Global Partnership for Effective Development Co-operation
Indicative Terms of Reference
Focal Point for Civil Society Organisations (CSOs)

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** (the Global Partnership) 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.

The Global Partnership 2018 monitoring round has taken off, with 70+ partner countries about to lead national monitoring exercises (see list of participating countries at www.effectivecooperation.org/2018monitoring). These monitoring exercises are led by partner country governments through an appointed national co-ordinator sitting in the ministry of finance, planning or foreign affairs, and involving all types of development actors. **Active participation of civil society organisations in these national monitoring exercises is crucial to ensure the inclusiveness and success of the collective effort to increase the country's development effectiveness.**

National and international civil society organisations (CSOs) can engage in national exercises organized by countries participating Global Partnership's 2018 monitoring round, in the assessment for indicator 2 ("*CSOs operate within an environment that maximises their engagement in and contribution to development*"), and by engaging in dialogue around the overall results of the monitoring exercise. Their participation in the process will be facilitated by the designation of a "CSO focal point" in each participating country.

At the country level, CSOs and CSO networks interested in engaging in the Global Partnership's 2018 monitoring round are invited to participate by **proposing a joint *CSO focal point*** to national-coordinators of participating country, and by **sharing inputs** (through that CSO focal point) for the questionnaire of the civil society indicator.

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, including beyond the capital.
- 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 focal point for CSOs will:
- Represent and co-ordinate with country-level CSOs during consultations with the government's national co-ordinator and focal points for other stakeholders (e.g. development partners, private sector), particularly during the kick-off and validation meetings;
- Participate in the assessment for indicators 2;
- Participate in dialogue around the monitoring results for all indicators.

4. Key Activities

The CSO focal point can consult the questionnaire for indicator 2 in **Annex 2,** and may refer to Part 2 of the Monitoring Guide to read an overview of the roles played by different stakeholder throughout the country-level process.

The CSO focal point is invited to engage in the monitoring exercise by following the steps outlined below. These TORs are conceived 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.** 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 (September – October 2018).**

  Data collection: the CSO focal point is invited to actively participate in the assessment for indicator 2, 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.

  To help CSOs interpret and understand the questionnaire's different responses, CSOs can find a printable document with help here: http://bit.ly/2018_indicator2

  Data validation: the CSO focal point is encouraged to participate in the validation of data collected for indicator 2. The national co-ordinator can decide to carry out the validation process during a multi-stakeholder meeting or through alternative methods.

- **(3) Final review (November - December 2018).** Upon receiving final data sets from the OECD-UNDP Joint Support Team, the national co-ordinator ensures a final review in consultation with different stakeholders. The CSO focal point will be expected – if need be – to facilitate other civil society partners' engagement in the process.

- **(4) Multi-stakeholder dialogue around findings (starting in January 2019).** The CSO focal point and the rest of CSOs in the country can 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 OECD-UNDP 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 OECD-UNDP Joint Support Team also invites other global CSO platforms (e.g. CSO Partnership for Development Effectiveness) to provide suggestions on the best suited candidates at the country level.

6. Duration

The CSO focal point will participate in the country level process from September (or the effective date of appointment) to December 2018.

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

Who?	What?
Government (Nat. co-ordinator, engaging relevant ministries/ gov agencies)	- Oversee and coordinate data collection and validation - Provide data for indic. 1b, 5b, 6, 7, 8, and commentary to 4, 9b, 10 - Coordinate the assessment for indicators 2 and 3 - Facilitate dialogue around monitoring results
Development partners	- Provide data for indic. 1a, 5a, 6, 9b and contribute to data validation - Participate in the assessment for indicators 2 (only the focal point) - Participate in dialogue around the monitoring results
CSOs	- Participate in the assessment for indicators 2 (focal point) - Participate in dialogue around the monitoring results
Private sector	- Participate in the assessment for indicators 3 (focal points) - Participate in dialogue around the monitoring results
Trade unions	- Participate in the assessment for indicators 3 (focal point) - Participate in dialogue around the monitoring results
Parliamentarians	- Participate in dialogue around the monitoring results
Subnational governments	- Participate in dialogue around the monitoring results

INDICATOR 2: CIVIL SOCIETY ORGANISATIONS OPERATE WITHIN AN ENVIRONMENT THAT MAXIMISES THEIR ENGAGEMENT IN AND CONTRIBUTION TO DEVELOPMENT

WHAT THIS INDICATOR MEASURES

This indicator measures the extent to which governments and development partners contribute to an enabling environment for Civil Society Organisations (CSOs); and the extent to which CSOs are implementing the development effectiveness principles in their own operations.

WHY THIS IS IMPORTANT

The political, financial, legal and policy context in which CSOs work, as well as the ways in which these development actors organise themselves and work with governments and development partners, deeply affects their development effectiveness and contributions to achieve results.

HOW IT IS CONSTRUCTED

The indicator is structured around four thematic modules and sixteen questions reflecting the enabling environment and CSO practices that help them contribute to development effectively. The responses to the sixteen questions are reported by the national co-ordinator collectively with CSOs and development partners.

Complementary information to help respondents identify the answer that better reflects the reality in their own country is available at: http://bit.ly/2018_indicator2. The information also appears automatically in the **Country Excel** when the mouse scrolls over the different levels.

STEP BY STEP GUIDANCE

To answer the questionnaire for this indicator, a multi-stakeholder dialogue between government, CSOs and development partners (ideally through focal points representing these constituencies) is suggested. This approach creates an entry point to discuss CSO enabling environment and development effectiveness issues at country level and strengthens the mutual understanding of progress and challenges. Where relevant, national co-ordinators are encouraged to hold this dialogue using existing in-country dialogue platforms with civil society, or other ongoing engagement processes (e.g. CSO platforms and roundtables with governments and development partners).

The suggested steps to collect the data and report through a multi-stakeholder dialogue are the following:

1) Focal points for CSOs and for development partners are identified, prioritising their ability to convey representative views of each constituency. To facilitate the process, the Joint Support Team will share with national co-ordinators a list of CSO focal points who have been already trained in the indicator methodology, which are available for a number of countries.

2) The national co-ordinator reaches out to identified focal points for CSOs and development partners and shares the questionnaire materials and guidance with them.

3) In preparation for the dialogue, focal points for CSOs and development partners are encouraged to consult with their constituencies in order to provide responses to the questionnaire that represent the views of each constituency[1];

4) The national co-ordinator convenes these focal points in a multi-stakeholder dialogue or exchange, and records their names and contact details in the questionnaire (tab "2").

5) A tab ("CI-2") with data from related indicators sourced from existing global indicators is included in the **Country Excel**, to provide context and inform discussion on the indicator questionnaire. This

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[1] In reaching out to the relevant constituencies, CSO focal points are encouraged to also reach to a variety of CSOs, trade unions, foundations and other social agents – where relevant to country context.

tab provides a picture of the country's performance in areas that are relevant for CSO's engagement and contribution to development.

6) For each of the sixteen questions, participants discuss which of the four different levels best reflects the current situation in country.

7) The national co-ordinator and the focal points for CSOs and development partners register their specific answers to each question in the **Country Excel**, which allows for individual answers from government, CSOs and development partners.

8) Additional observations from participants can be reflected in the dedicated space at the bottom of the questions.

QUESTIONNAIRE

▪ TO BE ANSWERED BY **NATIONAL CO-ORDINATOR** IN CONSULTATION WITH **FOCAL POINTS FROM CIVIL SOCIETY AND DEVELOPMENT PARTNERS**

Module 1: Space for CSO dialogue on national development policies

Qg+1A. To what extent does the government consult CSOs in the design, implementation and monitoring of national development policies?

Qg+1B. In the context of Agenda 2030 and the Sustainable Development Goals (SDGs), to what extent does the government consult CSOs in the prioritisation, implementation and monitoring of the SDGs?

Qg+1C. To what extent do CSOs have the right in law and in practice to access relevant government information for effective participation in consultations with the government?

Qg+1D. To what extent have the results of recent consultations with CSOs informed government design, implementation and monitoring of national development policies?

Module 2: CSO development effectiveness: Accountability and transparency

Qg+2A. To what extent are partnership equitable and based on mutual interest between financing CSOs and their CSO partners?

Qg+2B. To what extent do CSOs participate in CSO-initiated co-ordination, including mechanisms (e.g. platforms, networks, associations) that facilitate CSOs engagement in policy dialogue and/or co-ordination among CSOs at national or sectoral level?

Qg+2C. To what extent are CSOs implementing their development work guided by international human rights standards and principles? (e.g. human rights based approaches

Qg+2D. To what extent are CSOs aligning with CSO-led accountability mechanisms to address CSOs' transparency and multiple accountabilities?

Module 3: Official development co-operation with CSOs

Qg+3A. To what extent do development partners consult CSOs in the design, implementation and monitoring of their development co-operation policies and programmes?

Qg+3B. To what extent is the promotion of an enabling environment for CSOs (e.g. political, financial, legal and policy aspects) an agenda item in development partners' policy dialogue with the government?

Qg+3C. To what extent is development partner financial support maximising sustainable engagement of CSOs in all aspects of development?

Qg+3D. To what extent do development partners make available information about their CSO support to the public, including to the government?

Module 4: Legal and regulatory framework

Qg⁺4A. With respect to the rights to freedoms of assembly and expression, to what extent does the legal and regulatory framework enable CSOs to exercise these rights in law and in practice?

Qg⁺4B. With respect to the freedom of association, to what extent does the legal and regulatory framework enable in law and practice CSO formation, registration and operation?

Qg⁺4C. To what extent are CSOs working with marginalised populations and at-risk groups effectively protected from discrimination?

Qg⁺4D. To what extent does the legal and regulatory environment facilitate access to resources for domestic CSOs?

DEFINITIONS	
Civil Society Organisations (CSOs)	CSOs can be defined to include all non-market and non-state organisations outside of the family in which people organise themselves to pursue shared interests in the public domain. They cover a range of organisations that includes membership-based CSOs, cause-based CSOs and service-delivery CSOs.
Consultation	Consultation is a process through which subjects or topics of interest are discussed within or across constituency groups. Consultations are more formal and interactive than dialogue. The objective of a consultation is to seek information, advice and opinion. In any consultative process, the convener is not only gathering input, but sharing information as well. The organizer seeks to identify and clarify interests at stake, with the ultimate aim of developing a well-informed strategy or project that has a good chance of being supported and implemented. Providing and sharing information is seen as the foundation of an effective consultation process.
CSO accountability mechanisms	CSOs are accountable in many ways and at different levels to their constituencies, to their governance structures, to their programming counterparts and to government regulatory bodies. In many countries accountability of CSOs is also guided by CSO initiated and agreed codes of conduct and standards, which are the foundation of CSO accountability mechanisms. These standards cover best practice in governance, CSO transparency, human rights with respect to staffing, financing and programming practices.
CSO enabling environment	The political, financial, legal and policy context that affects how CSOs carry out their work.

Development partners financial support to CSOs	Development partners' financing modalities should be embedded in an overarching policy for support to CSOs as development actors in their own right, as first acknowledged in the Accra Agenda for Action. This recognition implies that the scope and roles for CSOs in development are distinct from government and official development partners, and CSOs should be supported based on CSO proposals derived from their own objectives and partnerships, and not by objectives defined through the priorities of a given development partner.
	Good practice in funding CSOs therefore suggests an increased use of modalities that strengthen CSO ownership, independence and flexibility to be responsive to community priorities, such as core or institutional funding and co-financing mechanisms. Strengthened dialogue with CSOs, especially in partner countries, allows for increased transparency and possibilities for CSOs to influence development cooperation, including development partners' civil society support. Improved coordination, simplification and harmonization of funding requirements between development partners are also part of good practice contributing to reduced transaction costs and increased access for a diversity of CSOs.
Equitable CSOs partnerships	Equitable CSO partnerships, in all their diversity, are expressions of social solidarity through long term collaborations based on shared values and mutually agreed goals. Such partnerships are rooted in trust, respect and leadership of partner country CSOs. They require deliberate efforts to counter-balance power inequalities between financing CSOs and partner country counterparts, the realities of gender inequities and women's exclusion, and sometimes-large disparities in capacity. Equitable partnerships are characterized by negotiated programming and shared responsibilities, mutual decision-making and accountability, and processes for addressing any potential conflict. Programming priorities are derived from implementing partners' goals and priorities.
Freedom of assembly	Freedom of assembly is the individual right to come together and collectively express, promote, pursue and defend common interests. The right to freedom of association is recognized as a human right, a political freedom and a civil liberty.
Freedom of association	Freedom of association is the right to associate with others to form bodies in which to pursue common objectives collectively.
Freedom of expression	It is the freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.
Financing CSOs	Financing CSOs are a type of CSO that provides funding to other CSOs for the implementation of development programmes. An example of financing CSOs are international NGOs providing financial resources to domestic CSOs.
Government-owned civil society organisations	A government-owned CSO is a civil society organization created or sponsored by a government to pursue its political interests or promote its international or geopolitical interests at home or abroad.

Human rights-based approach (HRBA)	A human rights-based approach is a conceptual framework for the process of human development that is normatively based on international human rights standards and operationally directed to promoting and protecting human rights. It seeks to analyse inequalities which lie at the heart of development problems and redress discriminatory practices and unjust distributions of power that impede development progress. (UN HRBA portal). It does this by integrating human rights norms and principles into every area of development co-operation, including the process itself, and in every thematic area of work. This helps to promote the sustainability of development work, empowering people themselves - especially the most marginalized - to participate in policy formulation and hold accountable those who have a duty to act.
Marginalised populations	Marginalised populations frequently experience different forms of marginalisation, vulnerability or discrimination. This might include trade unions, women's rights organisations, organisations of particular ethnic groups, human rights organizations, and organisations of indigenous peoples, religious minorities, environment or land rights organizations, LGBT organizations, or organizations of people with disabilities.
Multi-stakeholder dialogue	A policy process or development initiative that brings together two or more stakeholder groups (government, development partners, CSOs, private sector, etc.) on the basis of equality among the stakeholders.