

2008 Monitoring of the Paris Declaration Aid Effectiveness OECD-DAC Survey

Workplan for Mozambique

Draft

First draft: 21-Jan-08
Second draft: 22-Jan-08
Third draft 24-Jan-08
This Draft 30-Jan-08

1. Background

The Paris Declaration on Aid Effectiveness (PD) commits to undertaking regular evidence-based monitoring of progress towards the targets to be achieved by 2010 by both donor and partner (recipient) countries in strengthening ownership, harmonization, alignment, results and mutual accountability in aid delivery. The targets set are measured nationally and monitored internationally. The first round of monitoring took place in 2006, and its results were considered by the Second High Level Forum (HLF). The second round is scheduled for 2008, and its results will be considered by the Third HLF to be held in Accra from 2-4 September 2008. The 2008 country monitoring exercise shall take place during January through March 2008, closing with the delivery of the report by the National Coordinator to OECD-DAC by 31 March, in preparation of the Accra HLF.

Mozambique was one of the 34 countries that took part in the 2006 monitoring exercise, and is scheduled to participate in the second monitoring round. This [DRAFT] Workplan outlines the institutional organization and technical assistance, and the principal activities, timelines and responsibilities for the 2008 PD country monitoring exercise.

2. Institutional organization and technical assistance

The National Coordinator (located at the Ministry of Planning and Development – MPD) is the principal lead for the implementation of the Mozambique PD monitoring exercise, with assistance from the Development Partners’ Focal Point (located at the UN Resident Coordinator’s Office, with backstopping from UNDP).

The Mozambican Government has established a team of senior officials from the Ministries of Planning and Development, Finance, and Foreign Affairs and Cooperation (the GoM Team) to assist the National Coordinator in managing the 2008 PD monitoring exercise.

The UN has hired a consultant to assist in the process. Working closely with Government (National Coordinator and the GoM Team) and the Development Partners’ Focal Point the Consultant will take a [technical] lead role in the administration of the 2008 OECD/DAC survey of the Paris Declaration implementation in Mozambique, administer

the questionnaire and collect the necessary data and information, provide technical input and guidance to the GOM Team that will work with the National Coordinator in this exercise, analyze and process the findings from the questionnaire and other data and information and draft the first report, present draft reports before various technical review meetings, as appropriate, and do the necessary revisions and provide support and perform other activities as may be agreed with the principal leads.

The Working Group on Paris Declaration made of key GOM Ministries (MPD, MOF, NINEC Mozambique and PD Working Group Donors will be the principal joint *[facilitating/steering]* body at the various stages of the 2008 monitoring exercise in Mozambique. In addition to the meetings scheduled in this workplan, the consultant will seek feedback from the members of this Group both directly and through the National Coordinator and the DPs Focal point.

Although Civil Society Organizations are not expected to fill in the Survey Questionnaires, the Government will engage them throughout the country monitoring process, by ensuring their participation in the various meetings planned, and through interviews and discussions to elicit their views for the qualitative assessment of effectiveness of aid in the country.

3. Workplan

The following [draft] workplan outlines the timetable of activities and outputs for the Mozambique 2008 PD monitoring exercise, as well as responsibilities for their implementation. Its activity content and principal timelines build from the general guidance provided to all participating countries by the Co-Chairs of the OECD-DAC Joint Venture on Monitoring the Paris Declaration, the Terms of Reference and the discussions between the Consultant and the National Coordinator and the DP's Focal Point, as well as guidance received at the 2008 Paris Declaration Survey Orientation Workshop (Kigali, 23-25 January 2008). The workplan will be finalized after the consultation to be undertaken by the National Coordinator and the DP's Focal Point with GoM agencies and DPs offices.

Mozambique Workplan for Implementation of the 2008 Monitoring the Paris Declaration on Harmonization and Aid Effectiveness				
Timing	Activities and Outputs	Responsible Agents/ Entities & Participants	Procedures / Approaches	Observation
18-25 January	Draft Workplan and finalize it after consultations between GoM and DPs; Prepare Process Pack	Consultant drafts and finalizes Workplan and prepares Process Pack	National Coordinator and DPs' Focal Point consult within GoM and DPs on the Workplan and feed back to Consultant for finalization	During this period the GoM Team and the Consultant attend the Kigali meeting on the preparation of the 2008 PD survey (23-25 January); also during this period the Consultant prepares Process Pack while in Kigali in collaboration with GoM Team
29 January (Morning)	Review and production of the Process Pack and preparation for the launching meeting	Consultant facilitates; attendance by National Coordinator GoM Team, and DPs Focal Point	Mainly a technical working meeting BUT also matters of substance to be discussed as necessary	Electronic and hard copy of the Process Pack containing the Questionnaire and any relevant Guidelines to be reviewed and made ready for the launching meeting;
30-31 January	Distribution of the process Pack and indication of DPs' contact persons	National Coordinator and DPs' Focal Point process the formal protocols assisted by the Consultant	Consultant follows up distribution protocols from the National Coordinator and DP Focal Point to ensure that GoM entities and DPs receive the Process Pack	GoM entities and DP missions name and communicate Contact Officers to Consultant (through National Coordinator and the DPs Focal Point)
6 February (Afternoon)	Launching Meeting: Joint GoM - DPs – Civil Society meeting to launch the 2008 PD Survey	National Coordinator convene and chairs, the meeting, with assistance from DPs' Focal Point; Consultant facilitates	Plenary session with all (or as much as possible) related GoM agencies, DPs, and Civil Society representatives; lasting between 120 minutes with a coffee break;	Introduction on the PD monitoring process; brief review of experience and issues from the 2006 exercise; feedback and guidance from the Kigali meeting; presentation of the Workplan and feedback from participants; distribution of the Process Pack to participants

Timing	Activities and Outputs	Responsible Agents/ Entities & Participants	Procedures / Approaches	Observation
6-22 February	Respondents fill in the Survey Questionnaire	GoM and DPs fill in the questionnaire; Consultant assists	Consultant follows up with GoM and DPs to answer questions and provide assistance in responding to the questionnaire	A draft schedule of meetings/visits to be provided at the launching meeting;
	Interviews with GoM, DP officers, and Civil Society Organizations; literature review and data collection	Consultant prepare and runs the interviews; GoM Team work with Consultant in data collection within Government	Interviews to focus on qualitative aspects of the Survey Questionnaire, on eliciting a discussion of issues and suggestions for the Action Plan, and on Preparing the Two-Pager input to the Accra September High Level Forum	GoM and DPs to confirm to the consultant the scheduled meetings when they indicate the name of the contact officers; Interviewees shall include both technical experts/assistants AND senior managers/policy makers in GoM and
14 February (Afternoon)	Interim Review of the monitoring/survey process by the GoM-DPs [<i>Working Group on Harmonization</i>];	National Coordinator convene and chairs the meeting of the GoM-DPs [<i>Working Group on Harmonization</i>], assisted by the DPs' Focal Point; Consultant briefs and facilitates	Working meeting to review the process and both technical and substantive policy issues emerging from the process;	Consultant briefs the Group on the process and issues/lessons from administering the questionnaire and the interviews; National Coordinator briefs the Group on any matters from GoM side; DPs Focal point briefs the Group on any matters from GoM side; discussion and deliberations follow to keep the process on track. The discussion also to focus on matters of policy substance emerging.
22 February (Afternoon)	Quality assessment and closure of the Questionnaire Administration process	Meeting of the GoM-DPs <i>Working Group on Harmonization</i> ; National Coordinator convenes and chairs assisted by the DPs' Focal Point ; Consultant briefs and facilitates	Working meeting to assess the quality and degree of success in administering the survey and qualitative interviews; review and discussion of emerging key policy issues	Consultant briefs the Group on the process and issues/lessons from administering the questionnaire and the interviews; National Coordinator briefs the Group on any matters from GoM side; DPs Focal point briefs the Group on any matters from GoM side; discussion and deliberations on outstanding matters follow.

Timing	Activities and Outputs	Responsible Agents/ Entities & Participants	Procedures / Approaches	Observation
<p>25 February-12 March</p> <p>(with Working Group meeting to review the outline on Thursday 28 February, morning)</p>	<p>Preparation and delivery of the Draft Report</p>	<p>Consultant drafts the outline and the full write up of the draft report;</p> <p>National Coordinator, DPs Focal Point and GoM-DPs Harmonization Working Group attend meeting to review/provide feedback on the outline</p>	<p>- The consultant will prepare an outline with bullet paragraphs covering all the main topics and issues of the report and review it in a meeting with the GoM Team and the the GoM-DPs <i>Working Group on Harmonization</i>; following the review meeting on 28 February, the Consultant will prepare the full write up of the draft report and deliver it by 12 March to the National Coordinator and the DPs' Focal Point for distribution to relevant GoM and DPs for review and feedback.</p>	<p>The draft (and subsequently the final) report shall comprise a complete report of the 2007 OECD-DAC survey of the Paris Declaration Implementation in Mozambique, a summary of findings, including recommendations from the survey, an action plan for the Paris Declaration Working Group (i.e. the GoM-DPs <i>Working Group on Harmonization</i>), and a Two-Pager of issues and challenges for Mozambique's contribution to the Accra HLF meeting in September 2008.</p>
<p>12-17 March</p> <p>(with a validation of GoM, DPs and Civil Society on March 17, afternoon)</p>	<p>GoM and DPs read and feedback on the Draft Report</p>	<p>National Coordinator and DPs' Focal Point convene and Co-Chair meeting of all GoM, DPs and CSOs on March 17 to discuss feedback on the report; Consultant absorbs and clarifies as needed</p>	<p>Prior to the meeting of March 17 GoM and DPs prepare written feedback and forward to Consultant through the National Coordinator and the DPs Focal Point; At the meeting on March 17 GoM, DPs and CSOs present oral feedback.</p>	<p>To reduce the workload on the National Coordinator and the DPs Focal Point, the feedback should be sent to them with a copy to the Consultant; during the March 17 meeting the National Coordinator and the DPs' Focal Point make open statements summarizing the feedback on the draft report that they will have received from their principals.</p>

Timing	Activities and Outputs	Responsible Agents/ Entities & Participants	Procedures / Approaches	Observation
12-26 March	Preparation and delivery of the Final Report	Consultant writes up the final report and delivers it to the National Coordinator and the DPs Focal Point	Half-way through the preparation of the final report the consultant may need to further consult with the National Coordinator and the GoM Team, as well as with the DPs' focal Point, but no further meetings of the GoM-DPs Harmonization Working Group are envisaged.	This report is the final product from the Consultant
26-31 March	Final review, packaging and transmission of the Final Report to OECD-DAC	National Coordinator; assisted as needed by the Consultant and DPs Focal Point	National Coordinator and DPs Focal Point circulate the Final Report for review and highlight of any outstanding matters of substance in which GoM and DPs may not agree, and prepare Notes on these issues and positions for attachment to the report	This will close the 2008 PD country monitoring exercise. In case GoM and DPs do not agree on substantive matters, they should agree to produce Notes with the respective positions to attach to the report.

End.