

4 September, 2007

First Phase of the Evaluation of the Implementation of the Paris Declaration

Terms of Reference for Synthesis Report

1. Introduction

In response to the Paris Declaration commitment of conducting an independent cross-country evaluation, it has been decided to conduct a two-phase evaluation, commissioned and overseen by an international Reference Group, comprising members of the DAC Evaluation Network, partner country members of the WP-EFF and other interested countries, and representatives of civil society. Day-to-day management of the evaluation is entrusted to a small Management Group. The products of the evaluation will be reviewed by an independent Peer Review Team.

The evaluation will complement the monitoring of the implementation of the Paris Declaration, undertaken through the Joint Venture on Monitoring with the objective of providing a more comprehensive and qualitative understanding of how increased aid effectiveness contributes towards improved development effectiveness.

The first phase will run from March 2007 to July 2008 and will aim at providing information on the 'HOWs and WHYs' of the implementation process of the Paris Declaration in order to deliver practical lessons and help take stock of implementation performance at the 3rd High Level Forum (HLF) on Aid Effectiveness to be held in Ghana. The emphasis of this phase will be on input and output levels, through a series of partner country, Development Partner¹ headquarters, and thematic evaluations. These evaluations will be of a formative nature, capturing the incremental and incidental behavior changes associated with the PD.

The second phase of the evaluation will run from the HLF in Ghana in 2008 up to the 4th HLF in 2010. This second phase will examine whether the intended long-term effects of the Paris Declaration are being achieved with an emphasis on outcome and impact levels. The substance and the nature of the evaluation and its conduct are represented in the Framework ToR for the evaluation of the Paris Declaration and in the 'model' ToRs

¹ By Development Partners is meant donors, multilateral agencies, IFIs and other organisations engaged in development assistance.

for the country led partner country level evaluations and the Development Partner's headquarters evaluation (see annexes).

2. Scope and Structure of Work

The objective of this consultancy is to draft a synthesis of the evaluation outputs of phase 1 to be presented at the 3rd HLF on Aid Effectiveness to be held in Ghana in September 2008.

The scope of work for the consultancy is as follows:

- Elaborate inception report
- Draft and finalise synthesis report
- Be available for discussions with the Evaluation Management group during the course of the synthesis work
- Participate in a workshop (January 2008 in South Africa) with Reference Group members and evaluators responsible for the conduct of the headquarters evaluations and partner country level evaluations to discuss the emerging findings of the synthesis work
- Contribute to dissemination activities (including providing an input for the High Level Forum to be held in September 2008 in Accra)

The consultancy shall be conducted in three phases:

I) Inception phase:

Based on the Framework Terms of Reference for the First Phase Evaluation of the Implementation of the Paris Declaration, and a review of the various evaluation outputs, the synthesis team will develop a succinct inception report including:

- A draft synthesis report outline (to be elaborated based on the structure of the 2006 Survey on the monitoring of the Paris Declaration).
- A list of possible additional data/information sources to be consulted to cover potential evidence gaps.
- A detailed work plan.

The Evaluation Reference Group will be invited to review and comment on the inception report. The synthesis team will

respond in writing to all received comments. The Evaluation Management Group and an independent Peer Review team will conduct quality assurance of the inception report. The Inception Report must be approved by the Evaluation Management Group before work can proceed.

II) Drafting phase:

The drafting of the synthesis report will be based on the approved inception report with document review as the primary approach and (as relevant) phone interviews. The partner country level country and Development Partner headquarters evaluation reports will be annexed (in electronic format) to the synthesis report.

The synthesis report written in English should be a maximum 60 pages including the executive summary but excluding the annexes.

The following inputs will be made available to the synthesis team for their work: approx ten partner country level country evaluation reports and approx. ten Development Partner headquarters evaluation reports. As well as the reports of a number of thematic studies which are to be conducted as part of the overall evaluation.

III) Finalisation and dissemination phase:

The Evaluation Management Group and the independent peer review team will conduct quality assurance of all draft versions of the synthesis report. The draft synthesis report will be presented for the evaluation Reference Group for comments. The synthesis team will respond in writing to all received comments.

Upon completion of the final synthesis report, the evaluation team leader will collaborate with the dissemination team in order to facilitate focused and coherent dissemination of evaluation results. Further, the team leader will participate in dissemination activities during the 3rd HLF in Accra in September 2008.

3. Timetable

The timetable for the synthesis report work is as follows:

Timing	Activity
November 2007	Develop inception report
December 2007 – February 2008	Draft synthesis report
January 2008	Workshop on emerging findings (tentatively in South Africa)
March – April 2008	Finalise report based on received comments
September – October 2008	Dissemination activities including preparation of briefs (including participation in the HLM Accra)

4. Composition of Evaluation Team

A synthesis team, selected through international competitive proposal submission, will carry out the evaluation synthesis. The organization of the team's work is the responsibility of the Team Leader and should be specified and explained clearly in the proposal. The evaluation team should comprise the following key skills:

- Advanced knowledge of and experience with aid and development effectiveness including of the Paris Declaration.
- Advanced knowledge of and training in evaluation methodology including behavioral change evaluation approaches, experience with conducting complex evaluations and synthesis of the results of such evaluations.
- Knowledge of and experience with programme-based approaches (including Sector-Wide Approaches and other implementation mechanisms i.a. General Budget Support, Sector Budget Support, projects, grants to NGOs etc.).
- Knowledge of and experience with the partner countries and donor agencies being evaluated.
- Excellent writing and communication skills.

The team of minimum three members should reflect a gender balance and comprise international consultants reflecting a regional balance. Further, the team as a whole needs to hold superior skills in English and advanced skills in French and Spanish.

The team will report to the Evaluation Management Group.

The basic DAC evaluation principles concerning utilisation of external evaluators independent of those responsible for the design and implementation of the development intervention (in donor and implementing organisations) will be applied.

5. Input and Outputs

The inputs required for the consultancy may not exceed a total of DKK 1 million including all fees as well as expenses related to team participation in Evaluation Management Group / Reference Group and HLF meetings.

The main outputs from the evaluation are as follows:

- Inception report
- Synthesis report
- Briefs for dissemination.
- Dissemination at 3rd HFL