Office of Evaluation

Food and Agriculture Organization of the United Nations

Guidelines for Quality Assurance of Gender Equality mainstreaming into FAO evaluations

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OED tools

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# Background

1. In compliance with the FAO Gender Policy and the recommendations of both the FAO Gender Audit and the Evaluation of FAO’s role and work in Gender and Evaluation (GaD evaluation), completed in 2010 and 2011 respectively, OED carried out a stock-taking exercise to assess the extent to which a gender equality dimension was mainstreamed in FAO’s evaluations over the period 2011-2012.
2. Recommendation 2 in Box 1 of the OED gender stock-taking exercise aimed at ensuring that all FAO evaluations comply with the corporate and UNEG standards for mainstreaming gender equality.
3. Recommendation 2 of the OED gender stock-taking

a) The OED gender team should revise all OED evaluation Terms of Reference and reports, including for project evaluations, to ensure the adequate mainstreaming of a gender perspective in all FAO’s evaluations. Sufficient time should be allowed to carry out the review; its results should be considered mandatory for each evaluation.

b) All OED managers should consult with the OED gender team to ensure adequate efforts are made to achieve gender-balanced evaluation teams.

1. This note explains in detail how the recommendation will be implemented. The underpinning principle, as stated by the GaD evaluation in its ‘Core principles for FAO to integrate gender equality in its work’, is that gender expertise is a professional discipline. Hence, improving OED’s performance in integrating a gender equality perspective in its work will require that OED staff who have the adequate experience and competence, share these by systematically supporting all FAO evaluations.

# Quality Assurance mechanism for gender equality mainstreaming in FAO evaluations

1. The key elements and steps of the Quality Assurance for gender equality mainstreaming are the following.
2. All OED evaluation draft Terms of Reference and draft and final reports will have to go through the Quality Assurance mechanism for gender mainstreaming;
3. The OED Gender Team (GT)[[1]](#footnote-1) will be responsible for revising and clearing all draft ToRs and reports, within 5 working days from receipt. Although this step should ideally take place before circulation of the drafts, it can also take place when the draft ToRs and reports are shared with FAO stakeholders; the final report will also be sent to the GT, for final scoring.
4. The GT will act as help-desk by providing support throughout the various phases of the evaluation process, including in the identification of consultants with adequate gender expertise, on team composition and on the formulation of the gender related sections of the ToRs.
5. The stock-taking exercise showed that evaluations with 25% to 75% of female team members, scored best in terms of report quality from the perspective of gender equality. Furthermore, OED committed in the context of UNEG, to contribute to the UN SWAP through the use of a specific tool. This means that OED will also monitor the sex balance within evaluation teams, as per Box 4 below.

# Standards and criteria for the quality assurance on gender mainstreaming in FAO evaluations

1. The GT will utilize the following tools, minimum requirements and criteria to ensure that gender equality is mainstreamed in all FAO evaluations:
2. descriptors for the scoring of the quality of gender equality and mainstreaming analysis in evaluation Terms of Reference and reports, see Box 2 below;
3. inclusion in the ToRs of the mandatory text contained in Box 3 below, regarding the analysis of gender equality mainstreaming throughout the evaluation; the standard text can be further elaborated, as appropriate; the final ToRs will be scored as per Column A of Box 2;
4. inclusion in all evaluation reports of a section on the extent of gender equality mainstreaming in the project/topic/theme assessed; the final report will be scored as per column B of Box 2;
5. assessment of all evaluation reports on the existence and quality of gender-related recommendations, and scoring as per Column C of Box 2;
6. sex-balance of the evaluation team and presence of a male/female team leader, to be extracted from OED evaluation monitoring tables and scored as per Box 4; in all cases where team composition is not gender balanced, an explanation will have to be provided and the GT reviewer will decide whether the evaluation should be scored as Not Applicable;
7. information on gender skills will also be assessed on a yes /no basis, judged on the basis of the presence/absence of gender skills within the team, as per Box 5.
8. The scoring resulting from the assessment criteria above will be summarized by the GT, as per Box 6, and will be part of OED monitoring and reporting systems.
9. Descriptors for the scoring of the quality of gender equality and mainstreaming analysis in evaluation Terms of Reference and reports

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| --- | --- | --- | --- |
| Scoring\Column | A-Technical quality of gender mainstreaming in ToR | B-Technical quality of gender mainstreaming in evaluation reports | C-Quality of evaluation recommendations on gender equality |
| 1 – very poor | No mention of gender equality or differentiation between women and men issues in the ToR. | No mention of gender equality issues or differentiation between women and men in the report. | Recommendations counter-productive for gender equality. |
| 2 – poor | Gender equality and women/men issues mentioned in a cursory manner in the ToR. | Gender equality and women/men issues mentioned in a cursory manner in the report. | No recommendations about gender equality, although necessary, based on the analysis in the report. |
| 3 – inadequate | Some reference to and analysis of gender equality and women/men issues, but superficial and with notable gaps. | Some reference to and analysis of gender equality and women/men issues, but superficial and with notable gaps. | Recommendations about gender equality are poorly formulated and/or not relevant/actionable. |
| 4 – adequate | Standard text on gender issues from template ToR on gender issues or sufficient reference in the case of other evaluations. | Adequate reference to and analysis of gender issues in the report. | Recommendations about gender equality are relevant and actionable. |
| 5 – good | Articulate identification of gender issues in the ToR, including provisions for data gathering. | Articulate and substantive analysis of gender issues in the report, covering design, management and results of the initiative. | Recommendations about gender equality are relevant, actionable and tackle some strategic issues. |
| 6 - excellent | Highly articulate identification of gender issues in the ToR, including specific provisions in the methodology and tools for data gathering and analysis. | Highly articulate, theory-based and substantive analysis of gender issue in the initiative, including at the level of theory of change, design, management, results and linkages with relevant policies and strategies. | Recommendations about gender equality are relevant, strategic, innovative and actionable. |
| Not Applicable | Gender is not relevant at all to the project/initiative being evaluated  | Gender is not relevant at all to the project/initiative being evaluated | There is no need for a recommendation addressing gender issues |

1. Minimum standard text for project evaluation Terms of Reference

- Extent to which gender equality considerations were reflected in project objectives and design to address the needs, priorities and constraints of both women and men and in the identification of beneficiaries;

- Extent to which gender equality considerations were taken into account in project implementation and management;

- Extent to which gender relations and equality have been or will be affected by the project.[[2]](#footnote-2)

1. Sex balance within evaluation teams

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| --- | --- |
| **Scoring**  | **Descriptors** |
| 0 - Not Applicable | Team composition too small to allow balance (1 person only) or adequate explanation provided by the Evaluation Manager |
| 1 – inadequate | All team members of the same sex |
| 2 – adequate | 25%-75% of female team members; or less than 25% female team members with female team leader |

1. Gender skills within evaluation teams

|  |  |
| --- | --- |
| **Scoring**  | **Descriptors** |
| 0 – inadequate | Gender skills in evaluation team not present, when required  |
| 1 – adequate | Gender skills in evaluation team present, when required  |

1. Synthesis of OED quality assurance about gender mainstreaming

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Evaluation title**  | **T/S; Country; Project;** | **Quality ToR column A in Box 2** | **Quality report – Column B in Box 2** | **Quality recommendation/s – Column C in Box 2** | **Sex balance – Box 4** | **Gender skills in team –** **Box 5** | **Average quality of the evaluation** |
|  |  |  |  |  |  |  |  |

1. OED Gender Team comprises the OED Gender Focal Point and the Alternate Gender Focal Point/s. Names of incumbents will be regularly communicated to OED staff. [↑](#footnote-ref-1)
2. See: http://typo3.fao.org/fileadmin/templates/gender/docs/FAO\_FinalGender\_Policy\_2012.pdf [↑](#footnote-ref-2)