

**Terms of Reference  
DFID Evaluation Department**

**Evaluation specialist / Consultant to the FTI Evaluation Oversight  
Committee**

**Summary**

1. On behalf of a group of international agencies and partner countries, DFID seeks an international consultant and evaluation specialist to prepare the key documents which will assist with the design and quality assurance of the forthcoming joint evaluation of the Education for All Fast Track Initiative (EFA FTI).
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 consultant will prepare a background 'Issues' paper to ensure effective stakeholder consultation by the EOC, ensure that stakeholder views are reflected in the design of the evaluation, and assist with the quality assurance of the evaluation as it progresses. Tasks are specified 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.'<sup>1</sup>

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;

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

- Benchmarking;
- 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<sup>2</sup>.

### **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 evaluation<sup>3</sup>. 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 (re-drafted version 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 prepare the key documents which will assist with effective stakeholder consultation, and set out the design of the evaluation. The consultant will also play an important quality assurance role for the EOC. In undertaking the contract, the consultant will:

- 1) Prepare a short (approx. 6 pages) 'Issues' paper, which will be agreed with the EOC (April 2008);
- 2) Present the paper at key stakeholder meetings in Tokyo (late-April) and Maputo (early May);

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<sup>2</sup> Discussion at the FTI Technical Meeting, Bonn, May 2007.

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

- 3) Review the outcome(s) of the consultation process and present its implications for the evaluation as a discussion paper to the EOC;
- 4) Draft ToR for the evaluation, taking into account stakeholder views, and revise and finalise these in light of EOC (and wider) comments (by end-May 2008);
- 5) As the evaluation progresses, prepare initial Quality Assurance comments on drafts received from the contractors undertaking the evaluation, for further discussion with the EOC; and
- 6) Attend and contribute to EOC meetings as necessary (to late-2009 if necessary).

### **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 48 days work is envisaged, between April 2008 and the conclusion of the evaluation.

17. **Travel:** The consultant will be required to attend meetings in Washington DC (approximately 6), Tokyo (April 2008), Maputo (May 2008), and Paris / London (August 2008, and possibly one other occasion). 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 drafts of the Issues paper, ToR, and revised ToR to the EOC in sufficient time to ensure that deadlines for the conduct of the evaluation are effectively met. Monthly reports will be provided to the DFID Project Officer on the implementation of the tasks specified in para. 14 above. These reports will be forwarded to the EOC. 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 this 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 the EOC and the consultant appointed as Secretary. 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 presentation skills.

### **Payment Schedule**

20. Invoices may be submitted following receipt of satisfactory drafts of the Issues paper and the Evaluation ToR. For other tasks and attendance at meetings, the consultant will submit monthly invoices for payment, claiming 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 process and key deliverables) must be routed through the Contract Officer.