

## Global Partnership for Effective Development Co-operation

### Terms of reference for a Focal Point for Civil Society Organisations (CSOs) at the country level

#### 1. Background

Since its establishment in 2011, more than 160 countries and 46 international organisations have endorsed the **Global Partnership for Effective Development Co-operation** (GPEDC) with the aim of improving the impact of development efforts. To that end, a monitoring framework, comprised of a set of [10 indicators](#), serves to keep all parties mutually accountable and generates evidence on ways to improve development effectiveness.

Over 70 developing countries have expressed interest to participate in the GPEDC's second monitoring round (2015-16). While the monitoring exercise is led by developing country governments (particularly by a national co-ordinator<sup>1</sup>, who usually sits in the ministry of finance, planning or foreign affairs), active participation of civil society organisations in the monitoring process at the country level will be crucial to ensure the success of this collective effort.

Local and international Civil Society Organisations (CSOs) are invited to engage in the second monitoring round of the GPEDC by participating in the assessment for indicators 2 (CSO enabling environment and development effectiveness) and 3 (public private dialogue), and by engaging in dialogue around the monitoring results. Their participation in the process will be facilitated by the designation of a "CSO focal point" in each participating country.

CSOs/CSO networks in developing countries interested in engaging in the GPEDC Second Monitoring Round (2015-2016) are invited to participate by proposing a *CSO focal point* to national-coordinators in participating countries.

#### 2. Profile

The ideal focal point for CSOs:

- Is affiliated to a country-level CSO/CSO network engaged in policy advice and/or development programmes. In particular, individuals and organisations that are part of national CSO platforms are encouraged to apply;
- Maintains a solid network of contacts across other CSOs in the country;
- Possesses a good understanding on the current CSO enabling environment at the country level and, more generally, around the overall development effectiveness agenda.

#### 3. Role

The CSO focal point is invited to refer to the [Monitoring Guide](#) to have a comprehensive understanding of his/her role in the monitoring exercise (see particularly Part II, page 19 "Guidance for other stakeholders"). An overview of stakeholders' responsibilities in the monitoring process, and particularly in reporting data, is outlined in Annex 1 & 2 of these Terms of Reference.

The focal point for CSOs will be expected to:

- Represent and co-ordinate with country-level CSOs during consultations with the government's national co-ordinator and providers of development co-operation (particularly during the kick-off and validation meetings);
- Participate in the assessment for indicators 2 and 3;
- Participate in dialogue around the monitoring results for all indicators.

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<sup>1</sup> The national co-ordinator is the representative appointed by the government of countries participating in the Second Monitoring Round to manage the overall data collection and validation process in the country. The contact information for national co-ordinators is being made available in the [GPEDC online community space](#) to other participating stakeholders (country information is updated as it becomes available).

#### 4. Key Activities

The CSO focal point is invited to engage in the monitoring exercise by following the steps outlined below. These TORs are conceived as to provide guidance to the CSO focal point, but the process allows for flexibility and encourages that the proposed activities be – to the extent possible – grounded in the country's own frameworks and processes. In particular, the engagement of CSOs in this process can build on existing CSO/government consultation platforms.

- **(1) Multi-stakeholder consultation kick-off meeting (Oct – Nov 2015).** The national co-ordinator is expected to convene a kick-off meeting with relevant partners, with the aim of raising partners' awareness on the monitoring process, agreeing on which stakeholders should be involved and agreeing on a timeline and on roles and responsibilities of each stakeholder. The CSO focal point will be invited to participate in this meeting.

- **(2) Data collection and validation (Nov 2015 – March 2016).**

Data collection: the CSO focal point is invited to actively participate in the assessment for indicator 2 and 3, which will be coordinated by the national co-ordinator. The CSO focal point is expected to consult with his/her constituency (i.e. CSO representatives in the country), and to provide consolidated feedback to the national co-ordinator.

Data validation: the CSO focal point is expected to participate in the validation of data collected for indicators 2 and 3. The national co-ordinator can decide to carry out the validation process during a multi-stakeholder meeting.

Please refer to the monitoring guide for more information on the data collection and validation process (page 48 for indicator 2, and page 56 for indicator 3).

- **(3) Multi-stakeholder dialogue around findings (Sept – December 2016).** The CSO focal point is invited to initiate and/or actively participate in discussions on the findings from the monitoring exercise. Reviewing progress in consultation with stakeholders can serve to boost dialogue and help ensure that all co-operation partners match commitments with actions.

#### 5. Process to identify the CSO focal point

While there is no predetermined focal point designation process (in the interest of flexibility and adjustment to country contexts), the UNDP-OECD Joint Support Team invites CSOs/CSO networks at the country level to agree with the government on who can best play the focal point role.

Existing CSO platforms (e.g. development co-operation CSO platforms) are particularly encouraged to participate as focal points. The UNDP-OECD Joint Support Team also invites other global CSO platforms (e.g. CSO Partnership for Development Effectiveness) to provide recommendations on the best suited candidates at the country level for the role.

#### 6. Duration

The participation of the CSO focal point at the country level starts in 1 October 2015 (or, alternatively, the effective date of appointment) to December 2016.

**Annex 1 – Overview of stakeholders' responsibilities in the overall monitoring process**

Who?	What?
<b>Government</b> (Nat. co-ordinator, engaging relevant ministries/ gov, agencies)	<ul style="list-style-type: none"> <li>- Oversee and coordinate data collection and validation</li> <li>- Provide data for indic. 1, 5b, 6, 7, 8</li> <li>- Coordinate the assessment for indicators 2 and 3</li> <li>- Facilitate dialogue around monitoring results</li> </ul>
<b>Providers</b>	<ul style="list-style-type: none"> <li>- Provide data for indic. 1, 5a, 6, 9b and contribute to data validation</li> <li>- Participate in the assessment for indicators 2 and 3 (focal point)</li> <li>- Participate in dialogue around the monitoring results</li> </ul>
<b>CSOs</b>	<ul style="list-style-type: none"> <li>- Participate in the assessment for indicators 2 and 3 (focal point)</li> <li>- Participate in dialogue around the monitoring results</li> </ul>
<b>Private sector</b>	<ul style="list-style-type: none"> <li>- Participate in the assessment for indicators 3 (focal point)</li> <li>- Participate in dialogue around the monitoring results</li> </ul>
<b>Trade unions</b>	<ul style="list-style-type: none"> <li>- Participate in the assessment for indicators 3 (focal point)</li> <li>- Participate in dialogue around the monitoring results</li> </ul>
<b>Parliamentarians</b>	<ul style="list-style-type: none"> <li>- Participate in dialogue around the monitoring results</li> </ul>
<b>Local authorities</b>	<ul style="list-style-type: none"> <li>- Participate in dialogue around the monitoring results</li> </ul>

**Annex 2 – Overview of stakeholders' responsibilities in reporting data****For each indicator:**

- ✓ Who reports to the national co-ordinator?
- ✓ What type of data (quantitative or qualitative)?

INDICATORS	Gov.	Providers	CSOs	Private sector	Trade Unions	TYPE of DATA
1 Use of country results frameworks	■	■				QUANTI & QUALI
2 CSO enabling environment	■	focal point	focal point			QUALI
3 Private sector engagement	■	focal point	focal point	focal point	focal point	QUALI
5a Predictability (annual)		■				QUANTI
5b Predictability (medium-term)	■					QUALI
6 Aid on budget	■	■				QUANTI
7 Mutual accountability	■					QUALI
8 Gender equality and women's empowerment	■					QUALI
9b Use of PFM and procurement systems		■				QUANTI