

AGENDA ITEM V.

Capacity development and work with partners

Room Document 6

STUDY ON COLLABORATIVE PARTNER-DONOR EVALUATION WORK

This document has been prepared by France *for discussion* at the 16th meeting of the DAC Evaluation Network.

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Study on Collaborative Partner-Donor Evaluation Work

Update Note

In November 2012, EvalNet envisaged a “survey of partner countries involved in the Paris Declaration Evaluation (PDE) in order to identify opportunities to support joint partner-donor evaluations”. This study was inserted in the 2013 annual program of the Evaluation Capacity Development (ECD) Task Team. The project concept was presented and discussed in June 2013 at the EvalNet meeting. The present Update Note reports on the progress made to date and describes the next coming steps.

Over the last six months:

- Public organizations from 18 partner countries have volunteered for conducting country studies
- 15 donor institutions have committed themselves to providing financial and/or technical support
- Altogether, these organizations and institutions will form the project Reference Group
- The project Management Group has been created and activated (France, Finland, Uganda, Vietnam)
- A French public agency (ADETEF) has been entrusted with financial management and logistics
- The tendering process for recruiting the Project Coordinator has been launched
- An indicative overall budget has been set at 475 K€ and the necessary resources have been secured
- The timeline has been updated with a project termination now planned in December 2014

The project is to be implemented over 2014. Next coming steps are:

- International launching workshop in March 24th-25th, in Uganda
- Country studies in the three following months (April-June)
- Final version of country studies available by the end of August
- Future partner-donor program and collaboration arrangements drafted by the same date
- International synthesis workshop in September in Vietnam (second half)
- Thematic synthesis papers drafted by November
- All project deliverables finalized and disseminated by end December

The next pages briefly describe the above points. More information is available in the appended documents.

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1. The project concept remains unchanged

1. There is a rationale for promoting joint partner-donor evaluation work (see Appendix 1, Section 1).
2. Joint partner-donor evaluation work is assumed to help strengthening country evaluation systems through learning-by-doing mechanisms at various levels, provided that their capacity-building potential is optimized and that risks are mitigated (see Appendix 1, Section 2).
3. The project will revive and enlarge the partner-donor collaboration which succeeded in the Paris Declaration Evaluation (PDE) process. Its objectives consist of:
 - Understanding the capacity building potential of collaborative evaluation work;
 - Drawing new lessons about capacity building strategies ;
 - Paving the way to a multi-annual collaboration.

After a stop-or-go decision to be taken by the end of the project, partner and donor countries might establish a sustained collaboration between key governmental evaluation actors in order to promote collaborative work intended to strengthen country evaluation system (see Appendix 1, Sections 3 and 4).

2. A launching workshop has been added to the project components

4. A two-day workshop will be held in Uganda on March 24th-25th. It will gather the Reference Group including country study coordinators from involved partner countries, members of the Management Group, and other committed donors as far as possible, plus the Project Coordinator. The purpose of the workshop is to discuss and adopt common tools to be used in the country studies and common template for the country study reports and brief Country Coordinators on how to conduct the country studies and to report on these studies (see Appendix 2, page 3).
5. The other components of the project remain unchanged (see Appendix 1, Section 5), i.e.
 - Review of the PDE experience in terms of strengthening country evaluation systems;
 - Positive stories of collaborative partner-donor evaluations;
 - Opportunities for collaborative partner-donor evaluation work¹;
 - International synthesis workshop, capitalized in the form of several thematic papers plus a follow up proposal (multi-annual program of partner-donor evaluation work and arrangements for sustained partner-donor collaboration in this area).

3. The organizational setting has been refined

6. Public organizations from 18 partner countries have volunteered for conducting country studies, i.e. Benin, Bolivia, Cambodia, Cameroon, Colombia, Cook Islands, Ghana, Malawi, Mali, Mozambique, Nepal, Philippines, Samoa, Senegal, Sri-Lanka, Uganda, Vietnam, and Zambia.

¹ The first three components are part of the country studies.

7. A provisional number of 15 donor institutions have committed themselves to providing financial and/or technical support, i.e. Austria, Canada, Denmark, Finland, France, Ireland, Spain, Switzerland, United-Kingdom, United States of America, African Development Bank (AfDB), Asian Development Bank (AsDB), European Commission, United Nations Development Program (UNDP), and World Bank.

8. Altogether, these organizations and institutions will form the project Reference Group which will be consulted electronically at the main steps of the project and invited to participate in the launching and synthesis workshops.

9. The project Management Group has been created and activated (France, Finland, Uganda, and Vietnam). It is chaired on a rotating basis by one of its members starting with France. It uses virtual working methods, unless a physical meeting is deemed necessary. The group takes or delegates all decisions related to the conduct of the project and any substantial issue.

10. ADETEF, a French public agency, has been entrusted with financial management and logistics of the project, under an agreement with the French Ministry of Finance. It will collect sponsors' contributions, manage the project coordination contract (see Appendix 2), deal with the logistics of the international workshops, and carry out all translation and publishing tasks.

11. The Project Coordinator is being recruited through a tendering process. He/she will work under the authority and supervision and in close contact with the Management Group. He/she will liaise with country coordinators, design the terms of reference and tools of the country studies, brief country coordinators at the launching workshop, monitor the progress of the country studies, assist in replacing country coordinators if necessary, establish the workshop agendas, liaise with ADETEF and the host countries as regards the logistics of the workshops, ensure that thematic papers are written in order to synthesize the study findings, and manage quality throughout the study process. The Project Coordinator may be assisted by one or several colleagues, preferably in a way that balances partner and donor countries. The Project Coordinator is to be employed by a Contracting Firm (or consortium) that will be responsible for the contractual deliveries.

12. The draft country studies and draft thematic papers will be assessed by three Quality Assessors (indicative number) who will be identified by the Project Coordinator, approved by the Management Group, and paid by the Contracting Firm. As far as possible, these assessors will have an internationally recognised expertise in evaluation, a good familiarity with partner country evaluation systems and evaluation capacity building instruments. They will be based in both partner and donor countries.

13. The thematic papers will be drafted and finalized by four authors (indicative number) who will attend the synthesis workshop and have the same profile as quality assessors.

4. The work plan has been refined

14. The tasks of the Project Coordinator and the deliveries of the Contracting Firm have been specified (see Appendix 2, page 4-5). The main ones consist of:

- drafting the terms of reference of the country studies;

- designing common template and tools to be used in the country studies;
- establishing a common Web-platform for storing and sharing all documents related to the study;
- briefing the country coordinators at the launching workshop;
- assisting country coordinators and involved donor representatives in the partner countries;
- monitoring the progress of country studies;
- having the draft country studies quality assessed;
- preparing a draft proposal for a partner-donor evaluation program and for the working arrangements of an open partner-donor collaboration;
- briefing all speakers and chairperson(s) of the synthesis workshop;
- briefing the authors of the thematic papers;
- having the draft thematic papers quality reviewed and finalized.

15. The tasks of ADETEF will consist of:

- collecting and managing sponsors' financial contributions
- managing the project coordination contract (see Appendix 2)
- dealing with the logistics of the two international workshops in co-operation with the host countries
- dealing with the travels of country coordinators to the two international workshops
- dealing with translation and publishing tasks

5. The timeline has been updated

16. The following table displays the updated project timeline.

Table 1 - Timeline

2014	01	02	03	04	05	06	07	08	09	10	11	12
ToR of the country studies, common tools and templates												
Inception Note												
Launching workshop												
Assisting country coordinators, monitoring the progress of the country studies												
Progress Note 1												
Quality assessing country studies, draft synthesis workshop agenda, draft partner-donor evaluation program and arrangements for a partner-donor collaboration												
Progress Note 2												
Finalizing the workshop agenda, briefing speakers and chairperson(s), briefing the authors of the thematic papers												
Synthesis workshop												
Drafting the thematic papers												
Progress Note 3												
Quality assessing, finalizing, storing, and publishing the project documents Updating the partner-donor evaluation program and the working arrangements												
Final report												
Web platform												

6. Updated budget estimate

Table 2 - Costed work-plan

As of January 28, 2014	Who/where	When	Direct cost Euros (€)	Comments
1. Initialization				
Concept note	France	June-13	12 000 €	already paid
Checking feasibility		June-13		
Contacting PDE coordinators		July.-13		
Setting management structure		2013-Q4		
2. Partner country studies				
Coordination and support		2014-Q2	100 000 €	
Launching workshop	Uganda	2014-Q1	106 400 €	
3. Synthesis Workshop				
	Vietnam	2014-Q4	106 400 €	
4. Advisory services				
Niels Dabelstein			12 000 €	
5. Basket fund management (10%)				
			47 500 €	ADETEF
6. Capitalization documents				
		2014-Q4	75 000 €	
7. Contingencies (7%)				
			27 146 €	
	Total		486 446 €	
	Basket fund		474 446 €	
	Donor contributions (confirmed)		475 000 €	
<i>Direct cost only; excluding in-kind contributions. Authorities of participating partner and donor countries/agencies also provide in-kind contributions.</i>				

7. Financing plan

Confirmed donor's contributions and commitments are presented in the table below.

Table 3 – Financing Plan

As of January 28, 2014		Confirmed	Committed*
Austria	Federal Ministry for European and International Affairs	20 000 €	
Denmark	Ministry of Foreign Affairs	50 000 €	50 000 €
Finland	Ministry of Foreign Affairs	50 000 €	
France		120 000 €	
	<i>MEF Ministry of Economy and Finance</i>	40 000 €	40 000 €
	<i>MAE Ministry of Foreign Affairs</i>	40 000 €	
	<i>AFD France Development Agency</i>	40 000 €	
Ireland	Ministry of Foreign Affairs	50 000 €	
Switzerland	Swiss Agency for Development and Cooperation SDC	35 000 €	35 000 €
USAID	US Development Agency	150 000 €	
Total		475 000 €	125 000 €

*Amount committed when a contribution agreement with ADETEF has been signed.