GUIDANCE ON DAC COUNTRY MEMORANDUM IN PREPARATION OF PEER REVIEWS

This cancel and replace has been issued to reflect changes to the DAC peer review reference guide that was approved at the DAC meeting on 9 March 2017 [DCD/DAC(2017)10].

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Purpose of the Memorandum

1. The memorandum is an important input into the peer review process and the key working document to help guide members of the peer review team in their enquiry. In addition to offering an opportunity for each DAC member to present a picture of its development co-operation system at a specific point in time, the memorandum provides background information as well as insight into how the country to be reviewed is progressing its programme. It also allows the peer review team to select issues and themes that will receive special attention during consultations in the capital and in the field. For these reasons each DAC member is required to prepare a memorandum before undergoing a peer review. In order for the memorandum to be of most use, it is vital it is frank and self-critical, focusing not only on the successes, but also the challenges facing the member with regards to its aid management. A whole-of-government approach is recommended in preparation of this memorandum. The document should be made available six weeks before the peer review team conducts its first mission to the capital or the field. Subject to the member's request, the memorandum may be posted on the OECD website.

Key information needed

2. The memorandum should cover the following areas:

- Major changes that have taken place since the previous peer review as well as significant changes that are likely to impact on the country’s development co-operation in the future, e.g. changes in response to recommendation in the previous peer review, new legislation, reorganisation or policy shift.

- Lessons of interest to the DAC as well as good practice, e.g. in implementing aid effectiveness commitments, mechanisms promoting policy coherence for development, good humanitarian donorship, the whole-of-government approach or organisational and operational aspects.

- Challenges and difficulties facing the member, which the peer review team or the DAC may be expected to provide some insight, guidance, or examples of best practice from other members.

Style, length and format

3. The country memorandum should be simple, short (40 pages maximum plus annexes), honest and self-reflective. It should also be forward looking, not only covering achievements since the last review and should have a two to three page executive summary.

- Ideally, it should broadly follow the overall structure of the Reference Guide [DCD/DAC(2017)10] focusing on the seven dimensions contained therein, namely:

  (i) Global efforts for sustainable development;

  (ii) Policy vision and framework;
(iii) Financing for development;

(iv) Structure and systems;

(v) Delivery modalities and partnerships;

(vi) Results management, evaluation and learning; and

(vii) Humanitarian assistance

- A list of references at the end of each chapter, with links to major documents and websites, should limit the amount of text needed in each chapter and guide peer review research.

4. **Annexes** should include:

i) follow-up to the recommendations from the previous peer review in matrix form;

ii) charts and tables on the organisational structure of relevant development co-operation agency or ministry, on human resource profile by work location (headquarters and field staff) and by specialty if possible, and on staff secondments to external organisation, if applicable;

iii) in cases of large and complex development co-operation systems, some indication of the spread of responsibilities among the main agencies, ministries and/or federal departments for international development and governance of the country’s programme;

iv) a glossary and abbreviations.

5. The memorandum should be in **WORD compatible** format.

6. This guidance will be reviewed periodically based on feedback from users.