

Terms of Reference: “Donor Focal Point on Procurement”

(2008 Monitoring Exercise for the Paris Declaration)

A. GENERAL

Data for the 2008 monitoring report will be collected from three sources:

1. the **field survey** via a questionnaire completed in each country by donors and the partner country (for procurement, this includes Indicator 5b – the use of country procurement systems),
2. by the World Bank and the OECD-DAC providing data from **desk reviews in headquarters** and
3. by the partner country providing data based on **a self-assessment** supported by donors (Indicator 2b building reliable country procurement systems).

B. PURPOSE OF THE FIELD SURVEY

In the run-up to the Accra High-Level Forum, a second survey is being organized from **2 January 2008 to 31 March 2008**. The 2008 Field Survey is designed to do two things. First, the results of the survey will provide evidence of actual progress and signaling remaining obstacles and opportunities for further progress at the partner country level. It will help to identify specific actions in 10 of the 15 Paris Declaration indicators and sub-indicators that can improve the impact of aid on partner country's development. **Data for one of these sub-indicators (5b – the use of country procurement systems) is requested in the survey questionnaire.**

C. MANAGING THE FIELD SURVEY AT COUNTRY LEVEL

- a) **A National Coordinator** appointed especially for this exercise by his/her government. The role of the National Coordinator is to:
 - Manage the 2008 Survey in a timely and transparent manner.
 - Ensure that government (including as much as possible line ministries) and donors are fully informed and take part in the 2008 Survey.
 - Convene and chair the various meetings needed to complete the 2008 Survey
 - Support donor and government representatives in completing the survey.
 - Ensure quality control and consistency in the responses provided.
 - Submit survey results (Country Report and the Country Spreadsheet) to the OECD Secretariat for analysis by **31 March 2008**, at the very latest.
- b) **Donor Focal Point** —. The role of the Donor Focal Point is to:
 - Collect survey data (including that for Indicator 5b) from all donors in a timely way.
 - Consolidate survey data in the Country Spreadsheet.
 - Make available survey data and relevant information to the National Co-ordinator for discussion at the various meetings convened by the National Co-ordinator for the 2008 Survey.
 - Help the National Co-ordinator mobilize the financial or human resources that are needed to manage the 2008 Survey in a timely way.

D. PURPOSE OF THE SELF-ASSESSMENTS

The only self-assessment is the one to provide data for Indicator 2b. The partner country is expected to involve procurement stakeholders within each country eg the international development partners, involved civil society organizations, the media and the private sector. The methodology to be used is the one developed by the OECD-DAC Joint Venture on Procurement. The methodology and a Guidance Note on the importance of involving stakeholders such as donors in the implementation of the assessment and in reviewing the results can be found at the Joint Venture's website: www.oecd.org/dac/effectiveness/procurement

E. MANAGING THE SELF-ASSESSMENT AT COUNTRY LEVEL

- a) **The National Procurement Coordinator** is the senior procurement authority of the partner country. The role is to:
- In the case of countries that **have used the Joint Venture's methodology and have produced an assessment result**, to undertake a validation exercise using the Guidance Note on Validation as a reference. Even countries that have done validation workshops previously should consider doing it again as a means of ensuring the greatest possible credibility and transparency of the data and the process in the eyes of their fellow citizens and that of the donor community.
 - In the case of countries that **have not yet used the methodology to complete an assessment**, to contact the OECD-DAC Secretariat (Micheal.lawrance@oecd.org) and to ask for assistance in undertaking the assessment.
 - When the assessment results have been validated, to calculate the "indicative quality level" of the country's procurement system using the results of the assessment and the Joint Venture Guidance Note for the 2008 monitoring exercise: "**Indicator 2b: Building Reliable Procurement Systems**". This document is also available on the Joint Venture website.
 - To send these ratings and the **completed OECD-DAC Secretariat questionnaire providing details on the assessment and the validation process by March 7 to the OECD-DAC Secretariat (Micheal.lawrance@oecd.org)**
- b) **The Donor Focal Point on Procurement**
- 1) **Regarding Indicator 5b**, support to the Donor Focal Point supporting the Field Survey (see above) in providing timely data, **if needed and useful**.
In many countries, this information can be asked of all donors directly and at the same time by the Donor Focal Point along with the other survey information requests.
 - 2) **Regarding Indicator 2b**, In all participating countries, coordinate and promote with the donor community and the National Procurement Coordinator the involvement of the interested donors in the planning and the review of the assessment results along with the other national stakeholders.
The importance of the involvement of all stakeholders in the assessment and validation process from the perspective of **credibility and transparency** is to be emphasized with the National Procurement Coordinator and with other donors.
 - 3) **In general, when requested**, provide general updates and basic information to other donors regarding the Indicator 2b self-assessment exercise eg how the assessment is being conducted and by whom, how the results are being validated and involving whom, the Indicator 2b timetable.