

**Terms of Reference
DFID Evaluation Department**

**Secretary / Manager & Co-ordinator, FTI Evaluation Oversight
Committee**

Summary

1. On behalf of a group of international agencies and partner countries, DFID seeks an international consultant to act as Secretary / Manager and Co-ordinator for the forthcoming joint evaluation of the Education for All Fast Track Initiative (EFA FTI). The post will be known as Secretary to the multi-national Evaluation Oversight Committee (EOC).
2. The 12-member EOC, which includes donor and partner country representatives, was established by the FTI Partnership in late 2007. The EOC will oversee the design and implementation of an external evaluation of the FTI. The Secretary will ensure the effective management of the FTI evaluation, as per the following Terms of Reference (and the specific tasks identified in para. 14 below).

Background: the Fast Track Initiative

3. The Education for All – Fast Track Initiative (EFA-FTI) was initiated in 2002 by 22 bilateral donors, development banks and international agencies active in supporting education in low-income countries. It aims to help countries accelerate progress towards the MDG education goals through provision of financial assistance and support for capacity building.
4. Structured as an innovative and evolving global partnership of developing countries and donor agencies, the FTI focuses on the core Education For All goal of universal primary completion (UPC) for boys and girls by 2015. The FTI explicitly links increased donor support for primary education to recipient countries' policy performance and accountability for results. It is sector-specific, and seeks to make operational the broader framework of the international aid architecture for development (including Monterrey, Rome and Paris commitments).
5. The FTI comprises: (i) a Global Partnership, (ii) in-country groups and (iii) a Secretariat hosted by the World Bank. The FTI partnership is co-chaired on a rotating basis by one G8 and one non-G8 donor, supported by a Steering Committee, and a Secretariat that is housed in the World Bank. Partner countries have 4 representatives on the Steering Committee.
6. There are two main Trust Funds, each with different objectives and target countries: The Education Program Development Fund (EPDF), which is currently supported by 10 donors (and provides small grants to countries to develop capacity for sector analysis and planning), and the Catalytic Fund

(CF), which is supported by 15 donors (and provides short term grants to FTI-endorsed countries to implement plans). Both funds are administered by the World Bank.

7. By December 2007, the EPDF had disbursed almost US\$15 million to over 60 countries; the CF had disbursed US\$218 million to 18 countries. A Report prepared for a World Bank study of Global Programs and Partnerships (Feb 2007) noted that the Catalytic Fund 'represents an excellent instrument (as far as Paris criteria are concerned) to handle the scaled up bilateral assistance required to achieving the education MDG, and it smoothes over bilateral donor volatility.'¹

8. **AIMS:** The FTI was established as an innovative channel for multilateral effort, focusing on two of the key millennium goals. It aims to accelerate Universal Primary Completion by promoting:

(i) **More efficient aid for primary education**, through actions by development partners to maximise co-ordination, complementarities and harmonisation in aid delivery, and reduce transaction costs for FTI recipient countries;

(ii) **Sustained increases in aid for primary education** in those countries which have demonstrated the ability to use it effectively;

(iii) **Sound sector policies in education**, through systematic review and indicative benchmarking of recipient countries' education policies and performance;

(iv) **Adequate and sustainable domestic financing for education**, within the framework of a country's national poverty reduction strategy, medium term expenditure framework or other country statement;

(v) **Increased accountability for sector results**, through annual reporting on policy progress and key sector outcomes against a set of appropriate indicators in participating countries, and transparent sharing of results.

Additional Aim

(vi) The FTI also aims **to promote increased mutual learning** on what works to improve primary education outcomes and advance EFA goals.

Guiding Principles

9. The principles guiding the Fast Track Initiative are:

- Country ownership;
- Benchmarking;

¹ 'Education for All – Fast Track Initiative – An Embodiment of the Paris Declaration on Aid Effectiveness?', by Kent Buse, ODI, February 2007

- Support linked to performance;
- Lower transaction costs;
- Transparency.

10. The FTI has now been established for 6 years. In 2007, it was agreed that an independent evaluation should be undertaken, focusing in particular on the value-added offered by the FTI ².

Evaluation of the FTI

11. In late-2007, at the invitation of the Education for All Fast Track Initiative (FTI) Partnership's Steering Committee, DFID agreed to participate as one of 11 members of a committee to oversee a planned joint evaluation³. The Evaluation Oversight Committee was tasked to design and commission an independent evaluation, and to gain stakeholder buy-in. The FTI Secretariat, conscious of the need to maintain neutrality, offered minimal support, and envisaged withdrawing entirely once the task had been initiated.

12. It had been envisaged that the EOC would operate 'virtually', undertaking its work through a web 'portal' and e-mail correspondence. It was quickly evident that this mode of operation was not likely to be successful, as members of the group had only assigned a small proportion of their working time to the evaluation.

13. It was therefore agreed by the EOC in early 2008 that its Terms of Reference should be re-drafted (revised draft attached as Annex A); and that two consultants should be appointed. One would undertake the day-to-day administrative, management and co-ordinating functions of the Committee (the Secretary); and the second would prepare initial drafts of key design documents, manage the stakeholder consultation inputs, and undertake a quality assurance role for the committee. DFID agreed to fund these consultancies on behalf of the FTI partnership.

Scope of Work and Methodology

14. The purpose of the consultancy is to ensure the effective functioning of the EOC. In undertaking the contract, the consultant will:

- 1) Arrange and facilitate all regular meetings of the EOC members, whether by phone, video conference or in person, including documenting the discussions and decisions that take place in all meetings and communicating all meeting notes.
- 2) Manage the compilation of all relevant EOC documentation – background materials, drafts, final documents, meeting notes, communications among members.

² Discussion at the FTI Technical Meeting, Bonn, May 2007.

³ It has been agreed by EOC members that an additional partner country representative should be sought, which will raise membership to 12.

- 3) Facilitate decision-making and ensure that decisions are taken by the EOC at key points over the lifespan of the evaluation.
- 4) Oversee the drafting of the terms of reference for the evaluation and coordinate and manage EOC member review, feedback and finalization of those terms of reference.
- 5) Oversee the drafting of an “issues paper” as the basis for soliciting stakeholder input to the orientation and priorities of the FTI evaluation, including coordinating and managing EOC member review, feedback and finalization of the issues paper.
- 6) Oversee the planning and carrying out of a stakeholder consultation process through which EOC members and consultants will obtain input from an identified spectrum of FTI stakeholders, including traveling at the behest of the EOC to carry out elements of the stakeholder consultation. This will include travel to Tokyo, Japan for the FTI Steering Committee meeting in late-April 2008, and travel to Maputo, Mozambique for the ADEA biennial meeting (early May 2008).
- 7) Compile the input from the stakeholder consultation process and oversee EOC review of that information, including agreement on how best to incorporate it into the final terms of reference for the evaluation.
- 8) Liaise with the World Bank’s procurement department to manage the process for soliciting proposals for the implementation of the evaluation.
- 9) Arrange, coordinate and manage EOC review and evaluation of proposals, including a possible face-to-face meeting.
- 10) Coordinate and manage the EOC awarding of a contract and liaise with the World Bank procurement department to ensure the signing and initiation of the contract.
- 11) Manage and oversee the consultants contracted to undertake the evaluation and liaise between those consultants and the EOC and World Bank procurement department.
- 12) Arrange, coordinate and manage EOC review of consultant reports and facilitate EOC decision-making regarding any issues that arise during implementation of the evaluation contract.
- 13) Oversee and manage EOC member review of and feedback to consultant drafts of the evaluation report.
- 14) Arrange final printing, and ensure that EOC recommendations on dissemination of the evaluation findings and final report have been assigned by the FTI secretariat.

Indicative Timing and Conduct of the Work

15. **Timing:** The contract is expected to run from 1 April 2008 to 31 December 2009.

16. **Work pattern:** At present a maximum of 156 days work is envisaged, between April 2008 and the conclusion of the evaluation. Approximately 8 days of work per month are envisaged, although the pattern will vary, with greater intensity during the design phase of the evaluation.

17. **Travel:** The consultant will be required to attend meetings in Washington DC (approximately 6), Tokyo (April 2008), Maputo, Mozambique (May 2008), Paris / London (August 2008, and possibly one other meeting). These will be agreed on a case by case basis with the EOC ‘core group’, and estimates for this travel will be included in the agreed Financial Proposal.

18. **Reporting and Accountability:** The consultant will provide reports every three months to the DFID Project Officer, Alison Girdwood (an EOC member) on the operation of the EOC (including the progress of the evaluation) commencing on 30 June. These will then be forwarded to the EOC membership. Reports will outline progress in implementing the tasks specified in para. 14 above. The consultant will be accountable to the full EOC membership for the continued progress of the evaluation, and will provide any necessary information to justify any setbacks or delays to the committee's work. In the event that the consultant's contribution to the continued effective operation of the EOC are deemed inadequate, the EOC will advise DFID of the need for any corrective action (including withholding of payments, suspension or termination of the contract with DFID).

Personnel and Skills

19. The appointed consultant will work in close conjunction with both the EOC and the consultant appointed to prepare the evaluation design (preparation of an initial 'Inception' paper and the evaluation ToR). Skills required include:

- Strong technical background in international education, and familiarity with the FTI process and key stakeholder groups;
- A highly motivated 'self-starter' who works well with others;
- Experience of conducting and/or managing research or evaluation;
- Experience of working in multi-donor processes;
- Strong facilitation and administrative skills.

Payment Schedule

20. The consultant will submit monthly invoices for payment, for actual days worked and actual reimbursable expenditures with receipts (to the limited agreed in the financial schedule). Invoices will be paid following agreement of the DFID Project Officer, in conjunction with the EOC core group.

21. The Project Officer for this work will be Alison Girdwood, supported by the Contract Officer, John Murray. All contracting issues (including potential amendments to contract end dates, schedule of prices and key deliverables) must be routed through the Contract Officer.