

MANAGEMENT STRUCTURE FOR THE EVALUATION OF THE PARIS DECLARATION

Reference Group

The overall strategic guidance for the evaluation will be provided by an international Reference Group with a broad membership (see list below) and co-chaired by a partner country representative (Ms. Pham Thi Than An, Vietnam) and a donor country representative (Mr. Niels Dabelstein, Denmark). The Reference Group will convene three or four times in the course of 2007 and 2008. The Reference Group has appointed a small Management Group tasked with day-to-day management of the evaluation. The Reference Group and Management Group are supported by a small secretariat hosted and funded by Denmark.

Purpose:

Ensure buy-in to the evaluation process from different stakeholders (partner countries, development partners and civil society). Give strategic directions (guidance) for the evaluation. Ensure that adequate resources are provided for the evaluation.

Tasks/Responsibilities:

- Appoint members of the Management Group
- Endorse overall framework for the evaluation
- Endorse mandate for the Management Group
- Endorse choice of thematic /cross cutting studies
- Participate in Steering Group(s) for thematic studies
- Comment on generic (model) ToRs for the partner country and development partner HQ evaluations
- Comment on ToR for evaluations of thematic / cross-cutting studies
- Comment on ToR for the synthesis study
- Comment on draft synthesis evaluation report
- Endorse dissemination strategy
- Participate in dissemination of evaluation results
- Facilitate the provision of funds for the evaluation

Meetings

Meetings of the reference group will take place at strategic points in time. To the extent possible meetings should be organised back-to-back with other events in which several members participate (meetings of the DAC Network on Development Evaluation - EvalNet, Working Party on Aid Effectiveness - WP-EFF, Joint Venture on Monitoring - JV-M, etc.)

1st Reference Group meeting took place 5-6 March 2007 in Paris.

2nd meeting to coincide with a Workshop in November 2007 to discuss initial findings and issues emerging from country and development partner studies; (participation in the Workshop not limited to the Reference Group).

3rd meeting in March 2008 to discuss draft synthesis evaluation report.

4th meeting after the 2008 HLF in Accra to take stock and give directions for future work.

Between meetings the Management Group may seek endorsements and comments from the Reference Group by e-mail.

Membership

The Reference Group membership comprise:

- WP-EFF Partner-country representatives plus representatives of any other country undertaking country level evaluations.
- OECD/DAC Network on Development Evaluation members representing development partner countries/agencies including UNDP's Evaluation Office representing UNEG and World Bank IEG representing IFIs.
- Reality of Aid/Ibon representing civil society organisations in partner countries.
- EURODAD/Bond representing civil society organisations in donor countries.
- AFREA, the professional evaluation association in Africa.

Management Group

A small Management Group is responsible for day-to-day coordination and management of the overall evaluation process under guidance from the Reference Group. The Management Group will be supported by a small secretariat hosted and funded by Denmark.

Purpose

Coordinate the overall evaluation process; manage its components as specified below and ensure progress according to time schedule end within budget.

Tasks/Responsibilities

- Consult the Reference Group on issues within its mandate
- Keep the Reference Group and other relevant stakeholders informed about progress
- Develop the draft evaluation framework
- Develop Model ToR for country and development partner level evaluations
- Develop a programme of thematic/cross cutting studies
- Develop ToR, structure and methodology for the Phase 2 summative evaluation
- Develop criteria for selection of consultants for the various evaluation components (country, development partner, thematic/cross-cutting studies and synthesis study)
- Advise and provide support to partner countries and development partners/agencies on the implementation of country and development partner evaluations incl. ToR, quality assurance and quality control. These tasks can be done directly by members of the Management Group or through consultants if necessary
- Assist and provide advise to partner countries and donors/agencies in selecting consultants for the individual evaluations (e.g. through provision of consolidated list of potential evaluators)
- Commission thematic /cross-cutting studies, the synthesis report, and other consultancies as necessary (e.g. select and appoint consultants and peer reviewers)
- Ensure that mechanisms for resolving disputes are in place
- Develop and implement communication and dissemination strategy
- Oversee budget, spending and accounting for the Trust Fund kept by Danida

Membership

Maximum 6 members

Up to three partner country representatives (At the moment Vietnam and South Africa represent partner countries. This needs confirmation by the WP-EFF Partner Caucus)

UNDP (Evaluation Office)

Denmark (Evaluation Department, Danida/Secretariat for the Evaluation of the PD)

The Netherlands (Policy and Operations Evaluation Department, Ministry of Foreign Affairs)

The Management Group may be supported by Advisory Groups established for specific thematic/cross-cutting studies.

Meetings

The Management Group will meet as necessary, to the extent feasible back to back with other meetings or by video/telephone conference. The Management Group may call on resource persons to attend.

Financing the Evaluation

The cost of developing the evaluation framework, the medium term programme of thematic studies and analytical work, the synthesis report as well as meetings, workshops, reporting, dissemination etc., will be financed from a Central Pool/Trust Fund managed by Denmark. The estimated cost is EUR 1,460,500. The Central Pool or Trust Fund and the Secretariat are fully funded by voluntary contributions.

Each partner country level evaluation should cost no more than USD 185,000. The cost of these evaluations should be borne by the development partners and partner countries involved preferably by pooled resources in the country. They may also be financed by contributions from Development partners' Evaluation Departments. Several development partners have indicated interest in doing so.

Each development partner level evaluation is estimated at a maximum of USD 130,000. This does not include cost of possible fieldwork in partner countries¹. The development partner evaluations should be financed by the development partner concerned.

¹ The partner country level evaluations are conducted to investigate the implementation of the Paris Declaration at field level. In the event development partners have no structural aid relation in a sufficient number of countries in which the partner country level evaluations are conducted, development partners may consider conducting a field level investigation as part of their development partner level evaluation.

Annex 1

Budget for the Joint Evaluation of the Implementation of the Paris Declaration
revised 25 March 2007

			DKK	EUR	USD
Exchange rate				7.45	5.50
Synthesis consultants			2.000.000	268.456	363.636
Thematic/cross cutting studies			5.000.000	671.141	909.091
Peer reviews			200.000	26.846	36.364
Partner country participation:					
Reference Group meetings	4	300.000	1.200.000	161.074	218.182
Mgmt. Group meetings	7	60.000	420.000	56.376	76.364
High Level Forum			100.000	13.423	18.182
Translation of documents			200.000	26.846	36.364
Report printing etc.			800.000	107.383	145.455
Feedback workshops & seminars			750.000	100.671	136.364
Contingencies 5%			1.000.000	134.228	181.818
Total Core Cost			11.670.000	1.566.443	2.121.818

Country level Evaluations	10	1.000.000	10.000.000	1.342.282	1.818.182
Development partner HQ Evaluations	8	750.000	6.000.000	805.369	1.200.000
Total			16.000.000	2.147.651	3.018.182

			DKK	EUR	USD
Grand Total			27.670.000	3.714.094	5.140.000
Secretariat provided in-kind by Denmark			4.830.000	648.322	878.182

Contributions

Core Funding

	EUR
Contributions received/committed	
Finland	300.000
France	200.000
Germany	120.000
Netherlands	100.000
UK (£ 600.000)	850.000
Subtotal	1.570.000
Contributions pledged	
Sweden	50.000
Total	1.620.000

Pledges for Country Studies

Belgium	1	tbc
Canada	1	tbc
Finland	2	(one or more, tbc)
Japan	2	Bangladesh and Philippines
Ireland	1	tbc
Spain	1	Bolivia tbc
UNDP	1	Sri Lanka - local funding
DK & UK	1	Vietnam - local funding
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