

Global Partnership for Effective Development Co-operation
Terms of reference - Focal Point for Providers of Development Co-operation 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-ordinator¹, who usually sits in the ministry of finance, planning or foreign affairs), active participation of providers of development co-operation in the process of data collection and validation at the country level will be crucial to ensure the success of this collective effort.

Providers of development co-operation at headquarters are invited to reach out to their country offices in countries participating in GPEDC's Second Monitoring Round (2015-2016) to:

- Identify a contact person for the organisation at the country office, and
- Jointly propose [with the rest of the providers in the country and with the government's acquiescence] a single focal point for providers in each country to the national co-ordinator.

2. Profile

The ideal focal point for providers of development co-operation:

- Is a country office representative or senior government official from a provider with an active presence in the country. In particular, officials sitting in government-donor coordination groups or roundtables are encouraged to participate;
- Maintains a solid network of contacts across other providers in the country;
- Has regularly been engaged in policy dialogue with government representatives and/or in country-level programming exercises;
- Possesses a sound understanding of the development effectiveness principles and is familiar with the Busan principles for effective development co-operation.

3. Role

The provider 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 17 "Guidance for providers"). An overview of stakeholders' responsibilities in the monitoring process, and particularly in reporting data, is outlined in Annexes 1 & 2 of these Terms of Reference.

The selected focal point for providers will be expected to:

- Facilitate providers' country offices engagement in the monitoring process
- Represent and coordinate with other country-level providers during consultations with the government's national co-ordinator and the focal points for other stakeholders (e.g. private sector, civil society organisations), particularly during the kick-off and validation meetings.

4. Key Activities

The provider 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 provider focal point, but the process allows for flexibility and encourages that the proposed activities be – to the extent possible – grounded in

¹ 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 in each country is being made available in the [GPEDC online community space](#) to other participating stakeholders (country information is updated as it becomes available).

OCTOBER 2015

the country's own frameworks and processes. In particular, the engagement of providers in this process can build on existing government-providers coordination groups or 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 provider focal point will be invited to participate in this meeting.
- **(2) Data collection and validation (Nov 2015 – March 2016).**

Data collection: the national co-ordinator will collect data from providers at the country level for indicators 1, 2, 3, 5a, 6, 9b. In order to do so, the national co-ordinator is encouraged to use existing data where possible (e.g. extract data from the country's Aid Information Management System), and when data is not already available, he/she may collect data from providers on an ad hoc basis. While each provider country office is responsible for submitting requested data to the national co-ordinator in a timely manner, the provider focal point will be expected to facilitate providers' engagement in the process. In addition, provider country offices are encouraged to liaise with their headquarters in the data collection phase to further strengthen the quality of reporting.

Data validation: the national co-ordinator will validate the data collected for indicators 1, 2, 3, 5a, 6, 9b in consultation with the providers' country offices (the national co-ordinator can decide to carry out the validation process during a multi-stakeholder meeting). The provider focal point will be expected to facilitate providers' engagement in the validation process.

- **(3) Final review (April – May 2016).** Upon receiving final data sets from the UNDP-OECD Joint Support Team, the national co-ordinator ensures a final review in consultation with providers. The provider focal point will be expected – if need be – to facilitate providers' engagement in the process.
- **(4) Multi-stakeholder dialogue around findings (Sept – December 2016).** The provider 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 focal point for providers

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 stakeholders at the country level to agree with the government on who can best play the focal point role. Representatives or chairs from existing provider/donor coordinating platforms are particularly encouraged to participate as focal points.

6. Duration

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

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