

Evaluation

Summary Terms of Reference



Sao Tome & Principe's Government Capacity Strengthening programme to reinforce local small holder food production, transformation and procurement and enhance home grown school feeding programme (2019-2022)

The Sao Tome & Principe Evaluation will take place in 2022 and 2023 by following these steps: **Inception phase and design** (October); **field work & data collection** (November); drafting and approving the **evaluation report** (November-February); **management response and findings dissemination** (from February 2023).

The evaluation is independently conducted by an external firm. An **Evaluation Reference Group** (ERG) with WFP, government and key partners comments on main deliveries in an advisory role to ensure impartiality. The WFP Evaluation Committee takes key decisions in managing the evaluation process and approval of final products and is chaired by the Deputy Country Director of WFP Cameroon and Co-Chaired by the WFP Representative for Sao Tome and Principe.

Subject of the Evaluation

Since 2019 the Sao Tome & Principe WFP office has been implementing a Country Strategic Plan (CSP), aiming to strengthen the capacity of the Government to implement an environmentally and socially sustainable, gender-transformative and smallholder friendly home-grown school meals (HGSM) programme and related food security and nutrition policies and programmes nationwide by 2030. Due to the COVID-19 pandemic a food emergency response to pandemic affected school children and their families was added to WFP Programme.

The activities implemented by WFP and partners were spread over the six districts of Sao Tome and the region of Principe, covering more than 180 schools and smallholder farmers.

Implementation period of the capacity strengthening supports activities is 01 July 2019 to 31 December 2022.

Objectives and Users of the Evaluation

WFP will use the evaluation findings to assess and report on the performance and results of the activities and to engage discussions with communities, the Ministry of Agriculture (MoA) and the Ministry of Education (MoE) on the way forward to ensure optimal capacity support.

Furthermore, WFP will use the findings to determine the reasons why certain results occurred or did not occur to draw lessons, derive good practices and provide pointers for learning.

Findings and recommendations from the evaluation will inform and feed into the new Country Strategic Plan (CSP), which is planned to start in 2024.

Key Evaluation Questions

The evaluation will have 6 key questions, as well as more detailed sub-questions around the standard evaluation criteria:

Question 1: To what extent does the intervention **meet the needs** and priorities of the government, stakeholders and affected populations? – **Relevance**

Question 2: To what extent has the intervention achieved, or is expected to **achieve, its objectives** and outcomes? – **Effectiveness**

Question 3: To what extent did the intervention achieve an **optimal use of the budget and time** allocated? – **Efficiency**

Question 4: To what extent is the intervention **appropriate/compatible with other interventions** in the country, sector or institutions? – **Coherence**

Question 5: To what extent has the intervention generated or is expected to generate **significant positive or negative effects, intended or unintended**, at a higher level? – **Impact**

Question 6: To what extent will the activities and achievements of the intervention be **sustained long-term**? – **Sustainability**

The evaluation questions will be further reviewed and developed by the evaluation team at inception phase as a result of a preliminary desk review and interviews.

Methodology

The evaluation team will use qualitative, quantitative and participatory data collection approaches in answering the evaluation questions taking into account the data availability challenges, the budget and timing constraints. The methodology will be designed during the inception phase by:

- Using **mixed methods** to ensure a comprehensive design capable to explain the reasons for changes in indicators. This includes triangulation of information
- Demonstrating **impartiality and lack of biases** by relying on a cross-section of sources (stakeholder groups, including beneficiaries). Selection of field visit sites will also need to demonstrate impartiality
- Determining whether gaps exist in data availability and quality, so evaluation methodology can be adapted to fill those gaps through **primary data collection**
- Ensuring that women, girls, men and boys from different stakeholders' groups participate and that their **different voices are heard and used**
- **Key informant interviews** with national and district level stakeholders, **some** of these interviews will have to take place in the **inception phase** to account for changes in government counterparts due to elections
- **Individual interviews and FGD with beneficiaries** at the district level. Both the individual interviews and/or focus group discussions will be **gender sensitive**.
- **Innovative approaches** like social network analysis and empowerment evaluations to analyse the institutional landscape and partnership for capacity building; assess achievement of capacity building activities. One key outcome of the evaluation should be to help stakeholders build the vision and strategy for the future further.
- Specific attention is given to **gender and equity analysis**, including a discussion on intended and unintended effects of the intervention on gender equality and equity dimension, including **lessons/ challenges/ recommendations** for conducting gender and equity-responsive evaluations in the **future**
- Ensuring the methodology and evaluation implementation are **ethical** and conform to the UNEG Ethical Guidelines for Evaluation

Roles and Responsibilities

Evaluation Manager (EM): The Evaluation Manager is from WFP Cameroon Office RAM team, given limited staff inside the STP office. He will be responsible to ensure that the evaluation progresses as per the WFP's Decentralized

Evaluation Quality Assurance System (**DEQAS**), ensure impartiality and conduct a rigorous quality control of the evaluation products ahead of their finalization.

Evaluation Committee (executive role): It makes key decisions such as **preliminary definition** of evaluation scope, use and key questions by balancing donor accountability requirements, areas of weak evidence and learning opportunities; **approval** of evaluation products; and selection of the evaluation team. It is also responsible for drafting the **Management Response** regarding the evaluation recommendations. The EC is formed by the Cameroon DCD and STP Representative, the Programme team, the STP RAM Officer, Procurement and two Regional Evaluation Officers.

Evaluation Reference Group (advisory role): It is formed, with representation from the **Government, UN agencies and local partners** working in the sectors of **school feeding and smallholder farmer support**. The ERG members **review and comment on the draft evaluation products** and act as key informants in order to **safeguard** against bias and influence.

Timing, Products and Key Milestones

Inception Phase / October 2022: Includes a desk review of secondary data, initial interaction with the main stakeholders and an inception field mission for at least 1 week. The **Inception Report (IR)** will explain how the team intends to conduct the work with emphasis on methodological and planning aspects.

Fieldwork / November 2022: The fieldwork will span over 3 weeks and will include visits to project sites (schools) and primary and secondary data collection from local stakeholders. A **debriefing** presentation of preliminary findings will be conducted by the team leader.

Reports / November 2022 – February 2023: The **evaluation report** will present the findings, conclusions and recommendations in a concise report of 40 pages maximum, plus an Executive Summary. *Additional product:* Detailed debriefing material and support to WFP in conducting interactive sessions to inform beneficiaries' and partners on relevant evaluation findings.