

Final Evaluation of SATELLITE INDEX INSURANCE FOR PASTORALISTS IN ETHIOPIA (SIIPE) PROGRAMME in Ethiopia (2019 – 2022)

Decentralized Evaluation Terms of Reference

WFP Ethiopia Country Office



World Food
Programme

SAVING
LIVES
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LIVES

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1. Background

1. These terms of reference (ToR) for the final evaluation of the “Satellite Index Insurance for Pastoralists in Ethiopia (SIPE 2019-2022)”, with a map in Annex 1: Map, were prepared by the World Food Programme (WFP) Ethiopia Country Office (ETCO) based upon an initial document review and consultation with 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. In 2022, two concurrent humanitarian crises - the severe drought in southern and south-eastern Ethiopia and the ongoing conflict across Northern Ethiopia - exacerbated existing food insecurity levels across the country. A fifth failed rainy season in the south and the conflict in Afar, Amhara and Tigray regions displaced millions. The estimated number of food insecure people increased from 18 million in 2021 to more than 22.6 million by the end of 2022.

3. The operating environment became increasingly challenging and complex as humanitarian needs outstretched WFP’s available resources, affecting WFP’s ability to deliver a response proportionate to the needs. 2022 saw an increase in security incidents and access constraints which caused significant delays and, at times, halted crucial activities such as climate resilience building and livelihood initiatives.

4. Despite these challenges, WFP successfully reached 10.2 million [2] girls and boys, women and men, including 614,370 persons with disabilities (PWD), through distribution of 507,786 metric tons(mt) of food and USD 24 million in cash transfers across its activities in Ethiopia. Collaborating with five partners, WFP reached over 6.4 million people with relief assistance under the Humanitarian Response Plan in the Afar, Amhara, Tigray and Somali regions, extending its assistance to conflict, drought and flood-affected people.

5. As is too often the case in emergencies, women and girls were disproportionately affected by the conflict, leading to increased malnutrition amongst these groups. WFP responded by providing specialized nutritious foods to 2 million children aged 6-59 months, as well as 1 million pregnant and breastfeeding women and girls out of 7.5m targeted through the prevention and treatment of moderate acute malnutrition. To improve dietary diversity and access to nutrient dense foods (e.g. fruit, vegetables, eggs), WFP supported households with PLWGs and children under two years of age with fresh food vouchers.

6. WFP engaged with various strategic development partners to address immediate needs while also building long-term capacities of individuals, households, communities, and systems. With an available budget of USD 38.6 million, WFP managed to assist 190,753 beneficiaries in 2022 across the country compared to the 586,000 assisted in 2021. Due to climate shocks, conflict and insecurity, some areas of operation were difficult to access, whereas other issues such as late onboarding of implementing partners and the layered nature of interventions led to the ability to only spend 22 percent of the available budget. WFP continued to build its ‘Changing Lives’ portfolio of activities which are critical to provide lasting solutions to the vulnerable communities such as home-grown school feeding, resilience building for refugees and host communities, climate change adaptation through index insurance targeting pastoralists, and activities to prevent stunting in pregnant and breastfeeding women and girls and children, reaching about 347,666 people in total.

7. This evaluation is commissioned by WFP ETCO to cover the period from January 2019 to December 2022. It will cover key activities including provision of support to target vulnerable pastoralists and agro-pastoralists households to gain access to livestock insurance, building resilience through disaster risk reduction activities, facilitating access and capacity strengthening activities. Households targeted for support through SIPE are Productive Safety Net Programme (PSNP) beneficiaries who have five to eleven tropical livestock units (TLU).

8. The evaluation is expected to generate evidence to inform a) policy linkages for long term sustainability of the programme and b) identification of alternative ways of supporting these households.

The evaluation team will be expected to have evaluation and technical competencies handle the complexities involved in satellite index insurance, and the specific technical background required to understand both its impact and opportunities. The evaluation will apply the international evaluation criteria of relevance, appropriateness, coherence, effectiveness, efficiency sustainability and impact. The evaluation inception is planned for June 2023, followed by data collection and reporting phases in August 2023, and October 2023 respectively.

1.2. CONTEXT

9. Ethiopia has the largest livestock population in Africa, with 65 million cattle, 40 million sheep, 51 million goats, 8 million camels and 49 million chickens in 2020 (CSA, 2020a). Livestock – the principal store of wealth and source of livelihoods for pastoralists in the arid and semi-arid lands (ASAL) of the Horn of Africa – face tremendous risk from frequent droughts. Livestock losses can be especially catastrophic due to poverty that characterizes these pastoralists (Feed the Future, 2017). Livestock play a very important role in the mixed farming systems in the highlands and form the central asset of the livelihoods of the 12 to 15 million pastoralists and agro-pastoralists (13%-16% of the total population). These pastoralists are highly dependent on seasonal rainfall to provide adequate drinking water for their families and for their livestock and to ensure sufficient pasture and grazing for their animals. The pastoral regions are prone to severe and prolonged droughts every three to five years resulting in loss of grazing resources and widespread mortality of the pastoralists' herds, threatening their main source of consumption, income and savings.

10. The pastoral regions of Ethiopia are affected by severe droughts every three to five years, often with consecutive dry years. During severe droughts when forage and grazing stocks fail large numbers of livestock die due to starvation and associated problems of diseases and lack of drinking water. For small and vulnerable livestock owners, drought can push them into poverty or even cause the complete loss of their herds and their traditional livelihoods and result in the ever increasing numbers of households (HHs). The costs of droughts to the national economy are estimated at over US\$1.1 billion per year and over the past decade an average of nearly 6 million people have been affected by droughts each year with an average annual cost in emergency aid/humanitarian assistance of US\$ 509 million, peaking at US\$ 1.1 billion in the very severe 2008 drought (WFP technical design study, 2016).

11. In 2014, WFP commissioned a feasibility study for livestock insurance in pastoral areas, with initial focus on the Borena zone in the Oromia region. Borena was selected as a case study because it is an important pastoral zone and, at the time, the focus of Ethiopia's only satellite-based pasture-drought index insurance program for livestock, designed by the International Livestock Research Institute (ILRI) Ethiopia and Kenya. This product termed Index-based Livestock Insurance (IBLI) was implemented on a pilot basis since 2012 by ILRI in conjunction with the Oromia Insurance Company (OIC).

12. Encouraged by the results of the Borena zone case study, WFP decided to design a Livestock Insurance Programme in the Somali Region which is an important livestock producing zone where the majority of rural households are pastoralists, the centre of WFP's PSNP and relief assistance programme areas in Ethiopia, and offers potential linkages between PSNP and the proposed large-scale livestock insurance programme and also other government implemented livestock development programmes. Following the end of the pilot phase in 2018, the programme was scaled up from 3 woredas (pilot phase 2018) to 28,000 HHs in 11 woredas by 2021. The aim was to reach 75,000 to 100,000 by 2022 including expansion to Oromia. Ethiopia's Climate Resilient Green Economy Strategy (CRGE) and the National Adaptation Plan (NAP) address about the livestock sector, feed, disease and livestock insurance.

13. To support the resilience of pastoral and agro-pastoral households vulnerable to climate shocks in Amhara, Oromia and Somali regions, WFP focused on improving access to early warning systems, insurance, and financial inclusion, as well as increased agricultural production and productivity, through a gender and age sensitive lens. In collaboration with insurance companies, pastoralists received pay-outs worth USD 4.1 million through WFP's index insurance scheme. Similarly, WFP transferred multipurpose cash close to USD 1 million (USD 968,754) through its anticipatory action programme in Somali region, helping people to take early action and build resilience against climate shocks. Additionally, in Somali region, WFP supported communities to build and identify assets for rehabilitation that would support the continuity of their livelihood production during times of shocks, such as secure access to pasture and water. As a result, communities irrigated 508 hectares of land and created canals.

2. Reasons for the evaluation

2.1. RATIONALE

14. The evaluation is being commissioned for the following reasons:
- To understand if and how the programme provides greater protection for pastoralists against drought induced risks .
 - To understand whether there is any behavioural change among programme participants who received support through SIPE.
 - To measure change in well-being of individual households that can be attributed to the program
15. The evaluation will have the following uses:
- Facilitate decision making on whether or not to expand the SIPE approach in the Somali region and potentially other drought-prone regions in Ethiopia. Refine and improve the livestock insurance products and processes associated with its implementation.
 - Inform potential replication of the programme in other regions.
 - Support resource mobilization for similar programmes.

2.2. OBJECTIVES

16. Evaluations serve the dual and mutually reinforcing objectives of accountability and learning.
- **Accountability** – The evaluation will assess and report on the performance and results of the SIPE programme.
 - **Learning** – The evaluation will determine the reasons why certain results occurred or did not occur to draw lessons, derive good practices and provide pointers for learning. It will also 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.

2.3. STAKEHOLDER ANALYSIS

17. A number of WFP internal and external stakeholders 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 matrix. The evaluation team should prepare a stakeholder analysis as part of the Inception Report.

18. Accountability to affected populations supports ETCO WFP's commitments to include beneficiaries as key stakeholders in WFP's work. As such, WFP is committed to ensuring gender equality and women's empowerment (GEEW) in the evaluation process, with participation and consultation in the evaluation by women, men, boys and girls from different groups. The evaluation will collect both quantitative and qualitative data from beneficiaries to understand whether and how the programme has affected them.

Table 1: Preliminary stakeholder analysis

Stakeholders	Interest and involvement in the evaluation
Internal (WFP) stakeholders	
WFP country office (CO) in Addis Ababa	Key informant and primary stakeholder – Responsible for the planning and implementation of WFP interventions at country level. The country office has 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. The country office will be involved in being interviewed by the evaluation team, and using evaluation findings for programme implementation and/or in deciding on the next programme and partnerships.
WFP field offices in Somali region [Jigiga, Gode, Dolo Ado, Kebridahar]	Key informant and primary stakeholder – Responsible for day-to-day programme implementation. The field offices liaise with stakeholders at decentralized levels and has direct access to program participants. They will be consulted and interviewed.
Regional bureau (RB) for Eastern Africa.	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 impartial account of operational performance, results as well as in learning from the evaluation findings to apply it to other country offices. The regional bureau will be involved in the planning of the next programme, thus it is expected to use the evaluation findings to provide strategic guidance, programme support, and oversight. The regional evaluation officer supports the country office/regional bureau management to ensure quality, credible and useful decentralized evaluations. They will be consulted and interviewed.
WFP HQ divisions- [Climate and Disaster Risk Reduction Unit]	Key informant and primary stakeholder – WFP headquarters divisions 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 this evaluation, as many may have relevance beyond the geographical area of focus. Relevant headquarters units should be consulted and interviewed as necessary to ensure that key policy, strategic and programmatic considerations are understood from the onset of the evaluation. They may use the evaluation for wider organizational learning and accountability.
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. OEV may use the evaluation findings, as appropriate, to feed into centralized evaluations, evaluation syntheses or other learning products.
WFP Executive Board (EB)	Primary stakeholder – The Executive Board provides corporate oversight of WFP programmes and guidance to programmes. The WFP governing body has an interest in being informed about the effectiveness of WFP programmes. This evaluation will not be presented to the Executive Board, but its findings may feed into thematic and/or regional syntheses and corporate learning processes
External stakeholders	
Beneficiaries [SIPE beneficiaries]	Key informants and primary/secondary stakeholders – As the ultimate recipients of food assistance, beneficiaries have a stake in WFP determining whether its assistance is appropriate and effective. As such, the level of participation in the evaluation of women, men, boys and girls from different groups will be determined and their respective perspectives will be sought.

<p>Government [Somali Pastoral Development Bureau (PDB); Somali Bureau of Agriculture and Natural Resource Development] NMA, ILRI, Cooperative Promotion Agency</p>	<p>Key informants and primary stakeholder – The Government has a direct interest in knowing whether WFP activities in the country are aligned with its priorities, harmonized with the action of other partners and meet the expected results. Issues related to capacity development, handover and sustainability will be of particular interest. They will be consulted and interviewed.</p>
<p>United Nations country team (UNCT)</p>	<p>Secondary 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 WFP programmes are effective in contributing to the United Nations concerted efforts. They will be consulted and interviewed.</p>
<p>Non-governmental organizations (NGOs) [Mercy Corp]</p>	<p>Key informants and primary stakeholder – NGOs are WFP partners for the implementation of some activities while at the same time having their own interventions. The results of the evaluation might affect future implementation modalities, strategic orientations and partnerships. They will be involved in using evaluation findings for programme implementation. They will be consulted and interviewed.</p>
<p>Donors [Swiss agency for Development and Cooperation, Government of Sweden]</p>	<p>Primary stakeholders – WFP interventions are voluntarily funded by a number of donors. They have an interest in knowing whether their funds have been spent efficiently and if WFP work has been effective and contributed to their own strategies and programmes. They will be consulted and interviewed.</p>
<p>Private sector [Africa Insurance Company, Somali Micro-Finance, Africa insurance, Nyala Insurance, Ethiopia Insurance, Oromia Insurance]</p>	<p>Primary stakeholders – In the design and implementation, private sector partners are crucial stakeholders contributing to the success or failure of SIIPE, their input and feedback is therefore important to make the evaluation a learning tool and plan for improvements and refinement. They will be consulted and interviewed.</p>

3. Subject of the evaluation

3.1. SUBJECT OF THE EVALUATION

19. WFP ETCO's country strategic plan (2020-2025) has five strategic outcomes, which aim to align with WFP Strategic Results 1, 2, 5 and 8 and with the people, peace, prosperity and outcomes of the United Nations Sustainable Development Cooperation Framework (2020–2025) for Ethiopia, and with the Government's Ten-Year Perspective Plan (2020–2030) and the Homegrown Economic Reform agenda. The outcomes are also linked to the humanitarian response plan, the Productive Safety Net Programme and the Comprehensive Refugee Response Framework.

20. Under the CSP's SO2 which is *Vulnerable and food-insecure populations in targeted areas have increased resilience to shocks*, WFP has been supporting efforts to complement the PSNP with other resilience-building interventions, including improving the quality of public works, especially soil and water management, building on WFP's approach to resilience building; and facilitating weather-indexed livestock and crop insurance, financial services and livelihood diversification for smallholder farmers and pastoralists. Capacity strengthening will support government and private sector partners in enhancing

climate risk management tools and systems. WFP has also been supporting resilience and livelihood interventions for refugees and host communities, contributing to the National Comprehensive Refugee Response Strategy and addressing root causes of migration. Formulation of this activity aimed to follow a conflict-sensitive approach and will feature crop and livestock production, job creation, strengthening of market systems, financial inclusion, capacity strengthening of local institutions and systems, and natural resources management, including safe access to fuel and energy. For crop and livestock insurance, WFP has developed a strategy for targeting, savings and credit interventions and graduation from food assistance; and is building the capacities of the National Meteorological Agency, insurance companies, universities and the Ministry of Agriculture, focusing on index design, the development of insurance products, marketing, policy distribution, claim settlement and pay-out mechanisms.¹

The Theory of Change (ToC) and Logical framework (Log frame) for SIPE can be found at Annex 6: SIPE ToC. The SIPE Scale up in Somali region of Ethiopia [see map in Annex 1: Map] has the following components and activities are:

1. Support target vulnerable pastoralist and agro-pastoralist households have access to livestock insurance,
 2. Support Vulnerable Households to build resilience through disaster risk reduction (DRR) activities
 3. Livestock Development
 - 3.1 Support livestock markets, target groups have improved access to products and services
 - 3.2 Support expansion of private veterinary pharmacies (PVPs) to target areas
 - 3.3 Facilitate market linkages between PVPs and community animal health workers (CAHWs)
 - 3.4 Facilitate capacity-building for CAHWs, including technical and business training
 - 3.5 Facilitate training on commercial fodder production for HHs on irrigated land
 - 3.6 Support improved access to seeds for fodder production (e.g. last-mile supply chains)
 4. Access to Financial services and Climate smart farm inputs (target households have improved opportunities to diversify their livelihoods)
 - 4.1 Support establishment of SLGs among vulnerable HHs using the PSP approach, and support graduation to Ru/SACCOs
 - 4.2 Partner with Micro finance institutes/MFIs to introduce digital financial services to target areas
 - 4.3 Support access to climate-smart inputs and services
 5. Capacity Building and NRM Rehabilitation Activities (Communities and government have enhanced resilience capacities through improved NRM)
 - 5.1 Strengthen governance capacity and awareness-raising related to rangeland and water resource management
 - 5.2 Support implementation of participatory natural resource management activities (Target Households have improved systems for natural resource management, with focus on rangeland, water and soil conservation.)
21. WFP ETCO's main partners for SIPE include Somali Pastoral Development Bureau (PDB) , Somali Bureau of Agriculture and Natural Resource Development, ILRI and Mercy Corps.
22. In 2019, WFP ET CO commissioned the evaluation of the first year of the [Ethiopia, Satellite Index Insurance for Pastoralists \(2017-2019\)](#). The evaluation recommended:
- Consider increasing the insurance coverage of risks other than pastures.
 - Rigorously implement training and improve training materials.
 - Conduct a follow-up data collection to capture the full programme effects.
23. Gender equality and empowerment indicators are reported in gender disaggregated manner and the program design is informed on gender equality and empowerment from other studies, still a complete gender analysis exercise have not taken place. The SIPE programme procured livestock insurance policies

¹ WFP ETCO Country Strategy Plan 2020-2025

for 28,297 Productive Safety Net Programme (PSNP) public work households. Out of the total beneficiaries, 52 % are female headed households

- All 28,297 HHs have mobile bank accounts/plastic cards with Somali Microfinance Institute (SMFI) accounts that were opened up with facilitation of WFP with the aim to improve the efficient delivery of pay-outs and also enhance financial inclusion by connecting beneficiaries to formal banking.
- Compliant feed mechanism (CFM) sensitization and awareness raising also conducted to the community/project beneficiaries/ and IPs in all project woredas focusing on the benefit of CFM, how to use the channels, how complaints, enquiries and feedbacks handled by WFP.

3.2. SCOPE OF THE EVALUATION

24. The evaluation will cover the period from Jan 2019 to December 2022. It will include all activities and results envisaged in the programme. It will also target the geographic areas of the programme.

- **Time frame:** The period covered by this evaluation is from January 2019 to December 2022.
- **Geographical Targeting:** Somali Region of Ethiopia where the intervention takes place.
- **Components of the programme:** all part of SIPE programme activity will be included in the evaluation exercise.
- A qualified, independent, third-party agency will be contracted to develop the full evaluation design and undertake a data collection, analysis and write the evaluation report. It is expected that the following activities are conducted in the different phases of the evaluation:
 - During Inception, the evaluation team should:
 - I. confirm and define the evaluation questions and sub-questions.
 - II. develop and thoroughly document the evaluation design (including how methods are mixed or combined), a sampling strategy, power calculations, datacollection tools and instruments, and code the units. The evaluation design should include an experimental or quasi-experimental component; therefore, the evaluation team should define an appropriate counterfactual and comparison/control groups.
 - III. confirm which monitoring data is being collected by the WFP Ethiopia office to avoid duplication.
 - IV. submit a full evaluation matrix (that links methods and data collection strategy to each of the evaluation questions) to WFP as part of the inception report.
 - The final product of the evaluation is a report, which should analyse the data against the pilot phase and respond to the specified evaluation questions, using the methods identified during inception.
- **Deliverables :** The evaluation team is expected to deliver the following deliverables based on the evaluation time frame.
 - Final inception report (including detailed evaluability assessment)
 - PPT presentations (inception and final report)
 - In-country de-briefing after data collection
 - 2 pagers evaluation brief
 - Final evaluation report
 - Facilitating Learning Workshop
 - Sharing all collected data including photos / videos

4. Evaluation questions, criteria, approach, methodology and ethical considerations

4.1. EVALUATION QUESTIONS AND CRITERIA

25. The evaluation questions will be guided by OECD/ DAC Criteria ²using the program Theory of Change . The evaluation will answer the following key questions, which will be further developed and tailored by the evaluation team in a detailed evaluation matrix during the inception phase, see table 2 below. Collectively, the questions aim at highlighting the key lessons and performance of the programme, with a view to informing future strategic and operational decisions.

26. The evaluation should analyse how gender, equity and wider inclusion objectives and GEWE mainstreaming principles were included in the intervention design, and whether the evaluation subject has been guided by WFP and system-wide objectives on GEWE. The gender, equity and wider inclusion dimensions should be integrated into all evaluation criteria as appropriate.

1. Table 2: Evaluation questions and criteria

Questions for SIPE Endline Evaluation	Evaluation criteria
Key question 1: How appropriate was the programme?	
1. To what extent the programme has the right mix of approach design and assistance to achieve its goal and objectives (disaggregated by females and males?)	Relevance
2. To what extent (and how) has the SIPE strengthened the ability of pastoralists to keep their animals/livestock alive?	Relevance
Key Question 2: What are the results of the programme?	
2.1 To what extent has the program reduced livestock deaths and affected livestock off-take?	Effectiveness
2.2 Whether pay-outs have been used to achieve its primary objective to protect the livestock and for which expenses do the beneficiaries use their insurance pay-outs?	Effectiveness
2.3 What has been the impact of SIPE, through pay-outs or other mechanisms, on beneficiaries' purchases of feeds and veterinary services?	Effectiveness
Key Question 3: What factors affected the results?	
2.1 How does the SIPE model compare to other insurance initiatives and resilience initiatives without insurance? What is the value for money and are there opportunities for improvement?	Efficiency
2.2 How well the program managed to integrate the other components such as savings, access to loans, and livelihoods to establish and provide integrated risk management tools to the beneficiaries, but also enable the graduation pathways for them.	Effectiveness
Key Question 4: To what extent are the project results sustainable?	
4.1 How does the programme engage and collaborate with government stakeholders at local, district/region and national level?	Sustainability
4.2 To what extent appropriate strategies, structures, and competencies are in place for successfully promoting public and private uptake?	Sustainability
4.3 What evidence is emerging regarding the cost versus the long-term benefits of the SIPE approach compared to conventional emergency assistance in case of shocks?	Sustainability

² For more detail see: <http://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm> and <http://www.alnap.org/what-we-do/evaluation/eha>

Key Question 5: Cross Cutting	
5.1 How well the gender mainstreaming is considered in programme design and implementation and what could be improved?	Sustainability
5.2 To what extent CFM is providing sufficient feedback system for programme improvement?	Effectiveness
5.3 In what ways can SIPE be made more nutrition-sensitive in order to better reduce malnutrition and generate co-benefits?	Sustainability
Key Question 6: What lessons can be learned from this project so far?	
6.1 What are the best practices and what are the lessons learned, and improvements required to maximize the effectiveness and efficiency of the program?	all
6.2 To what extent SIPE's M&E and reporting system, including its framework, tools, processes and competencies at country and global level, appropriate to track progress and generating timely, relevant and useful information to all relevant stakeholders?	all

27. The evaluation team will further develop the key questions mainstreaming gender, equity and wider inclusion during the inception phase and agree with WFP ETCO on the final evaluation questions. Collectively, the questions aim at highlighting the key lessons and performance of the SIPE, which could inform future strategic and operational decisions. The evaluation will apply the international evaluation criteria of relevance, appropriateness, coherence, effectiveness, efficiency sustainability and impact .

4.2. EVALUATION APPROACH AND METHODOLOGY

28. Building on this ToR, the evaluation team should conduct evaluability assessment as part of inception phase. It should also establish and validate the evaluation approach, with a robust and detailed methodology. The methodology will clearly outline a sample design and sample size calculations that incorporate considerations of gender, age, disability and methods of analysis.

29. The evaluation approach will comprise:

- A participatory approach that encourages ownership by CO and its stakeholders and ensures a use of the evaluation process and results.
- A high level of engagement with WFP CO, its external stakeholders, sub-offices staff during data collection with regular feedback opportunities;
- Periodic presentation of emerging findings, conclusions and implications by the evaluation team to WFP CO internal and external stakeholders;
- An interdisciplinary and collegiate approach within the evaluation team involving regular discussions and communications to harness its collective expertise and experience.

30. The methodology should:

- Should help inferring causality in real-life program evaluations to respond to the evaluation questions, sub questions and criteria above
- Apply an evaluation matrix geared towards addressing the key evaluation questions and sub questions considering the data availability challenges and timing constraints
- Ensure through the use of mixed methods that females and males from different stakeholder groups participate and that their different voices are heard and used.
- Monitoring changes in the magnitude of key variables alongside purchase of SIPE will allow the Evaluation Firm the ability to attribute purchase of the SIPE product to observable impact.

31. 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 consider any challenges to data availability, validity or 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.).

32. 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 considered. The methodology should ensure that primary data collected is disaggregated by sex and age; an explanation should be provided if this is not possible.

33. 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.

34. 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 draft evaluation deliverables and exercise oversight.
- All tools and products from the Evaluation Firm will be externally and independently quality assured (both by the ERG as well as the Decentralized Evaluations Quality Support Service).
- The Evaluation Firm should ensure ethics at all stages of the evaluation (design, implementation and dissemination) and that they seek appropriate ethical clearances (institutional and local) for the design ahead of going to the field.

4.3. EVALUABILITY ASSESSMENT

35. The main sources of information available to the evaluation team are Pilot phase baseline and impact evaluation report, outcome monitoring reports and field monitoring reports at CO and suboffice level. Some issues in relation to data reliability could be timeliness of data collection by field teams. The evaluation team will have also access to quantitative data, monitoring data, project reports,³ the Country Office Monitoring and Evaluation Tool (COMET), and SCOPE⁴. Gender disaggregated data will also be shared when available. There was no gender analysis undertaken for the programme, although data collection for some indicators was disaggregated.

36. The list of available data and documentation will be shared with the evaluation team during the kick-off meeting.

37. As qualitative information is limited, primary data collection will be needed. The level of quality of data and information, as well as the sources available, can differ by indicator types. The evaluation team should critically assess data availability and reliability as part of the inception phase expanding on the information provided. This assessment will inform the data collection and the choice of evaluation methods.

- The following potential risks to the approach and methodology have been identified:
- Data availability and reliability:
- Difficulty in establishing baseline data.
- Lack of key outcome data.
- Uneven availability of data.
- Difficulty in accessing certain affected populations and communities at certain times of year.

³ WFP's new data platform that supports evidence-based decision-making and launched in 2019.

⁴ SCOPE is WFP's beneficiary and transfer management platform that supports WFP programme intervention.

- Security concerns in the implementation area, and timeliness of data collection by field teams. In addition, the program logical framework was substantially altered during the implementation period.

38. Mitigation measures for each of these risks will be developed in close consultation with the Evaluation Committee and target country office focal points. The evaluation team and approach should be prepared for possible remote support or data collection if access barriers arise.

39. 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 this section. 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 or caveats in drawing conclusions using the data during the reporting phase. The team should also propose alternative methods and techniques to help filling such gaps.

4.4. ETHICAL CONSIDERATIONS

40. 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.

41. 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.

42. The team and evaluation manager will not have been involved in the design, implementation or monitoring of the WFP SIPE scale-up 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

43. 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.

44. 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.

45. 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.

46. 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.

47. 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.

48. 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.

49. 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.

50. 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.

51. 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.

5. Organization of the evaluation

5.1. PHASES AND DELIVERABLES

Table 4 presents the structure of the main phases of the evaluation, along with the deliverables and deadlines for each phase. Annex 2 presents a more detailed timeline.

Table 4: Summary timeline – key evaluation milestones			
Main phases	Indicative timeline	Tasks and deliverables	Responsible
Preparation	May 2023	Preparation of ToR and contracting	Evaluation manager, RBN
1. Inception	July 2023	Conduct inception meetings Prepare draft inception report	firm
2. Data collection	August 2023	Fieldwork Exit debriefing	firm
3. Reporting	October - November 2023	Data analysis and report drafting Comments process Evaluation report	firm
4. Dissemination and follow-up	December 2023	Management response	Evaluation manager, RBN

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

		Dissemination of the evaluation report	
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5.2. EVALUATION TEAM COMPOSITION

52. The evaluation team is expected to include three members, including the team leader and a mix of national and international evaluators. 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. Team members should have WFP experience.

53. 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:

- Index-based insurance
- Power calculations
- Livestock production
- Household surveys
- Good knowledge of gender, equity and wider inclusion issues
- 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 Ethiopia and/or Somali region.

54. Team should have good knowledge of English. At least some of the team members must be fluent in Somali. The expected language of the evaluation report is English.

55. 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. 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.

56. 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).

57. 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.

5.3. ROLES AND RESPONSIBILITIES

58. The WFP Ethiopia country office Deputy Country Director will take responsibility to:

- Assign an evaluation manager for the evaluation, Seblewengel Tesfaye, Evaluation Officer.
- Compose the internal evaluation committee and the evaluation reference group (see below)
- 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.

59. 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 firm's focal point, and WFP counterparts to ensure a smooth implementation process.

60. 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. The term of reference of ERG are presented in annex 4.

61. The regional bureau: the regional bureau 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 officer, Dawit Habtemariam 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.

62. **Relevant WFP Headquarters divisions** will take responsibility to:

- 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.

63. **Somali Pastoral Development Bureau (PDB)**– the bureau has assigned a focal person for the SIPE programme to support its development and act as a liaison to WFP. They will be included in the Evaluation Reference Group.

64. **The Office of Evaluation (OEV)**. OEV is responsible for overseeing WFP 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.

4.4. SECURITY CONSIDERATIONS

65. **Security clearance** where required is to be obtained from ETCO and UNDSS. 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.

66. 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

67. International standards require that the results of the evaluation are published for the purpose of transparency with internal and external stakeholders. The communication and knowledge management plan describes the channels for distribution and the timeline for the products that will be disseminated (e.g. inception report, evaluation report). It makes clear the respective roles and responsibilities of the evaluation team and commissioning office.

68. 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. The evaluation manager will circulate all evaluation products for comments by the Evaluation Reference Group members. The evaluation manager will also circulate draft inception report and draft endline report, it will also be circulated for comments by relevant units at CO and RB.

69. Should translators be required for fieldwork, the evaluation firm will make arrangements and include the cost in the budget proposal.

70. 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.

71. As part of the international standards for evaluation, WFP 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 – through transparent reporting – and the use of evaluation. Following the approval of the final evaluation report.

72. The evaluation team will produce a 2-pages 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.

73. After the inception period, the evaluation team will produce a brief (e.g. 10-slides) PowerPoint presentation describing the methodology adopted. After completing the evaluation draft report 1, the evaluation team will produce a presentation with the main findings, conclusions and recommendations.

74. The evaluation team will share with WFP all the pictures and videos eventually taken during the draft 1 evaluation.

75. 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.

76. The Evaluation team will facilitate a learning workshop after the receiving written comments the ERG to ensure validity of the results of the evaluation and wide dissemination of the results to the relevant stakeholders of the programme.

77. The evaluation team will create a shared folder where all photos and videos taken during field visits will be uploaded.

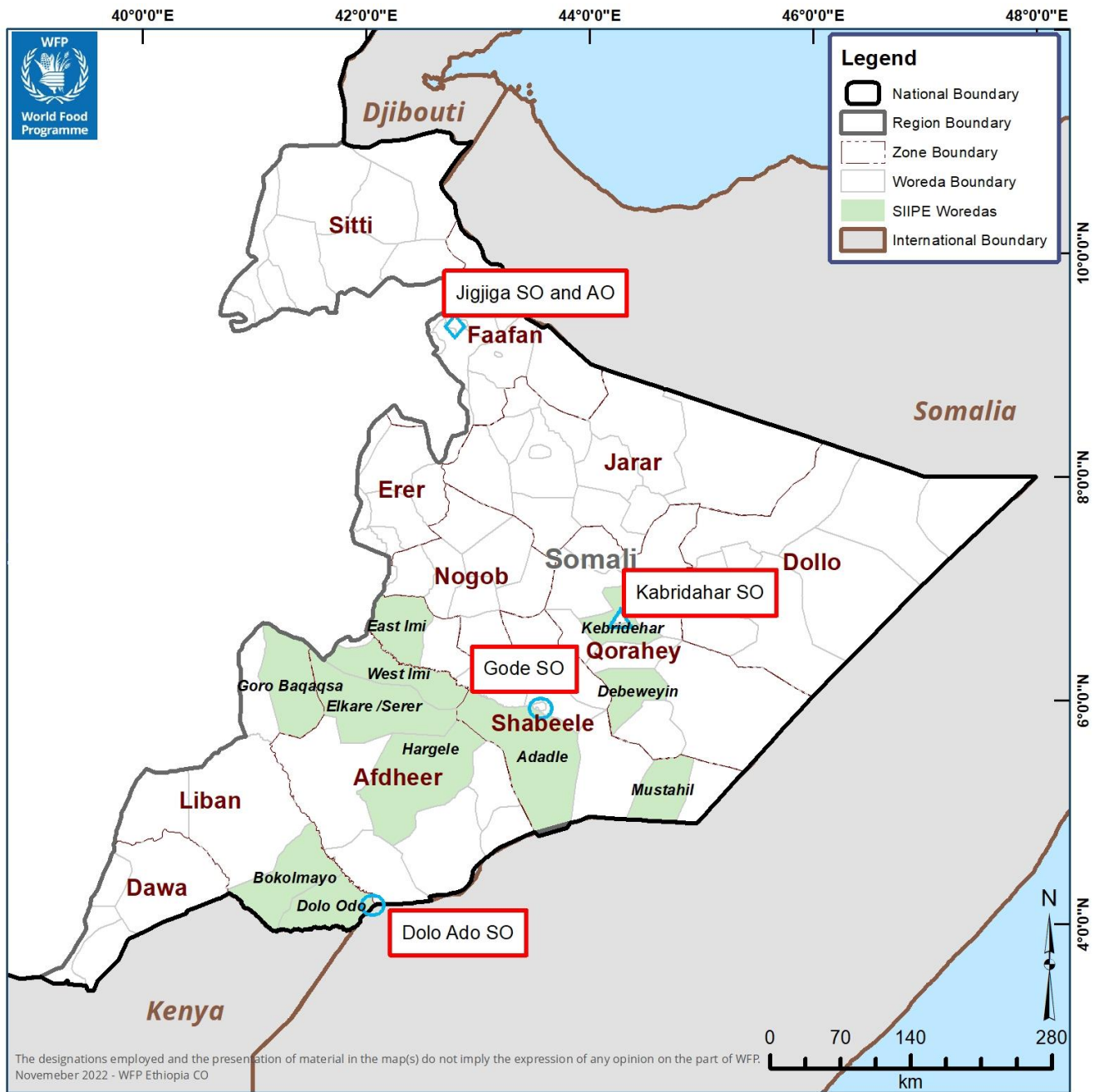
5.6. BUDGET

78. The evaluation will be financed by WFP Ethiopia Country Office

79. The offer will include a detailed budget for the evaluation, including consultant fees, travel costs and other costs (interpreters, etc.).
80. Please send any queries to Seblewengel Tesfaye at seblewengel.tesfaye@wfp.org

Annexes

Annex 1: Map



Annex 2: Timeline

Phases, deliverables and timeline		Key dates	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	(2 weeks)	December 31
EM	Share draft ToR with quality support service (DEQS) and organize follow-up call with DEQS	(3 days)	April 13
EM	Review draft ToR based on DEQS and REO feedback and share with ERG	(3 days)	April 15
ERG	Review and comment on draft ToR	(1 week)	May 3 - 10
EM	Review draft ToR based on comments received and submit final ToR to EC Chair	(1 week)	May 11
EC Chair	Approve the final ToR and share with ERG and key stakeholders	(1 week)	May 12
EM	Assess evaluation proposals and recommends team selection	(3 days)	May 26
EM	Evaluation team recruitment/contracting	(2 weeks)	June 9
EC Chair	Approve evaluation team selection and recruitment of evaluation team	(1 week)	June 16
Phase 2 - Inception		Up to 7 weeks	
EM/TL	Brief core team	(1 day)	June 22
ET	Desk review of key documents	3 days	June 22 - July 5
ET	Draft inception report	(1 week)	July 12
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	(1 week)	July 13-21
ET	Review draft IR based on feedback received by DEQS, EM and REO	(1 week)	July 25 - 28
EM	Share revised IR with ERG		July 28
ERG	Review and comment on draft IR	(2 weeks)	August 11
EM	Consolidate comments		August 11
ET	Review draft IR based on feedback received and submit final revised IR	(1 week)	August 18
EM	Review final IR and submit to the evaluation committee for approval		August 18
EC Chair	Approve final IR and share with ERG for information	(1 week)	August 22 -25
Phase 3 - Data collection		Up to 3 weeks	
EC Chair/ EM	Brief the evaluation team at CO	(1 day)	August 29
ET	Data collection	(3 weeks)	September 19
ET	In-country debriefing (s)	(1 day)	September 21
Phase 4 - Reporting		Up to 11 weeks	
ET	Draft evaluation report	(3 weeks)	October 12
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	(1 week)	October 19
ET	Review and submit draft ER based on feedback received by DEQS, EM and REO	(1 week)	October 20 -27

EM	Circulate draft ER for review and comments to ERG, RB and other stakeholders		October 27
ERG	Review and comment on draft ER	(2 weeks)	November 10
EM	Consolidate comments received		November 10
EM	Validation workshop		November 17
ET	Review draft ER based on feedback received and submit final revised ER	(2 weeks)	December 1
EM	Review final revised ER and submit to the evaluation committee		December 8
EC Chair	Approve final evaluation report and share with key stakeholders for information		December 15
Phase 5 - Dissemination and follow-up		Up to 4 weeks	
EC Chair	Prepare management response	(4 weeks)	January 15
EM	Share final evaluation report and management response with the REO and OEV for publication and participate in end-of-evaluation lessons learned call		January 16

Annex 3: 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 (EM) in making decisions, reviewing draft deliverables (ToR, inception report and evaluation report (ER)) and submitting them for approval by the Country Director/Deputy Country Director (CD/DCD) who will be the chair of the committee.

Context: SIPE is a pilot initiative that tests an innovative climate risk management approach which includes a weather-index microinsurance product combined with disaster risk reduction (DRR) interventions with the aim of protecting pastoralists in Somali region from climate shocks.

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

	Name	Position
1	Jennifer Bitonde	Deputy Country Director (Chair)
2	Seblewengel Tesfaye	Evaluation manager (Secretariat)
3	Kaori Ura	Head of Programme
4	Saskia Marijnissen	Climate Change Adaptation & Resilience Building, SIPE
5	Awol Adem	Insurance Programme Policy Officer
6	Nikki Zimmerman	Regional evaluation officer (REO)
7	Blessing Butaumocho	Country office monitoring and evaluation (M&E) head

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

Tasks by evaluation phase	Estimated time	Approximate dates
<p>Preparation Phase</p> <ul style="list-style-type: none"> Select and establish ERG membership Reviews the revised draft ToR prepared by the EM on the basis of: <ol style="list-style-type: none"> The outsourced Quality Support service feedback ERG comments The EM responses documented in the comments matrix Approves the final TOR Approves the final evaluation team and budget 	½ to 1 day	May 2023
<p>Inception Phase</p> <ul style="list-style-type: none"> Briefs the evaluation team on the subject of the evaluation Informs evaluation design Supports identifying field visit sites on the basis of selection criteria, defined by the evaluation team in the inception report (IR) though the EC should not influence actual selection Reviews the revised draft IR on the basis of: <ol style="list-style-type: none"> The outsourced Quality Support service and EM feedback ERG comments The Evaluation team 	2 days	July 2023
<p>Data Collection Phase</p> <ul style="list-style-type: none"> Act as key informants responds to interview questions Facilitates access to sources of contextual information and data, and to stakeholders Attends the end of field work debriefing(s) meeting Supports the team in clarifying emerging issues and identifying how to fill any data gaps 	2 days	August 2023
<p>Data Analysis and Reporting Phase:</p> <p>Review the revised draft ER on the basis of:</p> <ul style="list-style-type: none"> The outsourced Quality Support service and EM feedback ERG comments The Evaluation team responses in the comments matrix Approves the final ER 	2 days	October/November 2023
<p>Dissemination and Follow-up Phase</p> <ul style="list-style-type: none"> Leads the preparation to the management response to the evaluation 	1 day minimum	December 2023

<ul style="list-style-type: none"> • Decides whether management agrees, partially agrees or does not agree with the recommendations • Clears the management response • Disseminates the Management Response to key stakeholders 		
<p>Procedures of Engagement</p> <ul style="list-style-type: none"> • The country director will appoint members of the evaluation committee • The Evaluation manager 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 4: 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
- Provide guidance on suggested communications products to disseminate learning from the evaluation.

Tasks by evaluation phase	Estimated time	Approximate dates
Preparation Phase <ul style="list-style-type: none"> • Review and comment on the draft ToR. Ensure that the ToR will lead to a credible and useful evaluation and provide additional information to inform the finalization of the TOR. • Where appropriate, provide input on the evaluation questions. • Identify source documents useful to the evaluation team. • Attend ERG meeting/conference call etc 	1 day	May 2023
Inception Phase <ul style="list-style-type: none"> • Meet with evaluation team to discuss how the evaluation team can design a realistic/practical, relevant and useful evaluation. • Identify and facilitate dialogues with key stakeholders for interviews, as required. • Identify and access documents and data • Help identify appropriate field sites according to selection criteria set up by the evaluation team in the inception report. Your role in this helps safeguard against bias. • Review and comment on the draft Inception Report 	1 day	July 2023
Data Collection Phase <ul style="list-style-type: none"> • Act as a key informant: respond to interview questions • Provide information sources and facilitate access to data • Attend the evaluation team's end of field work debriefing 	1.5 days	August 2023
Data Analysis and Reporting Phase <ul style="list-style-type: none"> • Review and comment on the draft evaluation report focusing on accuracy, quality and comprehensiveness of findings, and of links to conclusions and recommendations. The latter should be relevant, targeted, realistic and actionable. 	2 days	October/November 2023

<ul style="list-style-type: none"> The ERG, being advisory, it must respect the decision of the independent evaluators about whether feedback is incorporated, as long as the process is transparent, including rationale for not incorporating feedback. 		
<p>Dissemination and Follow-up Phase</p> <ul style="list-style-type: none"> Disseminate final report internally and externally, as relevant. Share findings within units, organizations, networks and at events; Provide input to management response and its implementation (as appropriate) 	2 days	December 2023
<p>Procedures of engagement:</p> <ul style="list-style-type: none"> The Chair of the Evaluation Committee will appoint the members of the ERG. The Evaluation manager will notify the ERG members the time, location and agenda of calls or meetings at least one week before the meeting and share any relevant background materials. ERG meetings will be held face-to face and/or via electronic conference call/Skype The ERG will meet at least once per quarter ERG members, representing their organizations, will be interviewed by the evaluation team as part of inception and data collection phases. ERG members will provide feedback electronically to the EM on the draft ToR, Inception Report and Evaluation Report. The EM will ensure that the evaluation team responds to comments, whether by incorporating them in the reports or providing rationale where feedback is not incorporated. Comments will be recorded in a comments matrix to help ensure a transparent and credible process. 		

Composition: The evaluation reference group will be composed of the following stakeholders:

	Country Office	Name
1	Deputy Country Director (Chair)	Jennifer Bitonde
2	Evaluation Manager (secretary)	Seblewengel Tesfaye
3	Head of Programme	Kaori Ura
4	Country Office M&E Head	Blessing Butaumocho
5	Regional M&E Officer	Nikki Zimmerman
6	Head of ProcurementUnit	Pamela Odudoh
7	Insurance Programme Policy Officer	Awol Adem
8	Head of Gender	Sampad Jamarkattel (OIC)
9	Programme Policy officer (Somali Region Area Office)	Hadis Ahmed
10	Somali Pastoral Development Bureau (PDB)	Dr Ahmed Ziyad
11	Somali Bureau of Agriculture and Natural Resource Development (BoANRD)	Farhan Elmi
12	Mercy Corps	Dulane Omer
13	African Insurance Company	Mezmur Hawaz
14	Somali microfinance	Mohamed Abdi
15	Senior programme advisor for Climate Risk Insurance, HQ	Mathieu Dubreuil
16	RBN Insurance advisor	Duncan Khalai

Annex 5: Communication and Knowledge Management Plan

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; bilateral meetings with key stakeholders; meeting with all the ERG members	To request review of and comments on TOR, especially agree on the scope and evaluation questions
	Final TOR	Evaluation Reference Group; WFP CO Management; Evaluation community; WFP employees	Evaluation manager	Email ; WFPgo; WFP.org	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 ; WFP employees; WFP evaluation cadre	Evaluation Manager	Email ; WFPgo	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	In-country Debriefing	For country case studies: WFP Country office management and programme staff; external stakeholders	Team leader	Meeting	To invite key country office stakeholders (internal and external) to debrief the fieldwork and discuss the preliminary findings
Reporting	Participatory data sense-making session and learning workshop	Evaluation Reference Group; RBN management and programme/Supply chain/Procurement staff; Country offices management and programme/supply chain/procurement staff	Evaluation manager and Team Leader	Online Meeting	To invite key stakeholders to discuss the preliminary findings in an interactive way

When Evaluation phase	What Product	To whom Target audience	From whom Creator lead	How Communication channel	Why Communication purpose
	Draft Evaluation report	Evaluation Reference Group	Evaluation manager	Email	To request review of and comments on ER
	Final Evaluation report	Evaluation Reference Group; WFP Management (from COs); partners; Evaluation community; WFP employees; general public	Evaluation manager	Email; WFP go; WFP.org ; Evaluation Network platforms (e.g. UNEG, ALNAP); RBN Evidence Map; RBN Evaluation Newsletter	To inform key stakeholders of the final main products from the evaluation and make the report available publicly
Dissemination & Follow-up	Draft Management Response	Evaluation Reference Group ; RBN and CO Programme/ staff; RBN and CO M&E staff; Senior Regional Programme Adviser	Evaluation manager	Email and/or a webinar	To discuss the actions for RBN and COs to address the evaluation recommendations and elicit comments
	Final Management Response	Evaluation Reference Group, WFP Management; WFP employees; general public	Evaluation manager	Email ; WFPgo ; WFP.org	To ensure that all relevant staff are informed of the commitments made on taking actions and make the Management Response publicly available
Dissemination & Follow-up (Associated Content)	Evaluation Brief	WFP Management; WFP employees; partners; external stakeholders	Evaluation Team	WFP.org, WFPgo; email; RBN Evaluation Newsletter	To disseminate evaluation findings in a visual way
	Infographics: 1 overall infographics with key findings across the region	CO Management; CO Programme/ staff	Evaluation Team and Evaluation manager	WFP.org, WFPgo; email; RBN Evaluation Newsletter	

Annex 6: SIPE ToC

Theory of Change for Satellite Index Insurance for Pastoralists in Ethiopia (SIPE)

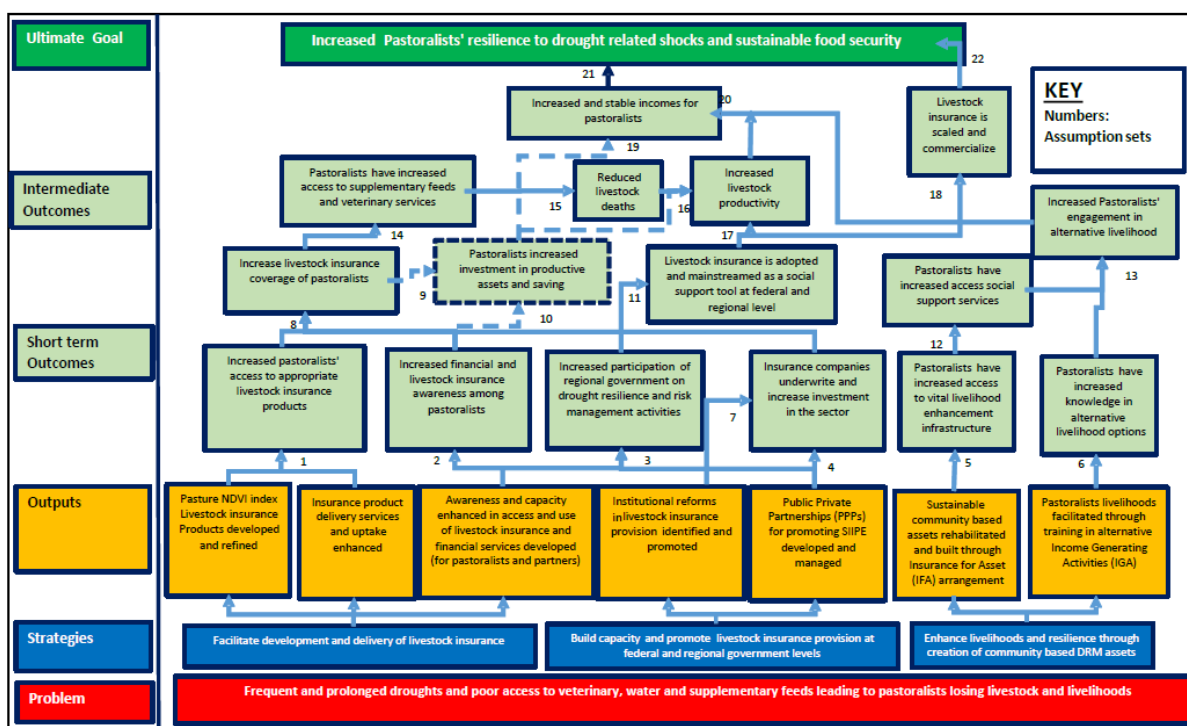


Figure 1 Theory of Change for Satellite Index Insurance for Pastoralists in Ethiopia (SIPE)

ASSUMPTIONS of SIPE TOC:

1. SIPE basic risk is minimal, Insurance delivery systems are appropriate and adaptable to pastoralist context, insurance units are appropriate and consistently identified;
2. Capacity building approaches are appropriate and efficient; Partnerships and platforms are able to attract the right partners on board;
3. Regional governments prioritize livestock insurance as a social protection tool and invest in it;
4. Bottlenecks to increased participation of private sector in livestock insurance are appropriately identified and addresses, partnerships and platforms are able to attract the right partners;
5. Identified public works match local livelihood constraints faced by pastoralists;
6. Extension and training approaches are effective and appropriate; Pastoralists have positive attitudes towards alternative livelihood approaches;
7. Adequate demand for IPA arrangement, Bottlenecks are identified, and targeted interventions implemented.
8. Insurance companies find it profitable to invest in meso-level insurance products;
9. Knowledge transfer approaches/tools are able to influence pastoralists' attitudes toward embracing insurance;
10. Livelihood support infrastructure are appropriate; Pastoralists willing to try new and alternative livelihood approaches; Insurance companies make timely payments and are consistent with high variability of livestock nutritional demands,
11. Pastoralists use the pay-out on their core breeding animals as advised by SIPE; Pastoralists are able to access supplementary livestock production and productivity inputs and services;
12. Appropriate institutions and mechanisms exist for promoting SIPE

Annex 6: Bibliography

Hobbs, J.B., Sutcliffe, H. & Hammond, W. 2005. *The Statistics of Emergency Aid*. Bristol, UK, University of Wessex Press..

Annex 7: Acronyms

ASAL	Arid and semi-arid lands
CO	Country office
DEQAS	Decentralized Evaluation Quality Assurance System
DRR	Disaster risk reduction
EB	Executive Board
ERG	Evaluation Reference Group
ETHCO	WFP Ethiopia Country Office
GEEW	Gender equality and women's empowerment
HH	household
HQ	headquarters
IBLI	Index-based Livestock Insurance
IfA	Insurance for Assets
ILRI	International Livestock Research Institute
NDVI	Normalised Difference Vegetative Index
NGO	Non-Governmental Organization
OA	Oxfam America
OEV	Office of Evaluation
OIC	Oromia Insurance Company
PSNP	Productive Safety Net Program
QS	Quality Support
RB	Regional Bureau
SIPE	Satellite Index Insurance for Pastoralists in Ethiopia
TLU	Tropical Livestock Units
ToC	Theory of Change
ToR	Terms of Reference
UNCT	United Nations Country Team

UNDSS	UN Department of Safety & Security
UNEG	United Nations Evaluation Group
WFP	World Food Programme

WFP Ethiopia Country office

<https://www.wfp.org/countries/ethiopia>

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