Ministry of Education, , state Department for Gender , The National Treasury and Planning, Ministry of Devolution, State Department for ASALs, National Drought Management Authority

<p>Federation of Kenya Employers (FKE)</p> <p>Central Organization of Trade Unions (COTU) in Kenya</p>	<p>Non state actors such as COTU and FKE will certainly use the findings to among other things plan and put in place better social protection schemes for the workers.</p>
<p>Donors: The Joint SDG Fund receives resources centrally from 12 donors namely: EU, Denmark, Germany, Ireland, Luxembourg, Monaco, The Netherlands, Norway, Portugal, Spain, Sweden, and Switzerland</p>	<p>Primary stakeholders – The joint programme was funded through a multi-partner trust fund. This means contributions are not entity- specific but aim to support broader UN system-level function. The donors have an interest in knowing whether the funds have been spent efficiently and if the work has been effective and contributed to their own strategies and programmes.</p>
<p>Beneficiaries ¹⁶</p>	<p>Primary stakeholders – As the ultimate recipients of assistance, have a stake in determining whether the 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, at inception phase when developing the evaluation design, and their respective perspectives will be sought. Direct interviews with beneficiaries will be done to seek their perspectives on the programme.</p>

¹⁶ Government (Ministry of public service, gender, senior citizen affairs and special programmes, Ministry of Labour, NHIF, NSSF, Ministry of Agriculture),

3. Subject of the evaluation

3.1. SUBJECT OF THE EVALUATION

20. The UNSDG joint program for social protection, with a value of USD 2M supplemented with a further USD 1.3M from PUNOs, started on 15th January 2020 and it is scheduled for completion on 15th September 2022 after receiving a 6-month no cost extension. The Program aims at accelerating a progressive pathway towards a Universal Social Protection System in Kenya, in order to accelerate the achievement of SDGs targets relevant to Social Protection. The project targets capacity and systems strengthening as well as strengthening the enabling environment for integration with economic and social services. As such, the key beneficiary is the Government of Kenya.
21. The joint programme (JP) is focusing on Joint SDG fund outcome 1 on Integrated multi-sectoral policies to accelerate SDGs achievement implemented with greater scope and scale. Implementation of the Fund's activities is undertaken within the Kenya UNDAF of 2018-2022 focusing on strategic results area 2, outcome 6 which aims to ensure that by 2022, marginalized and vulnerable people have increased access to and utilize social protection, and services for prevention and response to gender-based violence and violence against children. To achieve this outcome the JP has been focusing on the following UNDAF outputs:
 - Output 6.1: Policy and Legislation: Government and partners have financial and technical capacity to review, develop and implement policies, legislation and strategies on Social Protection
 - Output 6.2: Systems strengthening and Service Delivery – Social and Child Protection systems have enhanced technical and financial capacity to develop and manage programmes at scale
 - Output 6.3: Coordination and intersectoral linkages – functional coordination at the national and county levels for intersectoral linkages enhanced.
22. The Kenya JP expected Outcomes are:
 - By 2022, marginalized and vulnerable people have increased access to and utilize social protection, and services for prevention and response to gender-based violence and violence against children (UNDAF outcome 6).
 - By 2022 Kenya has a clear plan and fiscal options for operationalizing universal social protection (Joint Programme Outcome).
23. The Kenya JP expected Outputs are:
 - Enabling environment for gender-responsive universal social protection in Kenya is strengthened.
 - Design options and roll out plans for gender responsive universal social protection programmes are developed.
 - Enhanced gender responsive integration between universal social protection programmes and economic and social services.
24. Within each output area, the PUNOs provide support to the GoK to ensure they have enhanced financial and technical capacity to develop the necessary policies and systems for the social protection sector. To strengthen the enabling environment for universal social protection, PUNOs have been capitalizing on the existing political will to increase the financing for social protection and to make a comprehensive business case for universal social protection in Kenya. This includes cost-benefit and feasibility analyses with accompanying policy advocacy with stakeholders to garner support for universal protection.
25. Developing design options and rollout plans for universal social protection builds on the existing programmes and lifecycle approach adopted by GoK. The Joint Programme complements ongoing work around the expansion of the universal Inua Jamii programme for the elderly, the universal child grant and universal health coverage. Central to the design options work is building of consensus for the extension of social protection to the informal economy, strengthening the social security M&E

system to track social security benefits and enable accurate monitoring. Through the matched PUNO funds, the JP has contributed to enhancement of the existing management information systems (Single Registry and Consolidated Cash Transfer Programme MIS) as part of the technical assistance provided to the Ministry of Public service, Gender, Senior Citizen Affairs and Special Programmes to deliver its social assistance programmes effectively and link to complementary programmes in the education, health and agriculture sectors.

26. To fully realize UNDAF output three which seeks to enhance coordination and intersectoral linkages between social protection and other social and economic sectors, the joint programme work rely on the progression of outputs one and two with adequate and appropriate policies and systems developed. The PUNOs support GoK in enhancing knowledge sharing by mapping best practices and lessons on linkages to other social and economic sectors. This is done through dedicated advocacy with policy makers and technical decision makers and communication channels such as the Community of Practice.
27. The JP also focuses on activities to strengthen gender capacities and mainstreaming of gender to improve the gender responsiveness of the social protection sector, engaging gender experts in policy, strategic documents development and evidence building. In addition, there has been emphasis across activities in being gender responsive. Investment in this area through the JP aims to take the first steps in addressing the existing gap on availability of sex disaggregated data for the social protection sector as well as inadequacy of coverage.
28. The SDG Targets directly addressed by the Kenya Joint Programme are as follows:
 - **Goal 1:** End Poverty in all its forms everywhere
 - ✚ 1.2.1 Proportion of population living below the national poverty line, by sex and age. End programme target 29 percent.
 - ✚ 1.3.1 Proportion of population covered by social protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, persons with disabilities, pregnant women, newborns, work-injury victims and the poor and the vulnerable. End programme target 25 percent.
 - **Goal 2:** End hunger, achieve food security and improved nutrition and promote sustainable agriculture
 - ✚ 2.1.2 Number of people requiring food assistance as a result of drought emergencies (millions). End programme target 2.2 million.
 - **Goal 8:** Decent Work and Economic Growth
 - ✚ 8.5.2 Unemployment rate, by sex, age and persons with disabilities. End programme target to be determined.
 - **Goal 10:** Reduced inequality within and among countries
 - ✚ 10.4.1 Labour share of GDP, comprising wages and social protection transfers. End programme target to be determined.
 - **Goal 17:** Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development
 - ✚ 17.1.1 Total government revenue as a proportion of GDP, by source. End of programme target to be determined.
 - ✚ 17.3.1 Foreign direct investments (FDI), official development assistance and South-South Cooperation as a proportion of total domestic budget. End of programme target to be determined.
29. The following SDG targets have been the focus of this joint programme. The table illustrates the selected goals and indicators alongside targets and methods of measurement.

SDG Target	Selected indicator	Baseline data 18/2019	Expected progress by 2022	Methods for measurement
Goal 1: End Poverty in all its forms everywhere	1.2.1 Proportion of population living below the national poverty line, by sex and age.	32 percent	29 percent	UNDESA Statistics/Kenya Integrated Household Budget Survey (KIHBS)
	1.3.1 Proportion of population covered by social protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, persons with disabilities, pregnant women, newborns, work-injury victims and the poor and the vulnerable.	12 percent	25 percent	Single Registry
Goal 2: End hunger, achieve food security and improved nutrition and promote sustainable agriculture	2.1.2 Number of people requiring food assistance as a result of drought Emergencies (millions)	2.4 million	2.2 million	Food security assessment reports
Goal 8: Decent Work and Economic	8.5.2 Unemployment rate, by sex, age and	Unemployment rate 7.4percent	Tbd*	KIHBS

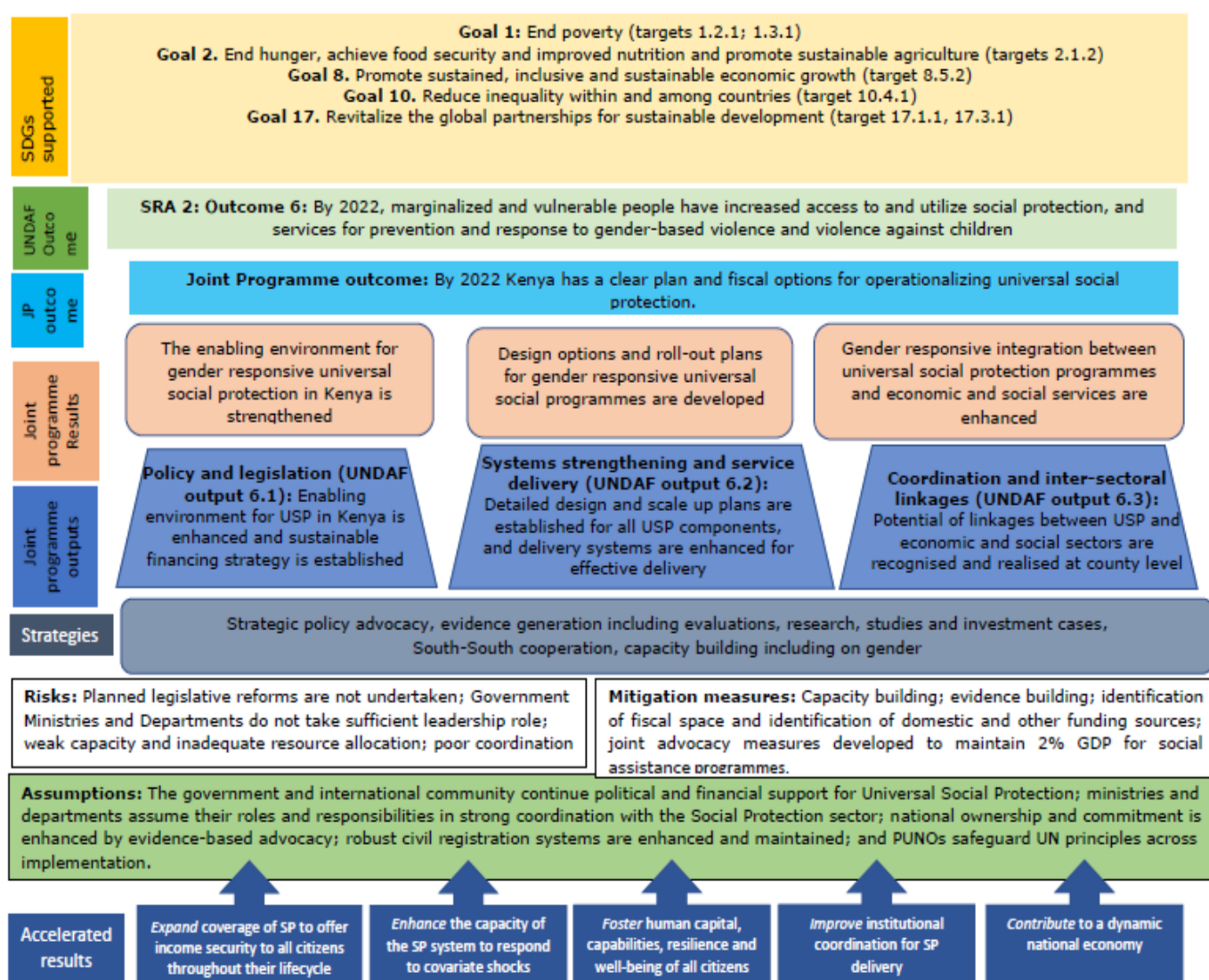
30. **Expected SDG impact:** This joint programme seeks to catalyze the role of the Government to achieve the SDGs and contribute to at least five of the SDG targets. In addition, the programme aims to support the Government to operationalize universal social protection through the generation of evidence, advocacy and policy and the development of specific plans and financing strategies to make social protection for all Kenyans a reality. It is supposed to identify and address critical gaps and bottlenecks in this process and prioritize integration between universal social protection and economic and social services while leveraging on partnerships for scale up. Investing in social protection leads to greater stability, reduced vulnerability of women and men, increased prosperity and a more dynamic and competitive society as well as a more resilient and productive workforce. As Kenya becomes a middle-income country, its social sectors of health, education and social protection must evolve to ensure that growth is shared. This joint programme is supporting the Government to move from a poverty-targeted approach to social protection, which excludes 78 percent of vulnerable people, towards a more inclusive and universal approach. Key to the programme is positioning the Government to scale up initiatives that will play a fundamental role in the achievement of the SDGs in Kenya. This was to be enabled through accompanying efforts to explore financing in this area whereby the programme aimed to learn from other sectors that have successfully mobilized public private partnerships and innovative financing strategies.

Expected JP results and impact:

31. The Kenya JP expected main results are:

- Envisioned scale-up of social protection coverage, towards universalism to leave no one behind, following a sustainable financing approach through collaboration and advocacy with government and relevant stakeholders.
 - Strengthened Government leadership, capacity and coordination for Social Protection policy design and implementation within government and with relevant stakeholders as element of SDG acceleration and leveraging on the Sectoral Group for Social Protection and SDG private sector platform towards achievement of SDG commitments, including a strong link to the national “Big Four” agenda towards attainment of the SDGs.
32. **The Theory of Change** for this joint programme as shown in figure 1 below is based on the UNDAF (United Nations Development Assistance Framework) results framework and consultations with the Government, employer organizations and trade unions. The joint programme aims to accelerate the existing work of the United Nations Country Team (UNCT) in support of UNDAF Outcome 2.6 and its corresponding outputs. Through intensifying efforts across a range of national social protection result areas and multiple targets across five SDGs, this programme sought to address critical barriers to the realization of universal access to social protection. Pathways to this include improving the enabling environment, developing evidence-based and gender responsive policy, strategies and legal frameworks with sustainable financing options that demonstrate that universal social protection is a valuable and achievable investment for the future of the country. The joint programme was to provide social insurance options and innovative approaches that support extension of social protection to the rural and informal economy workers towards achieving universal social protection for the working age. It was further meant to establish the buy-in and political will required to support the Government’s ambitious social protection system plans. Building on this foundation, practical and applicable designs for each of the necessary sub-elements of a universal social protection model with concrete plans towards national coverage will provide the roadmap required for the Government to turn its aspirations into reality. Furthermore, the programme was to identify complementarities between universal social protection provision and other social and economic sectoral interventions. For the effectiveness of the programme, gender was to be integrated as a means and as an objective in achieving the SDG goals.
33. Whilst a TOC is alluded to in the UNDAF, it has not been represented pictorially nor the assumptions related to the UNJP specified. The evaluation team will be expected to reconstruct the TOC and make a visual specific to the joint programme. The following are the key assumptions that this joint programme is founded on:
- The government and international community continue their political and financial support for Universal Social Protection.
 - Ministries and departments assume their roles and responsibilities in strong coordination with the social protection sector.
 - National ownership and commitment are enhanced by evidence-based advocacy.
 - Robust civil registration systems are enhanced and maintained; and PUNOs safeguard UN principles across implementation.
 - The economy continues to grow alongside development of tax revenues to enable the resourcing of a tax-based social protection system.

Figure 1: Theory of Change graphic



3.2. SCOPE OF THE EVALUATION

34. This evaluation will focus on Joint SDG Fund's programme implemented from January 2020 to September 2022. The evaluation will use mixed methods approach. The evaluation focus will be at national level in addition to covering select counties where some of the programme activities have been implemented.
35. The evaluation will also focus on the implementation of the program with the evaluation findings targeted at informing future programming. As such, the evaluation will look at achieved results, partnerships, implementation arrangements and systems, and any factors affecting the results achieved. The evaluation will be conducted from April 2022.

4. Evaluation approach, methodology and ethical considerations

4.1. EVALUATION QUESTIONS AND CRITERIA

37. The evaluation will address the key questions listed in the table below, which will be further developed and tailored by the evaluation team in a detailed evaluation matrix during the inception phase. Collectively, the questions aim at highlighting the key lessons and performance of the Joint SDG Fund with a view to informing future strategic and operational decisions.
38. The evaluation should analyse how gender, equity and wider inclusion objectives and Gender Equality and Women's Empowerment (GEWE) mainstreaming principles were included in the intervention design. The gender, equity and wider inclusion dimensions should be integrated into all evaluation criteria as appropriate.
39. The evaluation will also focus on disability in line with leaving no one behind principle: As persons with disabilities are among the most vulnerable and marginalized groups across countries and considering the critical role that social protection can play in supporting their inclusion, the joint programs had identified them as direct or indirect beneficiaries. In line with the Leaving No One Behind principle and the obligations stemming from the Convention on the Rights of Persons with Disabilities, even programs that do not target directly persons with disabilities should ensure that persons with disabilities within targeted population can access the program without discrimination. The evaluation will therefore assess to what extent:
 - The Joint programme design, implementation, and monitoring have been inclusive of persons with disabilities (accessibility, non-discrimination, participation of organizations of persons with disabilities, data disaggregation)
 - Has the Joint programme effectively contributed to the socio-economic inclusion of persons with disabilities by providing income security, coverage of health care, and disability-related costs across the life cycle?

Table 2: Evaluation questions and criteria

Evaluation questions		Criteria [
EQ1 : Relevance		
1.1.	To what extent is the programme in line with the needs of beneficiaries and partners, including government, people living with disability, male and female?	Relevance
1.2	How relevant were the JP to priorities/policies at the national level and to the needs of the main vulnerable groups?	
1.3	How relevant was the jointness in programme design, implementation and management for addressing the country's development priorities and challenges?	
1.4	To what extent are the activities aligned with partner UN agency and donor policies and priorities?	

1.5	To what extent is the intervention based on a sound gender analysis? To what extent is the design and implementation of the intervention gender-sensitive?	
EQ2 : Effectiveness		
2.1	To what extent did the JP contribute to achieving its development objectives, especially around the 3 transformative results?	Effectiveness
2.2	What are the major factors that influenced progress in achievement or non-achievement of the outcomes/objectives of the intervention?	
2.3	To what extent did the intervention deliver results for the target groups	
2.4	<p>To what extent did the program target persons with disabilities?</p> <ul style="list-style-type: none"> • Not specifically targeted • One of the groups of direct beneficiaries targeted • Main target group for the program 	
2.5	<p>To what extent did the design and implementation of activities of the joint program supported include disability-related accessibility and non-discrimination requirement?</p> <ul style="list-style-type: none"> • No requirements • General reference • Specific requirements 	
2.6	<p>To what extent have persons with disabilities, in particular children and women with disabilities, been consulted through their representative organizations?</p> <ul style="list-style-type: none"> • Not invited • Invited • Specific outreach 	
2.7	<p>To what extent did support to data collection and analysis, registries, and information system feature disability?</p> <ul style="list-style-type: none"> • No reference to disability • Disability included via Washington group short set or similar but no analysis • Disability included via Washington group short set or similar <ul style="list-style-type: none"> ○ Part of general analysis ○ with specific analysis 	

2.8	To which extent did the program contribute to support inclusion of persons with disabilities via: <ul style="list-style-type: none"> • Ensuring basic income security • Coverage of health care costs, including rehabilitation and assistive devices • Coverage of disability-related costs, including community support services • Facilitate access to inclusive early childhood development, education, and work/livelihood 	
2.9	To what extent has the JP contributed to accelerating the SDGs at the national level?	
2.10	To what extent the JP produced a catalytic effect in terms of generating systems change across sectors to leave no one behind?	
2.11	To what extent has the JP contributed to achievement of UNDAF/CF outcome/s and national development priorities?	
EQ3 : Efficiency		
3.1	Was the programme implemented in a timely way?	Efficiency
3.2	Were the activities cost-efficient? Was the programme implemented in the most efficient way compared to alternatives? Were the project strategies efficient in terms of financial and human resource inputs as compared to outputs?	
3.3	Did the monitoring system efficiently meet the needs and requirements of the project?	
3.4	Was the JP intervention more efficient in comparison to what could have been done through a single agency intervention?	
3.5	To what extend did the JP contribute to enhancing UNCT coherence and UNCT efficiency (reducing transaction costs)?	
EQ4 : Coherence		
4.1	To what extent are PUNO's activity coherent with key policies/programming of other partners operating in the context?	Coherence
4.2	To what extent are human rights taken into account?	
EQ : Lessons Learned		
5.1	What are lessons learned from the project up to this point?	Lessons

	Are there any recommendations to improve the project's relevance, efficiency, effectiveness?	
EQ 6: Sustainability		
6.1	To what extent has the strategy adopted by the JP contributed to sustainability of results, especially in terms of LNOB and the social protection system?	Sustainability
6.2	To what extent has the JP supported the long-term buy-in, leadership and ownership by the Government and other relevant stakeholders?	
6.3	How likely will the results be sustained beyond the JP through the action of Government and other stakeholders and/or UNCTs?	

40. The evaluation will apply the international evaluation criteria of relevance, effectiveness, efficiency and coherence. The evaluation will also review and document lessons learnt. Gender, equity and wider inclusion will be mainstreamed across the evaluation.

4.2. EVALUATION APPROACH AND METHODOLOGY

41. The methodology will be designed by the evaluation team with consultation with the evaluation manager and internal committee during the inception phase. It should:
- Employ the relevant evaluation criteria above
 - 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 stakeholder's groups participate and that their different voices are heard and used
42. The methodology chosen should demonstrate attention to impartiality and reduction of bias by relying on mixed methods (quantitative, qualitative, participatory etc.) and different primary and secondary data sources that are systematically triangulated (documents from different sources; a range of stakeholder groups, including beneficiaries; direct observation in different locations; across evaluators; across methods etc.). It will take into account any challenges to data availability, validity and reliability, as well as any budget and timing constraints. The evaluation questions, lines of inquiry, indicators, data sources and data collection methods will be brought together in an evaluation matrix, which will form the basis of the sampling approach and data collection and analysis instruments (desk review, interview and observation guides, survey questionnaires etc.).
43. The methodology should be sensitive in terms of GEWE, equity and inclusion, indicating how the perspectives and voices of diverse groups (men and women, boys, girls, the elderly, people living with disabilities and other marginalized groups) will be sought and taken into account. The methodology should ensure that primary data collected is disaggregated by sex and age; an explanation should be provided if this is not possible.

44. Looking for explicit consideration of gender and equity/inclusion 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 and equity-sensitive ways before fieldwork begins.
45. The evaluation findings, conclusions and recommendations must reflect gender and equity analysis. The findings should include a discussion on intended and unintended effects of the intervention on gender equality and equity dimensions. The report should provide lessons/challenges/recommendations for conducting gender and equity-responsive evaluations in the future.
46. The following mechanisms for independence and impartiality will be employed. a) an internal Evaluation Committee (EC) will be established to manage and make decisions on the evaluation. The committee will review and approve the Terms of Reference, budget, evaluation team, and inception and evaluation reports, to help maintain distance from influence by programme implementers, while also supporting management of the evaluation; b) a Reference Group (RG) including external stakeholders will be set up to steer the evaluation process and further support the relevance, utility and independence of the evaluation.
47. The Evaluation team will be required to expand on the methodology presented in the ToR and develop a detailed evaluation matrix in the inception report.
48. The selected evaluation team will be expected to undertake a risk assessment as part of the inception process. COVID-19 should be identified as a risk and accompanied by a mitigating measure.

4.3. EVALUABILITY ASSESSMENT

49. The main sources of information for the evaluation team will be: The joint programme documents, quarterly, semi-annual and annual reports, Kenya integrated household survey 2015-2016, Kenya UNDAF 2018-2022 plan and annual reports, social protection sector review of 2017, Kenya Economic Survey 2020, Kenya Social Protection Sector annual report 2020.
50. Key data and information is available. During the inception phase, the evaluation team will be expected to perform an in-depth evaluability assessment and critically assess data availability, quality and gaps expanding on the information provided in paragraph 45. This assessment will inform the data collection and the choice of evaluation methods. The evaluation team will need to systematically check accuracy, consistency and validity of collected data and information and acknowledge any limitations/caveats in drawing conclusions using the data during the reporting phase.

4.4. ETHICAL CONSIDERATIONS

51. The evaluation must conform to [UNEG ethical guidelines for evaluation](#). Accordingly, the selected evaluation firm is responsible for safeguarding and ensuring ethics at all stages of the evaluation process. This includes, but is not limited to, ensuring informed consent, protecting privacy, confidentiality and anonymity of respondents, ensuring cultural sensitivity, respecting the autonomy of respondents, ensuring fair recruitment of participants (including women and socially excluded groups) and ensuring that the evaluation results do no harm to respondents or their communities.
52. The evaluation firm will be 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.
53. The team and evaluation manager will not have been involved in the design, implementation or monitoring of the joint programme nor have any other potential or perceived conflicts of interest. All members of the evaluation team will abide by the [2020 UNEG Ethical Guidelines](#), including the Pledge of Ethical Conduct as well as the WFP technical note on gender. The evaluation team and individuals who participate directly in the evaluation at the time of issuance of the purchase order are expected to sign a confidentiality agreement and a commitment to ethical conduct. These templates will be provided by the country office when signing the contract.

4.5. QUALITY ASSURANCE

54. The WFP evaluation quality assurance system sets out processes with steps for quality assurance and templates for evaluation products based on a set of [Quality Assurance Checklists](#). The quality assurance will be systematically applied during this evaluation and relevant documents will be provided to the evaluation team. 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. Given that this is an evaluation for a joint programme, the role of the PUNOs and the RCO will be essential.
55. The WFP Decentralized Evaluation Quality Assurance System (DEQAS) is based on the UNEG norms and standards and good practice of the international evaluation community and aims to ensure that the evaluation process and products conform to best practice. This quality assurance process does not interfere with the views or independence of the evaluation team but ensures that the report provides credible evidence and analysis in a clear and convincing way and draws its conclusions on that basis.
56. 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.
57. To enhance the quality and credibility of decentralized evaluations, an outsourced quality support (QS) service directly managed by the WFP Office of Evaluation reviews the draft ToR, the draft inception and the evaluation reports, and provides a systematic assessment of their quality from an evaluation perspective, along with recommendations.
58. The evaluation manager will share the assessment and recommendations from the quality support service with the team leader, who will address the recommendations when finalizing the inception and evaluation reports. To ensure transparency and credibility of the process in line with the [UNEG norms and standards](#),^[1] a rationale should be provided for comments that the team does not take into account when finalizing the report.
59. The evaluation team will be required to ensure the quality of data (reliability, consistency and accuracy) throughout the data collection, synthesis, analysis and reporting phases.
60. 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 the [WFP Directive CP2010/001 on information disclosure](#).
61. If a firm is contracted WFP expects that all deliverables from the evaluation team are subject to a thorough quality assurance review by the evaluation firm in line with the WFP evaluation quality assurance system prior to submission of the deliverables to WFP.
62. All final evaluation reports will be subject to a post hoc quality assessment (PHQA) by an independent entity through a process that is managed by the Office of Evaluation. The overall PHQA results will be published on the WFP website alongside the evaluation report.

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

5. Organization of the evaluation

5.1. PHASES AND DELIVERABLES

63. Table 4 presents the structure of the main phases of the evaluation, along with the deliverables and deadlines for each phase. Annex 1 presents a more detailed timeline.

Table 4: Summary timeline – key evaluation milestones			
Main phases	Indicative timeline	Tasks and deliverables	Responsible
1. Preparation	November 2021 to March 2022	Preparation of ToR Selection of the evaluation team & contracting Document review	Evaluation manager/ Evaluation committee
2. Inception	May 2022	Inception mission Inception report	Evaluation team
3. Data collection	June -July 2022	Fieldwork Exit debriefing	Evaluation team
4. Reporting	July - August 2022	Data analysis and report drafting Comments process Evaluation report	Evaluation team
5. Dissemination, including a learning a workshop and follow-up	September-October 2022	Management response Dissemination of the evaluation report	Evaluation team/Evaluation committee

5.2. EVALUATION TEAM COMPOSITION

64. The evaluation team is expected to include at least 3 team members, including the team leader. A mix of national and international evaluator(s) will be required should an international firm be awarded the contract. To the extent possible, the evaluation will be conducted by a gender-balanced and 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 UN and Government experience.

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

- Social protection
- Institutional capacity strengthening
- Good knowledge of gender, equity, disability and wider inclusion issues

- At least 7 years' experience in conducting evaluations of similar development programmes
 - Ability to deal with multi-stakeholder groups
 - Ability to write focused evaluation reports
 - Wide experience in quantitative and qualitative data collection methods
 - Willingness and ability to travel to the different programme sites in the country
 - All team members should have strong analytical and communication skills, evaluation experience with a track record of written work on similar assignments, and familiarity with Kenya.
 - Team members should have good command of oral and written English language.
66. The team leader will have expertise in one of the key competencies listed above as well as demonstrated experience in leading similar evaluations, including designing methodology and data collection tools. Special training in Monitoring and Results-Based Management is considered an asset. She/he will also have leadership, analytical and communication skills, including a track record of excellent English writing, synthesis and presentation skills. 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; and 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.
67. 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; and iv) contribute to the drafting and revision of the evaluation products in their technical area(s).
68. The evaluation team will conduct the evaluation under the direction of its team leader and in close communication with the evaluation manager and the evaluation committee. The successful firm will need to have the right team composition as detailed above.

5.3. ROLES AND RESPONSIBILITIES

69. **A PUNO-specific internal evaluation committee** is formed to help ensure the independence and impartiality of the evaluation. The committee will include representatives from WFP, UNICEF, ILO, FAO, and Resident Coordinator's Office. The key role of evaluation committee will be to overseeing the evaluation process, making key decisions and reviewing and approving the evaluation products. Annex 3 provides further information on the composition of the evaluation committee. The key roles will include:
- Assign an evaluation manager for the evaluation of Kenya Joint SDG Fund's programme
 - Approve the final ToR, inception and evaluation reports
 - Approve the evaluation team selection
 - Ensure the independence and impartiality of the evaluation at all stages, including establishment of an evaluation committee and 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
 - Organize 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.
70. **The evaluation manager** manages the evaluation process through all phases including: drafting this ToR; identifying the evaluation team; preparing and managing the budget; setting up the evaluation committee and evaluation reference group; ensuring quality assurance mechanisms are operational and effectively used; consolidating and sharing comments on draft inception and evaluation reports with the evaluation team; ensuring that the team has access to all documentation and information necessary to the evaluation; facilitating the team's contacts with local stakeholders; supporting the preparation of the field mission by setting up meetings and field visits, providing logistic support during

the fieldwork and arranging for interpretation, if required; organizing security briefings for the evaluation team and providing any materials as required; and conducting the first level quality assurance of the evaluation products. The evaluation manager will be the main interlocutor between the team, represented by the team leader, the evaluation committee, to ensure a smooth implementation process.

71. **An evaluation reference group (ERG)** is formed as an advisory body with representation from Government of Kenya, WFP, UNICEF, ILO, FAO. The evaluation reference group members will review and comment on the draft evaluation products and act as key informants in order to contribute to the relevance, impartiality and credibility of the evaluation by offering a range of viewpoints and ensuring a transparent process.
72. **The regional bureaus of PUNO agencies:** will take responsibility to:
- Advise the evaluation manager and provide support to the evaluation process where appropriate
 - Participate in discussions with the evaluation team on the evaluation design and on the evaluation subject as required
 - Provide comments on the draft ToR, inception and evaluation reports
 - Support the preparation of a management response to the evaluation and track the implementation of the recommendations.

While the regional evaluation officers will perform most of the above responsibilities, other regional bureau-relevant technical staff may participate in the evaluation reference group and/or comment on evaluation products as appropriate.

73. **Relevant WFP Headquarters divisions will take responsibility to:**
- Comment on the evaluation TOR, inception and evaluation reports, as required.
74. **The Office of Evaluation (OEV):** OEV is responsible for overseeing WFP led decentralized evaluation function, defining evaluation norms and standards, managing the outsourced quality support service, publishing as well submitting the final evaluation report to the PHQA. OEV also ensures a help desk function and advises the Regional Evaluation Officer, the Evaluation Manager and Evaluation teams when required. Internal and external stakeholders and/or the evaluators are encouraged to reach out to the regional evaluation officer and the Office of Evaluation helpdesk (wfp.decentralizedevaluation@wfp.org) in case of potential impartiality breaches or non-adherence to UNEG ethical guidelines.

5.4. SECURITY CONSIDERATIONS

75. Security clearance where required is to be obtained from WFP Kenya
76. Consultants hired by WFP are covered by the United Nations Department of Safety & Security (UNDSS) system for United Nations personnel, which covers WFP staff and consultants contracted directly by WFP. Independent consultants must obtain UNDSS security clearance for travelling from the designated duty station and complete the United Nations basic and advance security trainings (BSAFE & SSAFE) in advance, print out their certificates and take them with them.
77. As an “independent supplier” of evaluation services to WFP, the contracted firm will be responsible for ensuring the security of the evaluation team, and adequate arrangements for evacuation for medical or situational reasons. However, to avoid any security incidents, the evaluation manager will ensure that the WFP country office 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 evaluation team must observe applicable United Nations Department of Safety and Security rules and regulations including taking security training (BSAFE & SSAFE), curfews (when applicable) and attending in-country briefings.

5.5. COMMUNICATION

78. 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 during the inception period.

79. The dissemination plan will be agreed on with the internal committee 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. It will include but not limited to a policy brief summarizing the key findings and recommendations and a workshop to disseminate the findings to key stakeholders for all processes. This will be clearly spelled out in the contract. It will also be sensitive to those with disabilities. The deliverables will not be required to be translated.
80. Based on the stakeholder analysis, the communication and knowledge management plan (in Annex 5) identifies the users of the evaluation to involve in the process and to whom the report should be disseminated. The communication and knowledge management plan indicates how findings including gender, equity and wider inclusion issues will be disseminated and how stakeholders interested in, or affected by, gender, equity and wider inclusion issues will be engaged.
81. As part of the international standards for evaluation, the PUNOs requires that all evaluations are made publicly available. It is important that evaluation reports are accessible to a wide audience, thereby contributing to the credibility of WFP, FAO, ILO and UNICEF – through transparent reporting – and the use of evaluation.

5.6. BUDGET

82. The evaluation will be financed from the Joint SDG Fund evaluation budget.
83. The offer will include a detailed budget for the evaluation, including consultant fees, travel costs and other costs (interpreters, etc.). 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.
84. Please send any queries to:
 - a) Beatrice Mwongela, Head of M&E, Kenya Country Office, beatrice.mwongela@wfp.org,
+254 722241488
 - b) Copying David Kamau, David.kamau@wfp.org

Annex 1: Evaluation Timeline

	Phases, deliverables and timeline	Key dates
Phase 1 - Preparation		Up to 9 weeks
EM	Desk review, draft ToR and quality assurance (QA) by EM and REO using ToR QC	15 th January 2022
EM	Share draft ToR with quality support service (DEQS) and organize follow-up call with DEQS	20 th January
EM	Review draft ToR based on DEQS and REO feedback and share with ERG	25 th January
EM	Start identification of evaluation team	4 th February
ERG	Review and comment on draft ToR	11 th February
EM	Review draft ToR based on comments received and submit final ToR to EC Chair	18 th February
EC Chair	Approve the final ToR and share with ERG and key stakeholders	25 th February
EM	Assess evaluation proposals and recommends team selection	4 th March
EM	Evaluation team recruitment/contracting	18 th March
EC Chair	Approve evaluation team selection and recruitment of evaluation team	25 th April
Phase 2 - Inception		Up to 7 weeks
EM/TL	Brief core team	4 th May
ET	Desk review of key documents	11 th May
	Inception mission in the country (if applicable)	18 th May
ET	Draft inception report	25 th May
EM	Quality assurance of draft IR by EM and REO using QC, share draft IR with quality support service (DEQS) and organize follow-up call with DEQS	2 nd June
ET	Review draft IR based on feedback received by DEQS, EM and REO	9 th June
EM	Share revised IR with ERG	
ERG	Review and comment on draft IR	16 th June
EM	Consolidate comments	
ET	Review draft IR based on feedback received and submit final revised IR	23 rd June
EM	Review final IR and submit to the evaluation committee for approval	
EC Chair	Approve final IR and share with ERG for information	23rd June
Phase 3 – Data collection		Up to 3 weeks
EC Chair/ EM	Brief the evaluation team at CO	27 th June
ET	Data collection	27 th June -8 th July

ET	In-country debriefing (s)	11 th July
Phase 4 - Reporting		Up to 11 weeks
ET	Draft evaluation report	25 th July
EM	Quality assurance of draft ER by EM and REO using the QC, share draft ER with quality support service (DEQS) and organize follow-up call with DEQS	5 th August
ET	Review and submit draft ER based on feedback received by DEQS, EM and REO	13 th August
EM	Circulate draft ER for review and comments to ERG, RB and other stakeholders	
ERG	Review and comment on draft ER	
EM	Consolidate comments received	
ET	Review draft ER based on feedback received and submit final revised ER	27 th August
EM	Review final revised ER and submit to the evaluation committee	
EC Chair	Approve final evaluation report and share with key stakeholders for information	10th September
Phase 5 - Dissemination and follow-up		Up to 4 weeks
EC Chair	Disseminate findings and Prepare management response	September - October 2022
EM	Share final evaluation report and management response with the REO and OEV for publication and participate in end-of-evaluation lessons learned call	

Annex 2: Role and Composition of the Evaluation Committee

Purpose and role: The purpose of the evaluation committee (EC) is to ensure a credible, transparent, impartial and quality evaluation in accordance with WFP evaluation policy. It will achieve this by supporting the evaluation manager in making decisions, reviewing draft deliverables (ToR, inception report and evaluation report) and submitting them for approval by the Country Director/Deputy Country Director (CD/DCD) and the Resident Coordinator who will be the co-chairs of the committee.

Composition: The evaluation committee will be composed of the following staff:

- WFP Deputy Country Director and Resident Coordinator (Chair of the Evaluation Committee)
- Evaluation manager (Evaluation Committee Secretariat)
- Heads of Programme or programme officer(s) from the respective PUNOs directly in charge of the subject(s) of evaluation
- Regional evaluation officers from PUNO agencies (REO)
- WFP Kenya Country office head of programme support services
- WFP Country office procurement officer (if the evaluation is contracted to a firm)
- Other staff considered useful for this process from the respective PUNOs.

Annex 3: Role and Composition of the Evaluation Reference Group

Purpose and role: The evaluation reference group (ERG) is an advisory group providing advice and feedback to the evaluation manager and the evaluation team at key moments during the evaluation process. It is established during the preparatory stage of the evaluation and is mandatory for all decentralized evaluations.

The overall purpose of the evaluation reference group is to contribute to the credibility, utility and impartiality of the evaluation. For this purpose, its composition and role are guided by the following principles:

- **Transparency:** Keeping relevant stakeholders engaged and informed during key steps ensures transparency throughout the evaluation process
- **Ownership and Use:** Stakeholders' participation enhances ownership of the evaluation process and products, which in turn may impact on its use
- **Accuracy:** Feedback from stakeholders at key steps of the preparatory, data collection and reporting phases contributes to accuracy of the facts and figures reported in the evaluation and of its analysis.

Members are expected to review and comment on draft evaluation deliverables and share relevant insights at key consultation points of the evaluation process.

The main roles of the evaluation reference group are as follows:

- Review and comment on the draft ToR
- Suggest key references and data sources in their area of expertise
- Participate in face-to-face or virtual briefings to the evaluation team during the inception phase and/or evaluation phase
- Review and comment on the draft inception report
- Participate in field debriefings (optional)
- Review and comment on the draft evaluation report and related annexes, with a particular focus on:
a) factual errors and/or omissions that could invalidate the findings or change the conclusions; b) issues of political sensitivity that need to be refined in the way they are addressed or in the language used; c) recommendations
- Participate in learning workshops to validate findings and discuss recommendations
- Provide guidance on suggested communications products to disseminate learning from the evaluation.

The evaluation reference group will be composed of representatives from the main government counterparts i.e. Ministry of Public Service, Gender, Senior Citizen Affairs and Special Programmes; National Social Security Fund (NSSF); National Hospital Insurance Fund (NHIF); Ministry of Labour; Selected Counties and representatives from the four implementing United Nations agencies (UNICEF, FAO, WFP, and ILO), UNRCO and the funder (secretariat of Joint SDG Fund).

Composition

Country office	Name
<p>Core members:</p> <ul style="list-style-type: none"> • WFP Deputy Country Director and the Resident Coordinator (Chair) • Evaluation Manager (secretary or delegated chair) (WFP head of M&E) • Respective PUNO heads of social protection and technicians • WFP Head of programme support services • Other PUNO staff members with relevant expertise e.g. nutrition, resilience, gender, school feeding, partnerships • Government, NGOs and donor partner(s) (with knowledge of the intervention and ideally an M&E profile) <ul style="list-style-type: none"> • Secretary for Social Development at the State Department for Social Protection, Senior Citizen Affairs and Special Programmes • Directorate of Social Protection representatives • Directorate of Social Assistance representatives • Directorate for Children's Services • NHIF representative • NSSF representative • Ministry of Labour representative • Ministry of Agriculture representative • Federation of Kenya Employers representative • Central Organization of Trade Unions representative 	<p>Emmanuel Bigenimana/Stephen Jackson/Jane Oteba</p> <p>Beatrice Mwongela</p> <p>David Kamau/Susan Momanyi/Joy Mulema/Hellen Magutu</p> <p>Evaline Dian'ga</p> <p>TBD</p>
WFP Regional bureau	Name
<p>Core members:</p> <ul style="list-style-type: none"> • Regional Evaluation Officers • Regional Monitoring Advisors • A member of the Regional Programme Unit • Regional Gender Adviser 	<p>TBD</p>

Annex 4: Communication and Knowledge Management Plan

The final evaluation report will be uploaded to the Joint SDG Fund online global monitoring platform and thus be accessible globally and will be disseminated through other Joint SDG Fund channels. In Kenya, the final evaluation report will be disseminated through all members of the reference group, and it will thus be ensured that all stakeholders that were involved in the implementation of the JP will be informed about the results achieved and lessons learned. In terms of sustainability, it will be especially ensured that the final findings and recommendations will be disseminated to the Government of Kenya, which will primarily happen through them being members of the reference group and thus being closely involved in the evaluation process from the beginning. Below table shows key communication products, to whom, from whom, the how and the purpose.

When Evaluation phase	What Product	To whom Target audience	From whom Creator lead	How Communication channel	Why Communication purpose
Preparation	Draft TOR	Evaluation Reference Group	Evaluation manager	Email	To request review of and comments on TOR
	Final TOR	Evaluation Reference Group; WFP Management; Evaluation community;	Evaluation manager	Email; WFPgo; Joint SDG Fund online global monitoring platform	To inform of the final or agreed upon overall plan, purpose, scope and timing of the evaluation
Inception	Draft Inception report	Evaluation Reference Group	Evaluation manager	Email	To request review of and comments on IR
	Final Inception Report	Evaluation Reference Group;	Evaluation manager	Email; WFPgo; Joint SDG Fund online global monitoring platform	To inform key stakeholders of the detailed plan for the evaluation, including critical dates and milestones, sites to be visited, stakeholders to be engaged etc.
Data collection	Debriefing power-point	Evaluation reference group , management and programme staff;	Team leader (may be sent to EM who then forwards to the relevant staff)	Meeting	To invite key stakeholders to discuss the preliminary findings
Reporting	Draft Evaluation report	Evaluation Reference Group	Evaluation manager	Email	To request review of and comments on ER
	Validation workshop	Evaluation Reference Group; partners	Evaluation manager and Team Leader	Meeting	To discuss preliminary conclusions and recommendations
	Final Evaluation report	Evaluation Reference Group; donors and partners; Evaluation community; general public	Evaluation manager	Email; WFPgo; WFP.org; Evaluation Network platforms (e.g. UNEG, ALNAP); Joint SDG Fund online global	To inform key stakeholders of the final main product from the evaluation and make the report available publicly

				monitoring platform	
Dissemination & Follow-up	Draft Management Response	Evaluation Reference Group;	Evaluation manager	Email	To discuss actions to address the evaluation recommendations and elicit comments
	Final Management Response	Evaluation Reference Group	Evaluation manager	Email; WFPgo; WFP.org; Joint SDG Fund online global monitoring platform	To ensure that all relevant staff are informed of the commitments made on taking actions and make the Management Response publicly available

Annex 5: Acronyms

TOR	Terms of Reference (ToR)
RCO	Resident Coordinator's Office
PUNO's	Project's Participating UN Organizations
SDG	Sustainable Development Goals
GOK	Government of Kenya (GoK)
NHIF	National Hospital Insurance Fund
NSSF	National Social Security Fund
CT-OVC	Cash Transfer for Orphans and Vulnerable Children
UCB	Universal Child Benefit (UCB) pilot programme.
NSPP	National Social Protection Policy
LNOB	Leaving no one behind
NSNP	National Safety Net Programmes
UCDW	Unpaid care and domestic work
UNDAF	United Nations Development Assistance Framework
UNCT	United Nations Country Team
DEQAS	WFP Decentralized Evaluation Quality Assurance System

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