

Retroactive IPC Quality Reviews

Terms of Reference

May 11, 2015

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I. BACKGROUND AND RATIONALE

The Integrated Food Security Phase Classification (IPC) is a global, multi-partner innovative initiative to facilitate decision-making with improved food security analysis. It is a set of tools and protocols that integrates food security, nutrition and livelihood information into a clear statement about food insecurity and the implications for response. IPC is a secondary data-based “meta-analysis” approach drawing on the inputs from a broad range of data sets and stakeholders.

Since its first application in 2004, the IPC has gained international recognition as a **best practice** in the global food security field and a **model of collaboration** with country impact. As a result, the **IPC is used in over 29 countries in Latin America, Africa and Asia** and the demand for IPC by country governments is constantly growing. The use of IPC Products by decision makers within governments, UN agencies, International NGO’s, and donor organization has also grown and there is new evidence that IPC Products are used to inform resource allocations, programme design, and policy formulation.¹

One consequence of the rapid uptake of IPC around the world is that technical capacity for conducting IPC analysis is still growing in many countries. Given the quick uptake and wide use of this initiative, there is a need to ensure the quality of the analyses across countries and regions.

In order to support the efforts of the countries to identify areas of improvement for achieving **better quality IPC products**, the IPC Global Support Unit (IPC GSU) has initiated a process of retroactive **IPC Quality Reviews** for countries regularly producing IPC Products. These retroactive quality reviews are designed to give technical feedback to Country IPC Technical Working Groups (IPC TWG) on their IPC analysis to support learning to improve the technical quality of the IPC Acute Analysis, promoting IPC Global Standards and best practices. If needed, tailored training is offered to address issues identified in the review and to support the country learning strategy. Supporting countries to improve the technical rigour and quality of IPC Products is a key priority defined in Outcome 3 of the new IPC Global Strategic Programme (2014-2018): **“IPC Products are of high quality and relevant for decision makers through continuous application, learning and technical development of tools.”**

To support the implementation of this new IPC global strategic priority, the IPC GSU has developed an **IPC Quality Assurance, Compliance and Learning Strategy** (see Annex 1). Retroactive IPC Quality Reviews form a key component of the third pillar of this new strategy and directly contribute to the achievement of Outcome 3 of the IPC Global Strategic Programme (2014 – 2018). Real-Time IPC Quality Reviews are the second key pillar of the **IPC Quality Assurance, Compliance and Learning Strategy**. Real Time IPC Quality Reviews are different from retroactive quality reviews as they are designed to support real time analysis for strengthening quality and/or confidence in analysis before the finalization and release of IPC Acute Analysis. There is a separate Terms of Reference for Real Time IPC Quality Review.²

This Terms of Reference outlines the purpose and process for Retroactive IPC Quality Reviews.³

¹ IPC Impact and Use Baseline Study, Dec. 2014.

² Terms of Reference: Real-Time IPC Quality Reviews, IPC GSU, forthcoming June 2015.

³ Note: (see TOR for Real-Time IPC Quality Reviews, May 2015).

II. PURPOSE AND OBJECTIVES

At its core, the key defining elements of the IPC are: **Flexibility** (applicable to multiple contexts utilizing a wide range of data, information, and evidence to support a classification); **Comparability** (common and standardized classification system with comparable results over space and time); **Technical Consensus** (outcomes represent consensus of technicians representing stakeholder agencies and relevant sectorial expertise); **Transparency through Evidence-based Analysis** (analysis is fully transparent in how conclusions are made and decision-makers have access to evidence used to support findings); and **Accountability** (reference criteria and evidence standards help enforce accountability among those responsible for food security analysis through peer review and public challenges to questionable findings)⁴. These elements are the defining features of IPC, and are at the core of its added value.

The overall **purpose** of the Retroactive IPC Quality Reviews is to support countries already implementing IPC Acute Food Security Classification to improve the quality of their IPC analysis and products. These reviews provide a unique learning opportunity for countries to help them **strengthen the quality of their IPC Products** by evaluating the technical validity and quality of past IPC analysis/analyses, identifying potential areas for improvement and providing feedback and suggestions. Higher quality products in-line with IPC global standards and best practices will increase the credibility of their products, promote greater confidence among decision-makers and ultimately improve the effectiveness of IPC in informing programmes and policies.

The Retroactive IPC Quality Reviews do not engage in a “re-analysis” of previous IPC Acute Food Insecurity Analyses, rather they focus on a thorough in-depth technical review of IPC evidence and analysis for a selection of country analysis areas, with the purpose **learning and capacity development**.

Drawing on IPC Quality Review piloting experience in 2014 and early 2015, combined with current knowledge about issues influencing analysis quality in countries, the IPC Global Support Unit (GSU) has designed two options for retroactive reviews: a **“full” Retroactive IPC** Quality Reviews, focusing on technical, process and governance *and* a **“light” Retroactive IPC** Quality Reviews, focusing solely on the technical quality of IPC Products.

The **“full” Retroactive IPC** Quality Reviews involve a more in-depth review process, as they not only include the review of the **quality of their analysis** (technical validity), but also the quality of IPC **processes (technical process)**, and of the effectiveness of the supporting IPC **governance** structures (coordination and decision-making organizational structures supporting IPC multi-partner processes) - against IPC global standards and best practices. Both the light and full options involve a component of follow-up capacity building support if needed and requested by the country. In the case of the light option, this could include tailored trainings on the technical issues identified in the review, or in the case of the full option, a more comprehensive strategic plan for consolidating and strengthen IPC capacity and institutionalization.

In the implementation of the IPC Global Strategic Programme (2014-2018) it is envisioned to offer IPC Quality Reviews to all 29 countries who are regularly implementing IPC.

Selection of the either a “light” or “full” option for a country depends on the context, most importantly the stage of IPC consolidation – which relates to the degree of institutionalization, as well as technical capacity, quality and use of IPC products - within a particular country.

⁴ Section 2: Overview -the value added of the IPC Approach, The *IPC Technical Manual Version 2.0*, Rome 2012, p.11.

The decision to follow the “full” review process will be made based on the following:

- ✚ Countries that are in the IPC “consolidation” stage, i.e. prepared for full IPC institutionalisation, effective governance of IPC at the regional and country levels and graduation from regular IPC GSU support.⁵ In these countries, the Review findings and recommendations will provide guidance in process of consolidation toward ***eventual exit of external technical and financial support*** through elaboration of country IPC Strategic Engagement Plans.
- ✚ Countries that are facing major challenges in implementing the IPC process, the governance aspects and request the IPC GSU for the support and guidance.

For those countries in which a comprehensive review of analysis processes and governance mechanisms is not warranted, the GSU proposes to carry out a “light” retroactive quality reviews. Under the light version of the reviews, external reviewers will only consider the technical validity of the IPC analysis and limit the reviews of the process to the technical analysis and will not carry out complementary reviews of IPC analysis processes and governance mechanisms.

By actively participating in the Retroactive IPC Quality Reviews it is expected that key stakeholders can effectively promote greater understanding of and appreciation for IPC global standards supporting use of a convergence of evidence to arrive at consensus-based analysis.

For clarification, it is important to note the distinct difference between “IPC Quality Reviews” and *IPC Compliance Reviews*. The key distinction is that IPC Compliance Reviews determine the compliance of the IPC tools and procedures that an IPC TWG utilizes to conduct IPC analysis, whereas the IPC Quality Reviews evaluate the quality of the IPC analysis and process. The *IPC Compliance Reviews* **evaluate** whether the IPC tools (IPC reference table, evidence templates, etc.) and procedures are compliant compared to globally endorsed IPC tools and procedures and officially endorses the identification of *IPC Products*;⁶ whereas the main purpose of the *IPC Quality Reviews* is reviewing the *technical quality* of analysis, and where necessary, the process as well as the governance structures, with the objective of producing high quality products.

If, however, during an IPC Quality Review, problems are identified in relation to compliance with IPC tools and procedures, these would be flagged as part of the review and provide the basis for recommendations for the country IPC TWG to take necessary actions to reach compliance.

Distinctions between *Retroactive IPC Quality Reviews* and *IPC Compliance Reviews* are illustrated in Table 1.

⁵ Details on criteria for countries to be considered “consolidated” are stipulated in the IPC Strategic Engagement Plan, endorsed in April 2015.

⁶ Detailed information is available in TOR for IPC Compliance Review Policy and Process, endorsed on December 05, 2014.

Table 1: Key Differences between Retroactive IPC Quality Reviews and IPC Compliance Reviews

Retroactive IPC Quality Reviews		IPC Compliance Reviews	Activity / Purpose
Full	Light		
✓	✓		Decision to conduct the review made by Country Stakeholders/ IPC GSU/IPC Partners
		✓	Formal call for Compliance Reviews by Country Stakeholders and/or IPC Steering Committee
		✓	Detailed technical review of tools – IPC analytical framework, reference table, etc.
✓	✓		Detailed retroactive technical review of quality of IPC Analysis for selected analysis areas
✓			Review of IPC analysis and consensus building processes and governance structures
✓			Interviews and consultations with high level decision makers and technical level stakeholders on IPC quality of analysis, IPC processes and IPC governance
✓	✓	✓	When relevant, IPC GSU flags and or addresses issues related to compliance and provide recommendations to reach compliance
✓	✓		Determine whether or not IPC analysis results are plausible
✓	✓		Identify Lessons Learned / Areas for Improvement
✓	✓		Develop Country Level Immediate Actions to Support Technical Quality Improvements (e.g. Tailored Training, Level 1 or Level 2 Training, Data Gap Identification)
✓			Support development of Country IPC Strategy for IPC Consolidation to achieve: IPC is institutionalized, integrated within information systems, sustainable capacity, IPC products are of high quality products and used by decision makers
		✓	Compliance report is submitted to country for review and consultations held
✓	✓		Findings shared with country for validation and consultations held
✓	✓		National product – Consensus based plan for immediate actions and where relevant longer-term strategy for implementation
		✓	IPC Global Steering Committee review and decide formal yes/no endorsement of IPC Compliance
		✓	If requested, support provided to help bring country IPC tools and procedures into compliance with global standards
	✓		Preparation of capacity building plan and identification of immediate actions on improving technical quality of IPC analysis
✓			Preparation of country's IPC Strategy and Consolidation Plan and identification of activities on IPC institutionalization, governance

III. PROCESS AND METHODOLOGY

A. Selection of Countries

The selection of individual countries for participation in the *Retroactive IPC Quality Reviews* will be made in conjunction with national stakeholders, most importantly host government agencies, national IPC partners, the IPC Country Focal Point, and country's IPC TWG. Given that *Retroactive IPC Quality Reviews* will focus on acute analysis, they will be carried out in countries where IPC Acute Food Insecurity Analyses have regularly been conducted.

Input on selection of countries will also be sought from WFP and other IPC Global Partners at the global, regional and country levels. This reflects the specific role WFP and partners will play in the *Retroactive IPC Quality Reviews* process, including assessing the technical validity of IPC Acute Food Insecurity Analysis results and identifying potential areas for improvement (see below).

B. Retroactive IPC Quality Reviews Process

The step-by-step processes for carrying out both the “full” and “light” versions of the *Retroactive IPC Quality Reviews* are described below:

• Light Retroactive IPC Quality Reviews Process

1. The IPC Regional Coordinators approach countries IPC TWG through the Chairs in respected regions to gauge their interest in the Retroactive IPC Quality Reviews.
2. Once relevant stakeholders have reached consensus on selection of individual countries for participation in the process, the IPC Quality and Compliance Officer and respective IPC Regional Coordinator will initiate the process by working with the Chair of the IPC TWG, holding an initial teleconference or video conference among national IPC stakeholders, including host government agencies, IPC Country Focal Points and TWG's relevant members. The purpose of this tele-/video conference is to reach agreement on the Terms of Reference (ToR) for the Review, the proposed timeline of various activities, and the specific roles and responsibilities of different actors.
3. Following stakeholder agreement on the ToR and timeline for the *Retroactive IPC Quality Reviews*, the IPC Country Focal Point and the TWG will share the IPC Analysis Worksheets and Communication Template of previous IPC Acute Food Insecurity Analysis/analyses along with other relevant information (e. g. TWG Matrix, IPC Data Mapping Matrix, etc.) with the IPC Quality and Compliance Officer who will submit them to the persons responsible for the review, i.e. IPC GSU Technical Officers, WFP VAM Officers/ other qualified IPC Global Partners staff.
4. An external technical desk review of the analysis will be conducted by experienced and independent experts from the IPC GSU, WFP and other IPC Global Partner agencies.⁷ This includes applying the tool for reviewing IPC Acute Food Insecurity Analysis Worksheets and Communication Templates (Annex 4).
5. Preliminary findings and recommendations will be documented in a Country Retroactive IPC Quality Reviews Report, which will be compiled by the IPC Quality and Compliance Officer and shared with the IPC

⁷ Individuals responsible for conducting technical reviews of IPC Acute Analyses Worksheets and Communication Templates will include the IPC Quality and Compliance Officer, Food Security Officers representing the IPC Global Support Unit (GSU), IPC-trained WFP and other partners' staff. They will be considered “external” in that they will only review analyses in which they did not directly participate.

Country Focal Point, the IPC TWG and other relevant stakeholders. A teleconference to present/discuss the findings to the country TWG will be organised, if needed.

6. The country IPC TWG will review the Quality Reviews findings and recommendations. In case of disagreement with the findings, the TWG will complete the feedback section within the IPC Quality Review Templates and submits these to the IPC GSU for reconsideration. At this point, discussions between IPC GSU, WFP/Partners and the country IPC TWG may be required, including further evidence supplied to IPC GSU and WFP/IPC Global Partners for consideration to allow the revision of the IPC Quality Review findings and recommendations if needed.
7. The IPC Quality and Compliance Officer and the respective IPC Regional Coordinator will then work with the IPC Country TWG to identify and implement relevant activities to improve the quality of future IPC Acute Food Insecurity products.

- **Full Retroactive IPC Quality Reviews Process**

1. **For countries participating in the “full” version of *Retroactive IPC Quality Reviews***, the external technical desk review will be supplemented with key informant interviews of core IPC institutional partners at the country level. The purpose of these interviews will be to complement the technical review of analysis results with partners’ perspectives on IPC analysis *processes* and *governance* mechanisms that have either direct or indirect influence on technical validity and/or use of IPC analyses to inform policy and programming. The topical outline used to guide key informant interviews is included in Annex 4.
2. Preliminary findings and recommendations on technical, process *and* governance issues will be synthesized by the GSU’s IPC Quality and Compliance Officer in the *Retroactive IPC Quality Reviews Report*. This report will be shared with the IPC Country Focal Point, the IPC TWG and other relevant stakeholders in advance of the in-country validation/consultation meeting.
3. Members of the IPC GSU – including senior-level representation, the GSU IPC Quality and Compliance Officer/IPC Technical Officer, and the relevant IPC Regional Coordinator - will travel to the country to facilitate a discussion with the IPC Country TWG and other national partners to present and **validate** the preliminary findings of the Reviews. As part of this process, IPC GSU representatives will meet individually and collectively with key partners to help identify priority actions for improving the technical quality of IPC analysis, the inclusivity and transparency of IPC processes and governance structures, and the use of IPC analysis to inform food security policy, resource allocation and programming.
4. Based on the results of the in-country validation and consultation, the IPC GSU will work with IPC national partners to finalize the *Retroactive IPC Quality Reviews Report*, including a multi-partner plan identifying immediate actions for addressing challenges identified and longer-term (2-5 year) strategic priorities. In this way, the final report will help guide the strategic engagement of both country-level IPC Global Partners and the IPC GSU in their combined efforts to promote consolidation and eventual exit of external support.

The process envisioned for both “full” and “light” versions of the *Retroactive IPC Quality Reviews* is depicted below.

Figure 1: Retroactive IPC Quality Reviews Process – “Light” Version (IPC Technical Analysis)

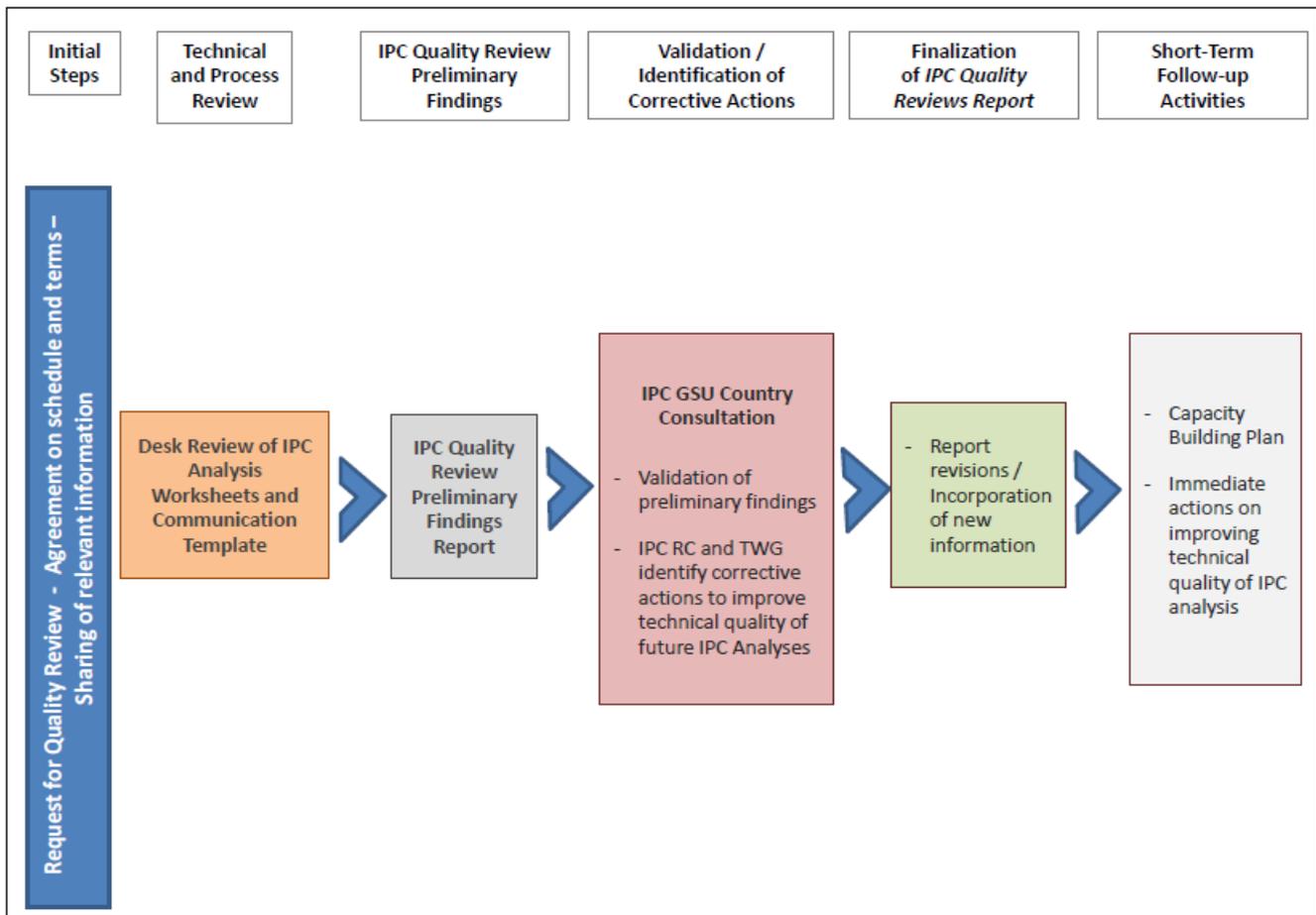
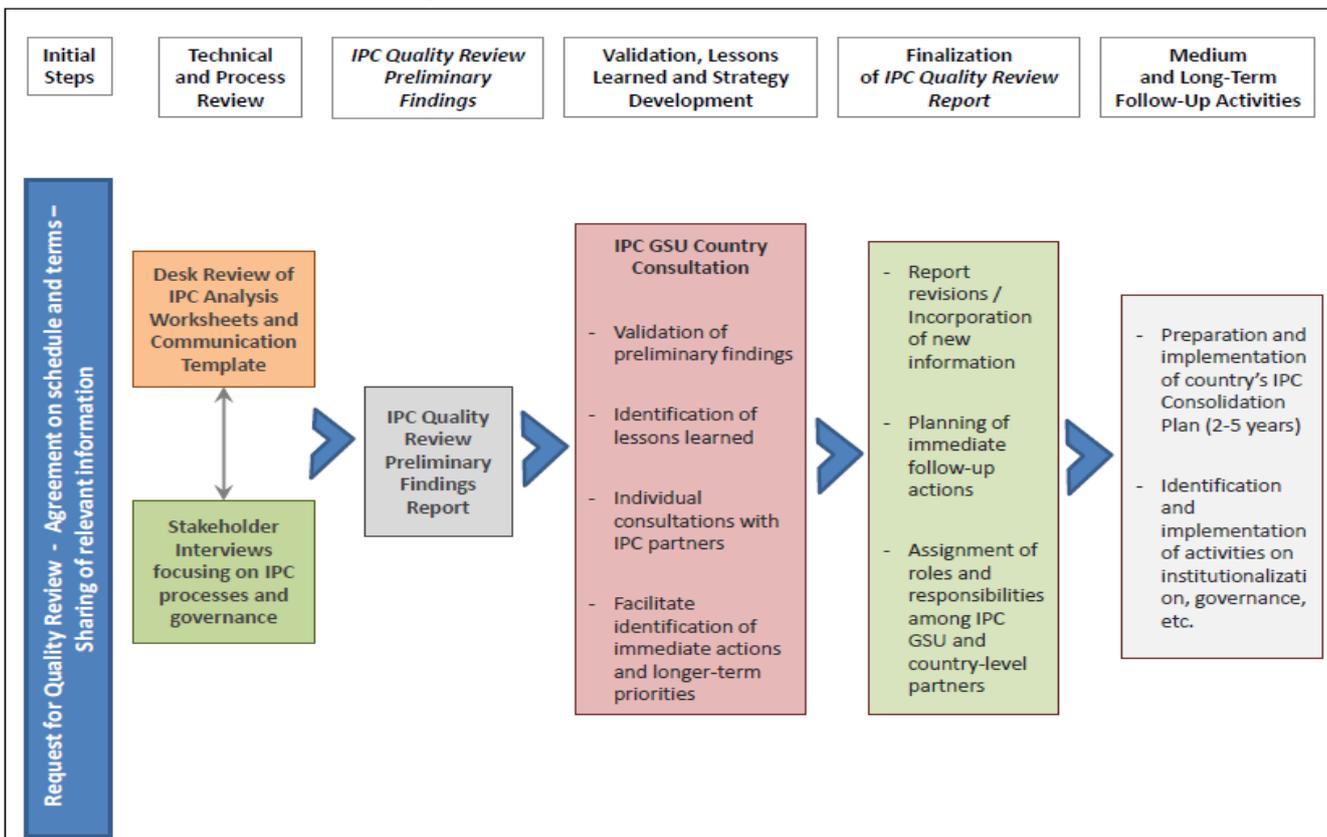


Figure 2: Retroactive IPC Quality Reviews Process – “Full” Version (IPC Technical Analysis and Review of Process and Governance structures)



C. Methodology

The “full” and “light” versions of the *Retroactive IPC Quality Reviews* will utilize a different range of methodologies and tools. Both will use the same tool and method to review **technical quality**, which will look into the content of the analysis worksheets and communication templates completed by the IPC TWG during previous analysis/analyses. The decision to review either the last analysis conducted or several previous analyses will be made on a case by case basis, depending on existing factors (e.g. frequency of IPC analyses in the country; potential changes in the process over time etc.). The “full” version will employ additional tools and methods to examine key factors related to IPC **analysis and validation processes**, and **governance structures**.

Specific aspects to be reviewed (and the tools used) are described below.

1. External Technical Desk Review, focusing on:

- Evaluating existing evidence gaps.
- Evaluating evidence reliability ratings and confidence level of analysis.
- Effective use of available direct and indirect evidence and inference from contributing factors.
- Effective use of IPC Analytical Framework and Analysis Worksheets.
- Plausibility of convergence of evidence.
- Effective use of IPC tools for data organization, data quality control, analyses (including limiting factors).
- Effective communication and dissemination of findings.

Tool: *Guidelines for IPC Acute Quality Reviews (Annex B)*

2. IPC Analysis Process, focusing on:

- Participation of various partners in the process.
- IPC Acute Food Insecurity Analysis Training.
- Data gathering and organization process.
- Implementation of analysis workshop.
- Coordination of IPC Analysis to coincide with key data collection, policy and programming cycles.
- Consensus building and resolution of technical issues.
- Timely dissemination of IPC Acute Food Insecurity Analysis results.

Tool: *Retroactive IPC Quality Reviews Stakeholder Interview Topical Outline (Annex C)*

3. IPC Governance Structures, focusing on:

- Institutionalization within relevant government agencies.
- Mechanisms for coordination between national IPC partners.
- Linkages between country-level Steering Committees, TWGs, analysis teams, and the IPC GSU.

- Linkages between providers of food security data, IPC Country Teams and decision makers.

Tool: *Retroactive IPC Quality Reviews – Stakeholder Interview Topical Outline (Annex C)*

In addition to the specific tools identified above, the IPC Technical Manual – Version 2.0 and various IPC Technical Guidance Notes and feedbacks from validations forums, will also serve as useful references for carrying out individual *Retroactive IPC Quality Reviews*.

IV. KEY MESSAGES, ROLES AND RESPONSIBILITIES

In all countries the initiation, implementation, conclusion, and follow-up of *Retroactive IPC Quality Reviews* will consistently convey the following key messages:

- ✚ The *Retroactive IPC Quality Reviews* are not prompted solely at the discretion of the IPC GSU, but rather are the result of a ***multi-partner commitment to improve and maintain the quality of IPC analysis and process, using an open, transparent and independent approach***;
- ✚ The *Retroactive IPC Quality Reviews* are ***not intended to change the results of previous IPC analyses*** but are instead an opportunity to engage in retroactive learning;
- ✚ The *Retroactive IPC Quality Reviews findings* will not be publicly released, as they are intended for technical support and learning for the country IPC TWG;
- ✚ The findings of *Retroactive IPC Quality Reviews* ***are intended for use by IPC Country Teams as a basis for improving technical quality, analysis processes and governance mechanisms***.

The retroactive Quality Reviews are conducted externally by a team of IPC GSU Technical Officers, WFP and other Global IPC Partners' staff who haven't directly technically supported and participated in the reviewed IPC Acute Analysis, thereby guaranteeing unbiased review findings.

The World Food Programme (WFP) and other IPC Global Partners will play a critical role in carrying out the *Retroactive IPC Quality Reviews, working as a team with the IPC GSU to deliver IPC Quality Reviews to countries. All IPC Quality Reviews will be implemented through the IPC GSU to ensure cross country consistency in evaluating and providing feedback against global international standards and best practices.* The IPC Global Partners participation is in keeping with their special relationship as members of the IPC Global Steering Committee, contributors to IPC Regional Working groups, and key providers of food security data and user of IPC analyses at the country level. The IPC GSU foresees multiple ways in which WFP and IPC Global Partners will directly contribute to the *Retroactive IPC Quality Reviews Process*. These include:

- ✚ Provision of input on selection of countries to participate in *Retroactive IPC Quality Reviews*.
- ✚ Participation in technical desk review of IPC Acute Food Insecurity Analysis (provided that technical quality reviewers are IPC-trained and did not participate in the analysis under review).
- ✚ Work with IPC Regional Coordinators to present preliminary results of the *Retroactive IPC Quality Reviews* to country-level stakeholders; and
- ✚ Support implementation of selected follow-up actions related to improving the quality of future IPC analysis (e.g. tailored IPC training activities, support for data mapping and convergence, etc.)

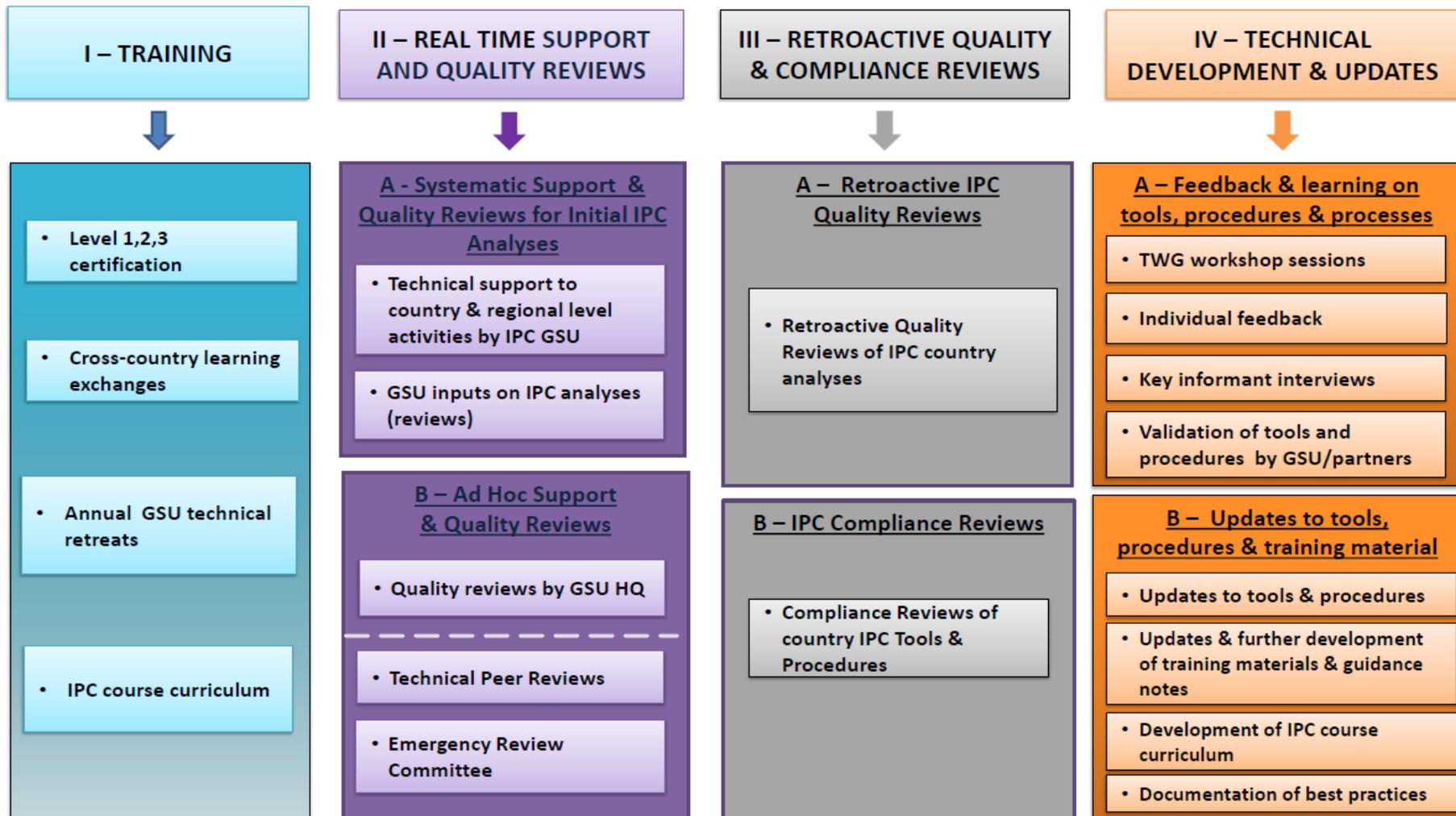
Table 2: Prospective Roles and Responsibilities for *Retroactive IPC Quality Reviews*

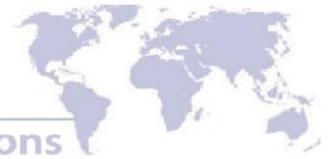
Staff	Roles / Responsibilities
IPC Global Programme Manager	Overall management and oversight of <i>Retroactive IPC Quality Reviews</i>
IPC GSU Coordinator of IPC Chronic Roll-out and Quality Compliance	Lead overall coordination of implementation and support to <i>Retroactive IPC Quality Reviews</i>
IPC GSU Senior Food Security Officer	Lead technical oversight on all <i>Retroactive IPC Quality Reviews</i>
IPC Quality and Compliance Officer	<ul style="list-style-type: none"> - Coordinate and plan <i>Retroactive IPC Quality Reviews</i> with IPC Regional Coordinators, IPC Country TWGs and Quality Reviewers - Coordinate involvement of WFP and IPC Global Partners at global and regional level, as IPC Quality Reviewers - Conduct technical reviews of IPC Acute Food Insecurity Analyses - Develop <i>Quality Review Reports</i> - Follow-up on recommended actions with Regional Coordinators and Country IPC TWGs
IPC Regional Coordinator	<ul style="list-style-type: none"> - Ensure communication and coordination with country-level IPC stakeholders - Facilitate and participate in country level visits for <i>Retroactive IPC Quality Reviews</i> - Ensure planning and provision of follow-up actions identified by <i>Retroactive IPC Quality Reviews</i>
IPC Quality Review Analysts <i>IPC GSU Food Security Officer(s), WFP/IPC Global Partners (at global, regional and/or country-level)⁸</i>	<ul style="list-style-type: none"> - Conduct desk-study IPC technical quality analysis review of IPC Acute Food Insecurity Analyses; - As needed, support technical capacity development and training strengthening in response to findings of <i>Retroactive IPC Quality Reviews</i>
IPC Country Focal Point	<ul style="list-style-type: none"> - Support planning, communication and coordination of <i>Retroactive IPC Quality Reviews at country level</i> - Support planning and provision of follow-up actions identified by <i>Retroactive IPC Quality Reviews</i>

⁸ Detailed information on qualifications and experience of external reviewers is available in separate TOR for Technical Desk Review of IPC Acute Food Insecurity Analysis.



IPC Quality Assurance, Compliance and Learning Strategy





GUIDELINES FOR IPC ACUTE QUALITY REVIEWS

This document **provides the tool and procedures for IPC Acute Quality Reviews**. Box 1 briefly describes the Global Support Unit efforts for Quality Assurance for IPC Acute.

I. Tools for Systematic Quality Review of IPC Acute Analysis and Products

Box 1: Overview of Purpose of *IPC Quality Compliance Reviews*

The IPC Global Support Unit (GSU) has established this tool for conducting technical reviews of IPC Acute Food Insecurity Analyses as part of ***IPC Quality Reviews***. The tool is intended for use by the IPC Quality and Compliance Officer, GSU IPC Food Security Officers and participating WFP/IPC Partners staff who were not directly involved in the analyses. The technical component of the *IPC Quality Reviews* will focus on assessing the technical integrity of analyses providing unbiased reviews and comments based on an effort to improve analyses or contentious findings. The Quality reviews will include comments and guidance and recommendations for improvements and adjustments to be provided to Country TWG. Depending on the amount and nature of comments, there may be or may not be a need to re-convene the group.

The tools for systematic quality review of IPC Acute Analysis and Products include: Identification of Country and Analysis, including Review of Technical Working Group (TWG) Matrix (part 1); Feedback on the Review from TWG (part 2); Review Conclusions and Key Issues (part 4), Technical Quality Review of selected Individual Analysis Worksheets (part 5) and Communication Quality Review of IPC Acute Communication Brief (part 6).

II. Procedures for IPC Quality Reviews

The IPC GSU is supported by a broad range of stakeholders at the global, regional and country levels to conduct *Retroactive IPC Quality Reviews* as part of an overall effort to ensure quality analysis or in response to contentious results or upon request from the TWG Chairperson or partners.

The IPC GSU and WFP partners will select IPC Food Security Officer(s) and qualified WFP staff that were not directly involved in the country analysis process to complete the three tools. The *Retroactive IPC Quality Reviews* will result in a report that includes the filled-in templates for the National TWG.



Part 1: Identification of Country and Analysis – completed by Country National TWG

1.1	Name of Country	
1.2	Month of Analysis and Year	
1.3	Length of Analysis (include different rounds if applicable)	
1.4	Area Unit Classified (If an administrative area, assume national as administrative level zero)	<input type="checkbox"/> Administrative Level 1 <input type="checkbox"/> Administrative Level 2 <input type="checkbox"/> Administrative Level 3 <input type="checkbox"/> Livelihood zone <input type="checkbox"/> Other: _____
1.5	Number of Areas Classified	
1.6	Number of Areas NOT Classified	
1.7	TWG used Household Analysis Groups	<input type="checkbox"/> Yes, if so how many: _____ <input type="checkbox"/> No
1.8	TWG estimated populations in each Phase	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.9	If TWG estimated populations in each Phase, how was this done?	
1.10	TWG carried out current and/or projected analyses?	<input type="checkbox"/> Current (valid from ____ to ____) <input type="checkbox"/> Projected (valid from ____ to ____)
1.11	Note any major technical challenges:	
1.12	Note any relevant comments:	

Review of Technical Working Group Matrix

2.1	Note if there were any relevant sectors that were not represented	1. _____ 2. _____ 3. _____ 4. _____
2.1	Note if there were any relevant institutions that were not represented	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

Part 2: Feedback Space – To be completed by Country National TWG

2.1	Note any major TWG considerations, feedback or notes on the Technical Review, as relevant
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Part 3: Conclusions/Key Issues Space - To be Completed by Quality Reviews Task Force as a summary of findings – one to be filled for all area analyses being reviewed in this Quality Review

3.1	Date of Review and Reviewers:
3.2	Note any major comments on the results of the Quality Review

Part 4: General Feedback on Analysis Worksheets – To be Completed by Quality Reviews Task Force as a summary of findings – one to be filled for all area analyses being reviewed in this Quality Review:

- To be completed by Quality Compliance Task Force. Only one copy to be filled for the whole country/region
- To include comments common to all or most of the areas analyzed
- To follow guiding questions and notes in italic as included in Part 5
- Only include relevant feedback that can be acted upon. Only describe findings included in Analysis Worksheets if relevant to specific recommendations attached to it.
- As much as possible, to be kept to less than 2 pages (after deletion of all guidance and guiding questions)

STEP 1	
4.1	Brief Area Description <i>Note any issues applicable to the whole area based on the guiding questions on section 5.1</i>
4.2	Population of Area and Specify Sources <i>Note any issues applicable to the whole area based on the guiding questions on section 5.2</i>
4.3	Chronic Food Insecurity Level for the Area <i>Note any issues applicable to the whole area based on the guiding questions on section 5.3</i>
4.4	HH Analysis Group (HAG) Definitions <i>Note any issues applicable to the whole area based on the guiding questions on section 5.4</i>
STEP 2	
4.5	Note any major gaps in data <i>Note any issues applicable to the whole area based on the guiding questions on section 5.5</i>
4.6	Note if the minimum data requirements have been met <i>Note any issues applicable to the whole area based on the guiding questions on section 5.6</i>
STEP 3	
4.7	Contributing Factors – Hazards & Vulnerabilities <i>Note any issues applicable to the whole area based on the guiding questions on section 5.7</i>
4.8	Contributing Factors – Food Availability <i>Note any issues applicable to the whole area based on the guiding questions on section 5.8</i>
4.9	Contributing Factors – Food Access <i>Note any issues applicable to the whole area based on the guiding questions on section 5.9</i>
4.10	Contributing Factors – Food Utilization <i>Note any issues applicable to the whole area based on the guiding questions on section 5.10</i>
4.11	Contributing Factors – Food Stability <i>Note any issues applicable to the whole area based on the guiding questions on section 5.11</i>
4.12	Food Consumption <i>Note any issues applicable to the whole area based on the guiding questions on section 5.12</i>
4.13	Livelihood Change <i>Note any issues applicable to the whole area based on the guiding questions on section 5.13</i>
4.14	Nutritional Status <i>Note any issues applicable to the whole area based on the guiding questions on section 5.14</i>
4.15	Mortality <i>Note any issues applicable to the whole area based on the guiding questions on section 5.15</i>
STEP 4	
4.16	HH Analysis Group Classification Conclusions <i>Note any issues applicable to the whole area based on the guiding questions on section 5.16</i>
STEP 5	
4.17	Phase Classification Conclusions <i>Note any issues applicable to the whole area based on the guiding questions on section 5.17</i>
STEP 6	
4.18	Humanitarian Assistance <i>Note any issues applicable to the whole area based on the guiding questions on section 5.18</i>
STEP 7	

4.19	Risk Factors to Monitor
	<i>Note any issues applicable to the whole area based on the guiding questions on section 5.19</i>
STEP 8	
4.20	Identification of Causes
	<i>Note any issues applicable to the whole area based on the guiding questions on section 5.20</i>

Part 5: Feedback on EACH INDIVIDUAL Analysis Worksheet – To be Completed by Quality Reviews Task Force as a summary of findings – one to be filled for each area analyses being reviewed in this Quality Review

Guidance for Quality Reviewer:

- To be completed by Quality Reviews Task Force following guiding questions and notes in italic
- To be filled for each analysis area,
- To include only issues not identified as applicable to the whole country in Part 4
- Only include relevant feedback that can be acted upon. Only describe findings included in Analysis Worksheets if relevant to specific recommendations attached to it.
- As much as possible, to be kept to less than 2 pages per area (after deletion all guidance and guiding questions)

Name of Area being Reviewed	
STEP 1	
5.1	<p>Brief Area Description</p> <p><i>Is the description relevant to the analysis? Should other issues be added? Has the group established a clear relationship between description and food security issues? Focus especially on:</i></p> <ul style="list-style-type: none"> ○ <i>Understanding main food security (FS) issues (e.g. knowing the latitude and longitude or the total area may not mean much for FS issues, but highlighting that the climate is semi-arid, thus limiting subsistence agricultural potential or that there is a high density of people and limited fertile area may be much more informative).</i> ○ <i>Supporting livelihood based inference: Does the livelihood and area description support livelihood based analysis? For example, do analysts specify sources of food and income of the population?</i>
5.2	<p>Population of Area and Specify Sources</p> <p><i>Note if population figures are for projected actual period or not. If the source is a past Census, the population to be used should be projected. There needs to be clear statement that the population used is projected even when identifying only the population for current analysis.</i></p>
5.3	<p>Chronic Food Insecurity Level for the Area</p> <p><i>Note if there is identification of Chronic food insecurity level. In case that IPC Chronic has not been carried out the group may still include a brief description of known chronic food insecurity issues in the area based on other studies.</i></p>
5.4	<p>HH Analysis Group (HAG) Definitions</p> <ul style="list-style-type: none"> ○ <i>Note if this question was completed well in case that the group carried out HAG Analyses. Description should include:</i> <ul style="list-style-type: none"> ▪ <i>% of HHs in each HAG</i> ▪ <i>Brief description of livelihood strategies, source of income, source of food, and expenditure patterns</i> ▪ <i>Brief description of asset ownership, including financial, physical, human, social and natural assets</i>
STEP 2	
5.5	<p>Note any major gaps in data</p> <p><i>Note the availability of data and if there is any evidence that was missed. This should be also linked to the Data Mapping Matrix. Note if technical notes are available/not available, in order to inform reliability scores.</i></p>
5.6	<p>Note if the minimum data requirements have been met</p> <p><i>For minimum confidence to be met, it is necessary to have evidence as per the table on page 46 of the IPC Manual</i></p>
STEP 4	
5.7	<p>Contributing Factors - Causal Factors (Hazards & Vulnerabilities)</p> <p><i>Note especially:</i></p> <ul style="list-style-type: none"> - <i>Lacking evidence of vulnerabilities and hazards that are currently affecting acute food insecurity</i> - <i>Reliability Score assignment – note if Reliability Score assignments seem correct. Refer to inputs from group in the technical notes in Step 2 and note especially method, sample validity and year/period of data collection.</i>

	<ul style="list-style-type: none"> - <i>Element Conclusion: Note if narrative conclusion of Hazards & Vulnerabilities is based on evidence included in that part. Suggest changes if necessary.</i>
5.8	Contributing Factors – Food Availability <i>Note especially:</i> <ul style="list-style-type: none"> - <i>Food Availability: Note the use of information on food production and market linkages for food availability. Remember that we are looking for an assessment of the existence of nutritious food in the area. Thus, even if food production might be a major factor defining existence of food, market linkages and transportations may also play an important role. Note also existence of fruits, vegetables, pulses, nuts and meats. Note if there are parts of the analysed area where there are no markets with diverse food available for purchase (imagine a remote part of the area).</i>
5.9	Contributing Factors – Food Access <ul style="list-style-type: none"> - <i>Food Access: Did the group look at financial access to nutritious food? Did they do any kind of livelihood based analyses, such as terms of trade from labour and sale of production/livestock, potential purchasing power, ability to pay for the minimally adequate food basket etc.? Also, look at physical access (can people actually reach the markets? is there transport? is it far?) and social access.</i>
5.10	Contributing Factors – Food Utilization <ul style="list-style-type: none"> - <i>Utilization: Did the group look at dietary preferences and care practices? What about storage and cooking (e.g. wood, charcoal, stove)? Is education a major issue? Access to safe water? Note also the alignment of evidence on water.</i>
5.11	Contributing Factors – Stability <ul style="list-style-type: none"> - <i>Did the group include information on the stability of the situation, including changes within the previous 12 months? If doing projection, did the group include evidence on likely changes?</i>
5.12	Food Consumption <i>Note especially:</i> <ul style="list-style-type: none"> - <i>Any misuse of evidence (e.g. not aligned to the Reference Table, use of means rather than percentages and misplacement of evidence)</i> - <i>Remember that evidence measuring a specific indicator, even if only valid for a larger administrative level may still be used – although the reliability can only be 1 or 2. Evidence collected during past periods on food consumption can only be used as indirect evidence and need to be inferred for current.</i> - <i>Note any question on alignment between the evidence and the convergence line. (e.g. evidence ranging from 4 to 20% and then convergence being 25% - maybe because higher reliability plus inference? This would need to be documented).</i> - <i>Reliability Score assignment: note if Reliability Score assignments seem correct. Refer to inputs from group in the technical notes in Step 2 and note especially method, sample validity and year/period of data collection.</i> - <i>Indirect Evidence and inference from contributing factors: Note if the group was able to link contributing factors with outcomes in terms of food consumption. For example, based on the main livelihoods and limited income levels and terms of trade, it can be concluded that at least those living below the extreme poverty line have not the minimum dietary intake. Depending on local sources of food and social support and the cost of the basic food basket, households below the moderate poverty line may or may not get enough quality. Another example is illiteracy rates and knowledge about importance of dietary diversity. Also look for indirect evidence, especially those that can be calibrated against the IPC Chronic Reference Table.</i> - <i>Food Consumption Element Conclusion & Indicative Phase Classification: Assess if the evidence converged well in the conclusion. Assess if Phase(s) seem appropriate (e.g. evidence pointing to Phase 3 but indicative phase being Phase 2). If there are questions, ask for clarifications.</i>
5.13	Livelihood Change <i>Note especially:</i> <ul style="list-style-type: none"> - <i>Any misuse of evidence (e.g. not aligned to the Reference Table, use of means rather than percentages and misplacement of evidence)</i>

	<ul style="list-style-type: none"> - Remember that evidence measuring a specific indicator, even if only valid for a larger administrative level may still be used – although the reliability can only be 1 or 2. Evidence collected during past periods on livelihood change can only be used as indirect evidence and need to be inferred for current. - Reliability Score assignment: note if Reliability Score assignments seem correct. Refer to inputs from group in the technical notes in Step 2 and note especially method, sample validity and year/period of data collection. - Indirect Evidence and inference from contributing factors: Note if the group was able to link contributing factors with outcomes in terms of livelihood change. For example see box above on food consumption. Also look for indirect evidence, especially those that can be calibrated against the IPC Chronic Reference Table. - Livelihood Change Element Conclusion & Indicative Phase Classification: Assess if the evidence converged well in the conclusion. Assess if Phase(s) seem appropriate (e.g. evidence pointing to Phase 3 but indicative phase being Phase 2). If there are questions, ask for clarifications.
5.14	Nutritional Status <i>Note especially:</i> <ul style="list-style-type: none"> - Any misuse of evidence (e.g. not aligned to the Reference Table, use of means rather than percentages and misplacement of evidence) - Remember that evidence measuring a specific indicator, even if only valid for a larger administrative level may still be inserted as direct evidence – although the reliability can only be 1 or 2. Evidence collected during past periods can be used as indirect evidence and need to be inferred to current. - Reliability Score assignment: note if Reliability Score assignments seem correct. Refer to inputs from group in the technical notes in Step 2 and note especially method, sample validity and year of data collection. - Indirect Evidence and inference from contributing factors: Note if the group was able to link contributing factors with outcomes in terms of nutrition. Needs to be careful on how underweight is used. - Nutrition Conclusion: Assess if the evidence converged well in the conclusion. Assess if the evidence converged well in the conclusion. Assess if Phase(s) seem appropriate (e.g. evidence pointing to Phase 3 but indicative phase being Phase 2). If there are questions, ask for clarifications.
5.15	Mortality <i>Note especially:</i> <ul style="list-style-type: none"> - Any misuse of evidence (e.g. not aligned to the Reference Table, use of death rates rather than mortality). There is an IPC guidance note on converting mortality rates. - Remember that evidence measuring a specific indicator, even if only valid for a larger administrative level may still be inserted as direct evidence – although the reliability can only be 1 or 2. Evidence collected during past periods can be used as indirect evidence and need to be inferred to current. - Reliability Score assignment: note if Reliability Score assignments seem correct. Refer to inputs from group in the technical notes in Step 2 and note especially method, sample validity and year of data collection. - Indirect Evidence and inference from contributing factors: Note if the group was able to link contributing factors with outcomes in terms of mortality. - Mortality Conclusion: Assess if the evidence converged well in the conclusion. Assess if Phase(s) seem appropriate (e.g. evidence pointing to Phase 3 but indicative phase being Phase 2). If there are questions, ask for clarifications.
STEP 4	
5.16	HH Analysis Group Classification Conclusions <i>Note especially:</i> <ul style="list-style-type: none"> - Convergence of Evidence, especially: <ul style="list-style-type: none"> o If HAG group classifications seem well aligned with findings and indicative Phase as included in Step 3. o If the population and percentage of population is aligned to those identified in Step 1 for

	<p><i>the HAG</i></p> <ul style="list-style-type: none"> ○ <i>Any outcome that is not aligned with other outcomes</i> <p><i>Narrative explanation: Should be a snap-shot of why the HAG was classified as it was (not writing the results, such as “The HAG is not acutely food insecure” But rather an explanation more like “these HHs lack a diet of adequate kcal quantity and engage in stress coping strategies”.</i></p>
STEP 5	
5.17	Phase Classification
	<p><i>Note especially:</i></p> <ul style="list-style-type: none"> - <i>Convergence of Evidence, especially:</i> <ul style="list-style-type: none"> ○ <i>Note if overall Phase is aligned with findings in Step 3.</i> <ul style="list-style-type: none"> ▪ <i>If doing area only classification assess if area classification is in alignment with indicative outcome classifications, including nutrition and mortality</i> ▪ <i>If doing HAG classification, assess if population in each Phase is aligned with HAGs and if overall area classification converges with nutrition and mortality</i> ○ <i>If there is a large lack of alignment, assess if convergence of evidence seems acceptable. If there are issues with convergence highlight those. Otherwise note lack of convergence of direct reliable evidence to IPC Acute Lessons Learning Activities.</i> ○ <i>Any outcome that is not aligned with other outcomes</i> ○ <i>Precision of conclusion (no decimal value and as much as possible conclusions should have numbers rounded to 5%)</i> - <i>Narrative explanation: Should be a snap-shot of why the area was classified as it was (not writing the results, such as “The district has no acute food insecurity: although pockets of acutely food insecure populations can be found they hardly exceed 15%.” But rather an explanation such as “only 10% of HHs were assessed to lack a diet of enough kcal although 30% were engaged in distress coping strategies. Acute malnutrition rates were around 15%. Thus, overall the area is classified as Phase 3.”</i>
STEP 6	
5.18	Humanitarian Assistance
	<p><i>Note especially:</i></p> <ul style="list-style-type: none"> - <i>If group identified the level of humanitarian assistance being currently and/or projected to be delivered</i> - <i>Assess if group identified if the area would be in a worse Phase if assistance was not being provided.</i>
STEP 7	
5.19	Risk Factors to Monitor
	<p><i>Note especially:</i></p> <ul style="list-style-type: none"> - <i>If group identified risk factors to be monitored. Refer to Step 3 (Hazards and Vulnerabilities) and Step 1 (area Description) for issues that would need to be considered.</i>
STEP 8	
4.20	Identification of Causes
	<p><i>Note especially:</i></p> <ul style="list-style-type: none"> - <i>If the severity of the food insecurity is aligned with the degree of the limiting factors (e.g. if an area is in Phase 4, there need to be major limiting factors; however if the area is in Phase 2, there may only be minor limiting factors)</i> - <i>Note that gender discrimination within households needs to be included in the utilization if relevant</i> <p><i>Suggest changes as necessary to text linking to evidence included in Steps 1 and 3.</i></p>

Part 6: Feedback on Quality of the IPC Acute Communication

Template - To be completed by Quality Reviews Task Force as a summary of findings – one to be filled for all area analyses being reviewed in this Quality Review

Guidance for Quality Reviewer:

- To be completed by Quality Compliance Task Force following guiding questions and notes in italic
- To be filled separately for current and projected analysis and also specify the Unit of analysis
- To be filled for each part of the communication template
- Only include relevant feedback that can be acted upon. Only describe if relevant to specific recommendations attached to it.
- As much as possible, to be kept to less than 2 pages per template (after deletion all guidance and guiding questions)

Type of analysis (current/projected)		
Unit of Analysis (Area + HHgroup; Area Only)		
Part 1: CONDENSED PRESENTATION OF THE CONCLUSIONS OF THE ANALYSIS		
6.1: CONTENT	<ul style="list-style-type: none"> - <i>Has the group indicated the area (country/region/district), the temporal unit (current/projected), date of completion and validity of the analysis at the top of the first part of the brief?</i> - <i>Has the groups completed the key outcomes for the worst affected area?</i> - <i>Has the group narrated in short the causes, context and other key issues related to the analysis?</i> - <i>If doing HH group analysis, has the group provided the stick figure chart with the aggregate <u>percentage</u> and <u>number of people</u> classified in the various phases?</i> - <i>Is the IPC Map inserted and showing the areas classified in the various Phases?</i> - <i>Are participating agencies indicated together with the contact for more information?</i> 	
6.2 ACCURACY	<ul style="list-style-type: none"> - <i>Do the date the analysis was completed and the validity period of the analysis reflect a relevant timeframe?</i> - <i>Does the narrative summary provide meaningful and accurate explanation of the analysis causes, context and other key issues? Please review if the information is consistent with the evidence and analysis of causes provided in the analysis worksheet. Should other issues be considered and/or added? Please also note if any gender aspect has been included.</i> - <i>The population data and figures, and the indicators of key outcomes for the worst affected area are accurate and corresponding to those provided in the analysis worksheet. The location of the worst affected areas of concern is also indicated.</i> - <i>Was the Map accurately developed according to the mapping protocols and line with the analysis worksheet conclusions? Focus specifically on the accuracy of:</i> <ul style="list-style-type: none"> ○ <i>Areas mapped according to the criteria (20% rule), color scheme of the acute food insecurity reference table.</i> ○ <i>Areas not analysed and with not adequate evidence</i> ○ <i>Call-out boxes for the areas that are Phase 3, 4 or 5 using the correct <u>graphic symbols</u> that provide additional information specific to these areas. If doing HH group analysis, the different HH groups' classification were represented with percentages and bar graph.</i> ○ <i>The level of Chronic food Insecurity for the areas when the data is provided in the analysis</i> 	
6.3 WRITING	<ul style="list-style-type: none"> - <i>Note if any issues with the language used – simple, clear and avoiding long words and jargon</i> - <i>Note if all sections of the first part are free of spelling/grammar errors, and typos.</i> - <i>Note if the language of all sections convey clearly their excepted purpose and messages</i> 	

6.4 LAYOUT/ BRANDING	<p>Not especially:</p> <ul style="list-style-type: none"> - Title of the brief is visible and centred. Other sub-headings are clear and catch people’s attention. - Images, graphics and/or objects are clear, proportioned, used in an attractive way and powerfully support the information. - Font style, size and color clearly guide the audience in the importance of information. Note the appropriate use of bold or italics, bullets, fonts and various headings, if that catch people’s attention - The IPC logo, Global and Local Partners Logos are located appropriately, clear and proportioned. - Overall, template layout has been properly followed. In particular, bars, boxes and spaces are well used to a powerful visual design. Note also if the recommended length has been used and page number(s) inserted accordingly.
Part 2: PRESENTATION OF ADDITIONAL INFORMATION ON THE ANALYSIS	
6.5: CONTENT	<ul style="list-style-type: none"> - Note if all the sections of part 2 were fully completed, especially: <ul style="list-style-type: none"> o Description of key findings, conclusions and issues of the analysis o Description of the methodological approach, processes, as well as challenges encountered during the analysis o The inclusion of the food security calendar and related monitoring implications o Description of expected and recommended next steps for the analysis and response. o Detailed contacts to get further information.
6.6 ACCURACY	<ul style="list-style-type: none"> - Note if there were any relevant findings that were not duly and accurately described, especially the factors that were identify as limiting people being secure in the short term. Should other issues be considered/added? - Not any issues in the description of the IPC standards used for the classification of acute food insecurity and if the challenges encountered are really significant and clearly explain the limitations and gaps of the analysis. Should other issues be considered/added? - Note if the next steps have been identified in line with the analytical activities, monitoring processes and, most importantly they link to action. - Note if the recommendations for decision making are relevant and linking to the specific policy context? Are they focus and do they help prioritize? Suggest changes if necessary. - Overall 1: Note if there are any inconsistencies or contradictions between the information provided in part 1 and part 2. Does part 2 provide information that really support the conclusions presented in part 1? - Overall 2: Note if there are any inconsistencies or contradictions between the information provided in part 2 and the sections of the analyses worksheet which the information was derived from. Any misuse of the evidence?
6.7 WRITING	<ul style="list-style-type: none"> - Note if any issues with the language used which has to be simple, clear and avoiding long words and jargon. - Note if reference to annexes have been made in order to keep the sections short and avoid unnecessary details. - Note if all sections of the second part are free of spelling/grammar errors, and typos. - Note if the writing of the sections of part 2 convey clearly their excepted purpose and messages.
6.8 LAYOUT	<p>Not especially:</p> <ul style="list-style-type: none"> - Sections headings are clear and catch people’s attention. - Font style, size and color clearly guide the audience in the importance of information. Note the appropriate use of bold or italics, bullets, fonts and various headings, if that catch people’s attention - Images, graphics and/or objects are clear, proportioned, used in an attractive way and powerfully support the information. - Overall, template layout of this part has been properly followed. In particular, bars, boxes and spaces are well used to a powerful visual design. Note also if the recommended length has been used and page number(s) inserted accordingly.
Part 3: PRESENTATION OF THE POPULATION TABLE (applicable only to Area + HHgroup analyses)	

6.9: CONTENT & ACCURACY	<ul style="list-style-type: none"> - Note if the section was included, and if so, population table was fully completed. - Note if a short explanation of the table has been also included to help reader understand the method and meaning of the figures. - Note if the population table figures effectively match those in the analysis worksheet. - Note the accuracy of provinces/administrative units, If they match those in the analysis worksheet. - Note if all totals are correct and well reported/ proportioned.
6.10: LAYOUT	<p>Not especially:</p> <ul style="list-style-type: none"> - Sections headings are clear and catch people’s attention. - Font style, size and color clearly guide the audience in the importance of information. Note the appropriate use of bold or italics, bullets, fonts and various headings, if that catch people’s attention - Images, graphics and/or objects are clear, proportioned, used in an attractive way and powerfully support the information. - Overall, template layout of this part has been properly followed. In particular, bars, boxes and spaces are well used to a powerful visual design. Note also if the recommended length has been used and page number(s) inserted accordingly.
Part 4: ANNEX of THE ANALYSIS WORKSHEETS SECTIONS A, B, C IN SUPPORT TO THE CONCLUSIONS	
6.11: CONTENT and LAYOUT	<ul style="list-style-type: none"> - Note if the section was included, and if so, it was fully completed. - Note if the analysis worksheet sections included are effectively the final/reviewed versions <p>About the layout, note especially:</p> <ul style="list-style-type: none"> - Sections headings are clear and catch people’s attention. - If the analysis worksheet sections are inserted as images, they are clear, proportioned, used in an attractive way. - Font style, size and color clearly guide the audience in the importance of information. Note the appropriate use of bold or italics, bullets, fonts and various headings, if that catch people’s attention - Overall, template layout of this part has been properly followed. Note also if the recommended length has been used and page number(s) inserted accordingly.
Additional attributions to review:	
6.12	<p>OVERALL READABILITY and RELEVANCE</p> <ul style="list-style-type: none"> - Overall, assess that all parts of the brief complement each other , effectively and clearly present the conclusions of the analysis. - Assess the overall impact of the brief layout, if it catches the attention of the reader. In particular, images enhance the impact of the information and engage the audience in the content of the brochure. - Overall, the brief is informative, policy relevant and uniquely appeals to the expected audience (decision- makers). - Note any major challenges and relevant comments.
6.13	<p>RELEASE and DISSEMINATION</p> <ul style="list-style-type: none"> - Assess if the IPC Acute Communication Brief was completed and made available in a timely manner. - Note if a plan for the dissemination of the brief has been developed for distribution in differentiated forms. - Note if any records and/or evidence of the dissemination is available (etc. presentations of key findings, web articles etc.). If available, note if appropriate language/dissemination avenues for each target audience have been used. - Additional communication products (articles, press release, presentation etc.) have been produced based on IPC Acute Communication Brief and disseminated to relevant audiences.
6.14	ACCESSIBILITY

	<ul style="list-style-type: none">- <i>Note if the IPC acute brief is available on the IPC Global Website and any other relevant website (Regional, National institutions websites; Partners websites etc.).</i>- <i>Note if the IPC acute brief in these outlets is easily accessible, visible and recognizable.</i>- <i>Assess if soft and printed copies of the IPC acute brief are obtainable through other vehicles such as emailing, mailing etc.</i>- <i>Note any major challenges and relevant comments.</i>
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IPC Quality Reviews

Stakeholder Interview Topical Outline

Purpose of in-depth Interviews with IPC Stakeholders

With the support of institutional partners, the IPC Global Support Unit (GSU) is conducting an *External Technical Review* of the most recent IPC Acute Food Insecurity Analysis (DATE). Stakeholder responses to the following questions will provide information that complements the technical review of analysis results. The emphasis of the qualitative interviews is on obtaining stakeholder perspectives on IPC analytical protocols and procedures and ways in which they may be improved to enhance the use of IPC analysis to inform food security policy, programming and resource allocation in the country.

I. Technical Issues

- What (if any) technical concerns does your institution have regarding the most recent IPC Acute Food Insecurity Analysis for [COUNTRY] (DATE)?
- How might these concerns be resolved by the IPC Technical Working Group (TWG)?
- To what extent are TWG members aware of and adhere to standard IPC protocols and procedures? How might awareness of and adherence to IPC protocols and procedures be improved?
- What is your opinion of the quality / reliability of food security analysis carried out by the IPC [COUNTRY] TWG? How might the quality of analysis be improved?
- To what extent does the IPC [COUNTRY] TWG make full use of available data sets for Acute Food Insecurity Analysis? What (if any) additional data sets could be included to improve the quality / reliability of IPC analysis for [COUNTRY]?
- What is your opinion of the timeliness of food security analysis carried out by the IPC [COUNTRY] TWG? How might the timeliness of analysis be improved?
- What is your opinion of the technical capacity of current TWG members to regularly generate quality IPC Food Security Analysis? What (if any) steps should be taken to maintain and/or strengthen the technical capacity of members?
- In your view, what are the most important differences between IPC food security analyses and analyses carried out by other actors in [COUNTRY]? What are the driving factors creating these differences?
- What are the consequences of these technical differences in terms of the use of IPC to inform decision making (policy, programming, resource allocation)?

II. Issues related to Institutionalization and Coordination of the IPC

- How effective are IPC [COUNTRY] governance mechanisms (TWG, Steering Committee) in resolving technical differences among stakeholders to build consensus? How might they be more effective for building consensus?
- How inclusive are IPC processes (Technical Working Group, Steering Committee) in [COUNTRY]? Are all important food security stakeholders engaged? How might IPC processes be made more inclusive?
- Are the roles of various institutions (UNOCHA, FSC, WFP, FAO, FEWSNET, Government Ministries) clearly understood and communicated by all stakeholders? How could understanding of the complementary roles of institutional stakeholders be clarified/improved?
- What steps are necessary to further institutionalize the IPC within relevant government ministries?

III. Priorities for ensuring greater use of IPC [COUNTRY] analyses to inform decision making

- What are the primary current constraints to use of IPC analysis to inform decision making in [COUNTRY]?
- What are the most important priorities for ensuring that the next IPC Acute Food Insecurity Analysis (currently planned for [DATE]) is an inclusive, efficient and effective process?
- How might future human and/or financial resources be most effectively applied to strengthen the use of IPC analysis to inform food security policy and programming in [COUNTRY]?
- What (if any) institutional partnerships might be established / strengthened to enhance the use of IPC analysis to inform decision making in [COUNTRY]?
- Describe what, in your view, would be an effective process for strengthening the “strategic engagement” of the IPC in [COUNTRY] over the next 2-5 years.