1.0 Introduction

1.0.1 The Ministry of Education (MOE) has prepared the following Education and TVET Sector Coordination Group (ETVSCG) Terms of Reference (TOR) to support implementation of the Nay Pyi Taw Aid Effectiveness Accord, National Education Law (2014), NEL Amendment (2015) and the National Education Strategic Plan (NESP) 2016-21.

1.0.2 In Chapter 13 of the NESP, called Management, Capacity Development, Quality Assurance, the MOE commits to restructuring the Joint Education Sector Working Group (JESWG) so that it can be a more effective body to support the MOE in implementation of the NEL and the NESP. While the MOE and Education Sector Development Partners (DPs) achieved a great deal under the JESWG there is broad consensus that there were a number of limitations with the structure, such as out of date TOR, lack of alignment with government policies, lack of clarity on membership and roles and responsibilities, no guidance on alignment with existing sub-sector working groups or consideration of other sub-sector groups, and weak alignment with the new structures of the MOE and the NESP.

1.0.3 To address these constraints the MOE has prepared the following TOR for the ETVSCG. This TOR will be in place for a 22 month period – from May 2017 through February 2019 -- after which it will be formally reviewed by the MOE and DPs and updated if required. Through the ETVSCG the MOE and DPs will be able to amend this document at any time as and when the need arises. The following TOR fully aligns with the Guidelines for Sector Coordination Groups issued by the Donor Assistance Coordination Unit (DACU).

1.1 Purpose of the ETVSCG

1.1.1 The overall purpose of the ETVSCG is to: (a) facilitate effective and coordinated development assistance with the education sector; (b) facilitate efficient, regular, participatory, inclusive and transparent high-level and sub-sector strategic dialogue on the education sector in Myanmar between the Ministry of Education, partner Ministries, development partners, Myanmar Civil Society Organisations (CSOs) and other stakeholders; (c) share information to support evidence-based decision-making in the MOE; (d) strengthen coordination between MOE, partner

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1 Following any new announcements by DACU of new aid coordination policies or procedures the MOE will immediately revise this TOR so that it is fully aligned and compliant.
Ministries, DPs, CSOs and other stakeholders; and, (e) monitor and hold SSWGs to account for supporting Departments in the implementation of NESP programmes.

1.1.2 High-level strategic dialogue will be undertaken through regular ETVSCG meetings, while sub-sector strategic dialogue will be undertaken through regular Sub-sector Working Group (SSWG) meetings, under the ETVSCG.

1.1.3 The ETVSCG and 7 SSWGs will adhere to and support the achievement of the following five best-practice principles in aid effectiveness:

1. government ownership and leadership of the reform agenda;
2. systematic measurement and accountability for results;
3. inclusive partnerships with stakeholders at national, sub-national and school/community levels;
4. greater transparency, knowledge sharing and learning; and,
5. sustained emphasis on capacity building at all levels of education service delivery.

1.2 Scope of the ETVSCG

1.2.1 The scope of the ETVSCG covers all national and international non-governmental organisations working in the education sector in Myanmar, such as bilateral and multilateral organisations, UN agencies, national and international NGO, national associations and research centres, private sector organisations, national and international foundations among others.

1.2.2 The ETVSCG scope does not cover other education systems, for example non-formal ethnic education systems. The MOE will establish other coordination mechanisms, as outlined in the NESP, to formally engage these actors.

1.2.3 The ETVSCG is committed to including other government partner ministries in regular ETVSCG meetings.

2.0 Coordination and dialogue engagement structures between the MOE and development partners

2.0.1 The MOE will effectively coordinate and engage with development partners in the education sector through two structures outlined in Diagram 1 below: (1) Education Sector Coordination Group (ETVSCG); and (2) Sub-sector Working Groups (SSWGs). The ETVSCG and SSWGs are further explained below.
2.0.2 In the above ETVSCG structure the SSWGs are accountable to the ETVSCG. All SSWG Chairs will be required to make regular reports to the ETVSCG on NESP implementation, ongoing strategic dialogue among SSWG members and key issues for the ETVSCG to consider.

2.0.3 The ETVSCG, especially the Chair, Secretary and Facilitators, will be responsible for holding SSWG Chairs and Assistant Co-chairs to account for their performance, such as presenting quality reports on SSWG achievements at quarterly ETVSCG meetings, completion of the SSWG reporting template and implementation of recommendations/action points listed in ETVSCG meeting minutes.

2.0.4 The accountability relationship between the ETVSCG and SSWG is bi-directional, meaning that SSWG Chairs can also hold the ETVSCG to account for helping to address a priority issue that might be undermining implementation of a NESP programme component by a Department.

2.0.5 The MOE will appoint one or more officers to an ETVSCG Secretariat to support the ETVSCG and the seven SSWGs. Secretariat officers will work closely with the ETVSCG Secretary and the Facilitators to ensure the successful implementation of the ETVSCG and the achievement of the ETVSCG objectives outlined in this TOR. The ETVSCG Secretary shall be responsible for the effective running of the Secretariat. The Secretariat shall be responsible for securing the necessary resources for their operation.
2.1 Education and TVET Sector Coordination Group (ETVSCG)

2.1.1 The ETVSCG will also provide an effective mechanism for the MOE and development partners to build long-term trust-based relationships, mobilise and secure external financial and technical assistance to support implementation of the National Education Strategic Plan (NESP) 2016-21 and, strengthen performance monitoring and communication of results and promote mutual accountability in the education sector in line with national and international aid effectiveness principles.

2.1.2 The ETVSCG will be a high-level forum for strategic dialogue between the MOE and appointed members. The ETVSCG will focus on a holistic dialogue on key education sector issues (e.g. NESP implementation overall) rather than focusing only on coordinating ODA support to education. The ETVSCG does not have any formal linkages with the National Education Policy Commission (NEPC). This will be reviewed at a later stage.

2.1.3 All development assistance to the sector must directly support implementation of the NESP. ETVSCG members will propose development assistance initiatives relevant to the sector and seek feedback from ETVSCG members.

2.1.4 ETVSCG members shall be responsible for tracking development assistance to the sector, ensuring timely, accurate and comprehensive reporting to the Myanmar Aid Information Management System (AIMS), and for addressing gaps, overlaps and potential synergies.

2.1.5 ETVSCGs shall encourage monitoring and evaluation of projects and programmes within the sector, and the sharing of findings with ETVSCG members and with the Central Statistical Organisation (CSO).

2.1.6 ETVSCGs shall encourage consolidation of development assistance portfolios and the use of country systems. ETVSCGs will identify analytical needs, coordinate studies, and ensure debriefings of findings to ETVSCG members.

2.1.7 ETVSCGs will ensure that their activities contribute toward national reconciliation, democratic values, human rights, inclusive economic growth, and gender equality.

2.1.8 One of the nine Transformational Shifts under the NESP, listed under Chapter 13: Management, Capacity Development and Quality Assurance, focuses on establishing a culture of evidence-based decision-making across all levels of the national education system. Therefore, the ETVSCG will be expected to support the achievement of this Transformational Shift through engaging in dialogue that discusses and reaches consensus on the implications of the latest performance monitoring evidence, and then agrees on recommendations for submission to the MOE Executive Committee.

2.1.9 The ETVSCG will provide an effective mechanism for the coordination, information sharing and partnerships with:

(a) other key Ministries, for example, Ministry of Planning and Finance, Ministry of Health and Sports, Ministry of Social Welfare, Relief and Resettlement and Ministry of Industry among others;

(b) other sector working groups, such as the Gender Equality and Women's Empowerment Working Group and the Employment Opportunity Sector Working Group; and,

(c) civil society networks, such as the Education Thematic Working Group (ETWG).
2.1.10 The ETVSCG will be the main mechanism for supporting the MOE to hold two key annual sector review meetings outlined in Chapter 13 of the NESP. These are the: (i) Annual Sector Budget Review; and, (ii) Annual Sector Performance Review.

2.1.11 The ESCG Chair shall provide bi-annual reports on the ESCG activities to the DACU as per a standardised template.

2.1.12 SCGs shall have flexibility and autonomy to operate in ways that most effectively meet their specific requirements.

2.2 Membership of the ETVSCG

1. The ETVSCG will comprise the following nominated members.

   (a) Chairperson – Union Minister;
   (b) Deputy Chairperson – Deputy Minister;
   (c) Facilitators – two development partners;
   (d) Secretary – appointed by the Union Minister
   (e) Permanent Secretary;
   (f) All Directors General;
   (g) 13 bilateral and multilateral development partners2;
   (h) Two international NGOs and two national CSOs3;
   (i) Two Myanmar philanthropic organisations and two Myanmar private sector organisations involved in the education sector;
   (j) Relevant Line Ministries and Union-level bodies 4;
   (k) Hluttaw Committee representatives (as observers);
   (l) Invited guests, as observers;
   (m) Representatives from States and Regions, as required; and,
   (n) ETVSCG Secretariat members.

2. The DP Facilitators of the ETVSCG will be senior representatives from international development agencies supporting the education sector in Myanmar. Within the first phase of this TOR the Facilitators will serve a 22 months term from July 2017 through March 2019. Hereafter Education Development Partners Coordination Group (EDPCG) members will meet in March of each new financial year to discuss and agree on the Facilitators for the coming 12 months. Facilitators will be elected on a rotating basis with an incoming and outgoing Facilitator. In effect, the Facilitators commit themselves for a 2 years period. If feasible, the DP Facilitators should be a combination of a bilateral DP and a multilateral DP. A DP can choose to be a Facilitator and also an Assistant Co-chair for a SSWG or a newly appointed __________


3 These are Save the Children, VSO, Ratana Metta and myME.

ETVSCG Facilitator can choose to withdraw from their SSWG Assistant Co-Chair role so that it can be taken up by another organisation. As soon as the new ETVSCG Facilitator are nominated they will notify the Union Minister in writing. Eligibility for consecutive terms as ETVSCG Facilitators will be determined by the EDPCG. The work of the ETVSCG Facilitators will be guided by the TOR for ETVSCG/EDPCG Facilitators listed in Annex 1.

3. The MOE and EDPCG have agreed on Principles for DP membership to the ETVSCG. These are listed in Annex 2. The Principles for DP membership were used the basis for the selection of the current 13 DP members of the ETVSCG. The MOE has requested the EDPCG to be responsible for reviewing requests from any interested DP to join the ETVSCG through applying the Principles for DP membership listed in Annex 2. EDPCG Facilitators will inform the ETVSCG Chairman and Secretary in writing of any changes in the DP membership of the ETVSCG.

4. The MOE has requested the EDPCG to be responsible for coordinating the process of selection of the INGO ETVSCG representatives, as well as any related issues.

5. The MOE will be responsible for selecting two national CSO members of the ETVSCG, as well as two members from Myanmar philanthropic organisations and two members from Myanmar private sector organisations involved in the education sector.

2.3 ETVSCG procedures

1. The ETVSCG Chair will personally chair ETVSCG meetings at least once every four months. The ETVSCG may choose to meet more often, with or without the presence of the Chair, and in plenary or smaller/sub-group formats, as per operational requirements.

2. ETVSCG members will be notified well in advance of the forthcoming date of an ETVSCG meeting. All documents for an ETVSCG meeting will be sent at least one week in advance of the meeting.

3. DACU shall be informed of formal ETVSCGs meeting in advance, and DACU members may attend from time-to-time.

4. ETVSCG meetings will be held at the MOE in NPT for a minimum of half a day and up to a maximum of one day, depending on the number of meeting agenda items.

5. The ETVSCG Secretary will be supported by the ETVSCG Secretariat and the ETVSCG Facilitators to plan ETVSCG meetings, such as agreeing on the agenda, presenters and related issues. These members will also be responsible for promoting that all ETVSCG members engage in constructive, respectful and responsible dialogue.

6. If an ETVSCG member is unable to attend a meeting they will be expected to notify the ETVSCG Secretary in writing (by email or a letter), with the option of naming a colleague who will act on his or her behalf.

7. Each DP ETVSCG member can be represented by a maximum of two people from their organisation at an ETVSCG meeting. However, DPs are strongly encouraged to choose one representative to attend the ETVSCG meeting in order to strengthen relationships and dialogue between DPs and senior MOE officials.
8. The ETVSCG Facilitators can approve special requests from DPs for an additional guest to attend an ETVSCG meeting (as an observer), for example a visiting regional staff member or a representative from a visiting international organisation. The Facilitators will monitor DP memberships of ETVSCG and will provide the ETVSCG Secretariat with an updated mailing list so communication is forwarded to all confirmed ETVSCG members.

9. The overall success of the ETVSCG will depend on having senior MOE officials and DPs attending and engaging in dialogue on a regular basis. This will enable the ETVSCG to make consensus-based decisions and agree on joint recommendations for submission to the Union Minister or the Executive Committee. The ETVSCG Secretary and Facilitators will monitor attendance and encourage active participation of ETVSCG members.

10. ETVSCG minutes will be sent to all ETVSCG members, in Myanmar and English, within two weeks of an ETVSCG meeting being held. The ETVSCG Se will prepare draft minutes and the ETVSCG Secretary and Facilitators will approve these before they are circulated. Minutes will be reviewed and formally approved by ETVSCG members at each meeting.

11. The ETVSCG Secretary will be responsible for supporting Department Sub-sector Working Group Chairs to address action points that are agreed in ETVSCG meetings and documented in meeting minutes. SSWG Chairs will also be required to report back on the results achieved at the subsequent ETVSCG meetings.

12. At each quarterly ETVSCG meeting SSWG Chairs will be invited to give a short presentation in writing (or orally if so requested) on what they and SSWG members have achieved in the most recent quarter. Each Chairperson will be asked to report on concrete achievements in efficiently and effectively supporting NESP implementation.

13. The ETVSCG will provide oversight and decision-making support for the MOE’s application to GPE which will be submitted in November 2017. Including supporting the MOE with the selection of the Coordinating Agent and Grant Agent (GA).

3.0 Sub-sector Working Groups

3.0.1 With the support and endorsement of education Development Partners the MOE has decided a new structure under the ETVSCG called Sub-sector Working Groups (SSWGs). The overall aims of Sub-sector Working Groups are to:

(a) establish a transparent and participatory mechanism for effective coordination and engagement by the MOE with education stakeholders working in each sub-sector; and,

(b) support Director Generals of MOE Departments to successfully implement the NEL and the NESP.

3.0.2 Under the ETVSCG there will be 7 Sub-sector Working Groups established to support the successful implementation of the sub-sector programmes and programme components outlined in the NESP. These are listed in Table 1 below alongside the lead responsible Director Generals and the supporting Director Generals:
<table>
<thead>
<tr>
<th>Name of Sub-sector Working Groups (SSWGs)</th>
<th>Responsible Departments – DG = SSWG Chairperson</th>
<th>Supporting Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Basic Education SSWG</td>
<td>Dept. of Basic Education (DBE)</td>
<td>Dept. of Educational Research, Planning and Training</td>
</tr>
<tr>
<td>2. Alternative Education SSWG</td>
<td>Dept. of Alternative Education (DAE)</td>
<td>Dept. of TVET</td>
</tr>
<tr>
<td>3. Teacher Education and Management SSWG</td>
<td>Dept. of Higher Education (DHE)</td>
<td>Dept. of Basic Education, Dept. of Educational Research, Planning and Training</td>
</tr>
<tr>
<td>4. Curriculum and Student Assessment SSWG</td>
<td>Dept. of Educational Research, Planning and Training (DERPT)</td>
<td>Dept. of Myanmar Examinations, Dept. of Myanmar Nationalities’ Languages</td>
</tr>
<tr>
<td>5. TVET SSWG</td>
<td>Dept. of TVET (DTVET)</td>
<td>Dept. of Technology Promotion and Coordination</td>
</tr>
<tr>
<td>6. Higher Education SSWG</td>
<td>Dept. of Higher Education (DHE)</td>
<td>Dept. of Research and Innovation</td>
</tr>
<tr>
<td>7. Management, Capacity Development and Quality Assurance (MCQ) SSWG</td>
<td>Dept. of Educational Research, Planning and Training (DERPT)</td>
<td>Department of Monitoring and Evaluation (Education), Dept. of M&amp;E (Research), Department of Technical Promotion and Coordination, Dept. of Research and Innovation, Office of the Union Minister</td>
</tr>
</tbody>
</table>

3.0.3 SSWG Chairs have the flexibility to take full ownership and ensure that the SSWG serves the needs of the NESP implementing Departments and advances sub-sector dialogue. SSWG Chairs and members will determine the specific priorities for each SSWG. The general roles of SSWG are:

(a) assist the Sub-sector Working Group Chairperson (Director General) to efficiently and effectively coordinate development partner support to successfully implement NESP programmes and programme components;
(b) share information on activities being undertaken by the MOE and DPs;
(c) undertake dialogue on key challenges or issues affecting the sub-sector;
(d) implement decisions made by the Executive Committee or recommendations from the ETVSCG;
(e) regularly report to the ETVSCG;
(f) provide advice and support as requested by the Sub-sector Working Group Chairperson; and,
(g) assist the Sub-sector Working Group Chairperson to maintain and actively use an up-to-date database of development partner support in the sub-sector.

3.0.4 SSWGs are authorised to make decisions to successful fulfil their roles outlined above. SSWGs have been established in order to improve coordination with development partners and achieve efficient and effective programme implementation. If SSWG Chairs would like a second opinion on a decision made by members in their group then the DG will consult with the ETVSCG.
Secretary or Chair. SSWGs are strongly encouraged to take the initiatives to successfully implement the NESP and achieve results.

### 3.1 Membership of Sub-sector Working Groups

1. Education Development Partner Coordination Group (EDPCG) and Education Thematic Working Group (ETWG) members will meet to nominate Assistant Co-chairs for each SSWG. Each SSWG is free to have any number of Assistant Co-chairs. Where possible, one SSWG Assistant Co-chair should be an EDPCG member (i.e. a DP that is actively supporting the sub-sector) and one a Myanmar CSO member (i.e. an active Myanmar civil society organisation working in the sub-sector). The term Assistant Co-chair is being used to emphasize their supporting role to the Sub-sector Working Group Chairperson. The Chairperson will be the key decision-making person under each Sub-sector Working Group.

2. Myanmar CSO Sub-sector Working Group Assistant Co-chairs must be a Myanmar national representative from a government registered organisation. This requirement is to support more active involvement of Myanmar sub-sector education experts from CSOs in leadership roles. If there is no Myanmar CSO interested in an Assistant Co-chair position then the post can be left vacant. This will be determined by the Sub-sector Working Group Chairperson.

3. Sub-sector Working Groups will have broad and open membership in order to bring together national and international education experts working at the sub-sector level.

4. Sub-sector Working Groups are free to invite other important stakeholders to join a SSWGs, such as private sector associations in the case of the TVET SSWG. Memberships of each SSWG can therefore be broad and it can be decided by the SSWG Chair.

5. Initially, the term of Sub-sector Working Group Assistant Co-chairs will be 20 months, starting May 2017. Hereafter election of new Co-chairs or a continued term for existing ones will be considered by EDPCG and Myanmar CSOs.

### 3.2 Procedures for Sub-sector Working Groups

1. Sub-sector Working Groups will meet at least once per quarter. Additional meetings may be called by the Sub-sector Working Group Chairperson as and when the need arises.

2. Sub-sector Working Group meetings can be held in either NPT or Yangon as per the decision of the Chairperson and Assistant Co-chairs. Meetings will be held for a period needed to cover the meeting agenda.

3. All Sub-sector Working Group meetings will primarily be held in Myanmar language. Engagement in meetings by non-Myanmar speakers will be in English. The ETVSCG Secretariat will work with SSWG Chairs and Assistant Co-chairs to arrange for a simultaneous translation facility for some SSWGs that will operate in Myanmar and English.

4. The Chairperson of each Sub-sector Working Group will be the responsible MOE Director General for the concerned sub-sector.

5. Responsibility for successfully organising Sub-sector Working Group meetings will be shared equally between the Sub-sector Working Group Chairperson and two Assistant Co-chairs. These three members will also be responsible for ensuring that meetings support the Department to implement NESP Programmes and Programme Components and promoting that all members engage in constructive, respectful and responsible dialogue.
6. All presentations made at Sub-sector Working Group meetings and documents presented for discussion must be sent to group members at least one week before a scheduled meeting in Myanmar and English.

7. To minimize the work load of Sub-sector Working Groups only action points agreed at a meeting will need to be documented. Detailed minutes of issues raised and discussed in each meeting are not needed. Assistant Co-chairs will be responsible for documenting and distributing action points. Action points will be approved by the Sub-sector Working Group Chairperson.

8. Each Sub-sector Working Group Chairperson and two Assistant Co-chairs will be responsible for ensuring that action points are addressed and reported on in subsequent meetings.

9. Each Sub-sector Working Group Chairperson will assign staff from their department to provide secretary support services for the group.

4.0 ETVSCG Secretariat

The MOE established an ETVSCG Secretariat of 9 appointed officers on February 15th, 2018 to support the effective operation of the Education and TVET Sector Coordination Group (ETVSCG) and implementation of the NESP. These 9 Secretariat members will be supported by 17 technical ETVSCG Secretariat staff from the Department of M&E (Research) working in four sections.

The MOE has drafted a detailed Terms of Reference for the ETVSCG Secretariat, which is listed in Annex 3 of this TOR. Diagram 1 of Annex 3 presents the organisational structure of the ETVSCG Secretariat. The main role of the 9 ETVSCG Secretariat members will be advisory, such as: (i) monitoring the achievement of the overall purpose statement listed in the ETVSCG Secretariat TOR; and, (ii) supervision of the work of the 17 technical officers in the 4 proposed sections.

The 17 technical officers will be responsible for implementation of the main tasks listed in the ETVSCG Secretariat Scope of Work. However, until these officers are recruited some of the 9 ETVSCG Secretariat members will be assigned to work on the main tasks listed in the TOR. These members will be supported by Department of M&E (Res.) officers and Capacity Development Team members. Following approval of the ETVSCG Secretariat TOR by the ETVSCG the Department of M&E (Res) will recruit 17 staff for the four sections under the ETVSCG Secretariat.
Annex 1: Terms of Reference

ETVSCG / EDPCG Facilitators

1. Background / overview

The Education TVET Sector Coordination Group (ETVSCG) aims to

(a) facilitate effective and coordinated development assistance with the education sector;
(b) facilitate efficient, regular, participatory, inclusive and transparent high-level and sub-sector strategic dialogue on the education sector in Myanmar between the Ministry of Education (MOE), partner Ministries, development partners (DPs), International Non-Governmental Organisations (INGOs), Myanmar civil society organisations (CSOs) and other stakeholders;
(c) share information to support evidence-based decision-making in the MOE;
(d) strengthen coordination between MOE, partner Ministries, DPs, INGOs, CSOs and other stakeholders;
(e) monitor and hold SSWGs to account for supporting Departments in the implementation of NESP programmes.

As per Development Assistance Coordination Unit (DACU) Guidelines for Sector Coordination Groups, the ETVSCG shall establish a Secretariat within the MOE to support its effective operation. MOE is in the process of establishing the Secretariat. The Education Development Partners Coordination Group (EDPCG) co-exists alongside the ETVSCG.

Development partner membership of the ETVSCG comprises:
- permanent bilateral/multilateral partners active in the sector\(^5\) and agreed to by the Education Development Partners Coordination Group;
- two INGO representatives that rotate approximately every two years based on their own selection processes;
- two CSO representatives, currently selected by the Ministry of Education; and
- any Sub-Sector Working Group Assistant Co-Chairs who are not already members.
  o DPs who are Assistant Co-Chair of a Sub-Sector Working Groups (SSWGs) become interim members of the ETVSCG while undertaking the role of Assistant Co-Chair. Once they step down from that role, their membership on the ETVSCG ends and the new SSWG Assistant Co-Chair replaces them.

The EDPCG serves as a mechanism to share information and coordinate among DPs on education issues to inform engagement with the ETVSCG.

Section 4.4 of the ‘Myanmar Sector Coordination Group – Operational Guidelines’, issued on 26 July 2017 by the DACU and the Foreign Economic Relations Department (FERD), states that ‘Partners in development shall, with the agreement of the Chair, jointly identify one or two Facilitators to impartially assist in the running of the SCG.’

This Terms of Reference (ToR) for the ETVSCG / EDPCG Facilitators is in accordance with these Operational Guidelines and modelled on the CPG ToR.

\(^5\) As of 12 March 2018, there were 13 permanent bilateral and multilateral partners represented on the ETVSCG
2. Role of ETVSCG / EDPCG Facilitators

Education has two ETVSCG/EDPCG Facilitators who provide a mechanism for effective and transparent communication amongst DPs and between DPs and the MoE in support of the implementation of the NESP, within the overall education sector.

The Facilitators:

− Work jointly with the ETVSCG Chair, Secretary and members – including Facilitators of the affiliated seven Sub-Sector Working Groups (SSWGs) – to agree regular engagement and monitoring of the policy priorities to support implementation of the NESP.

− Liaise with the Secretary of the ETVSCG in drafting and finalizing agendas for the quarterly ETVSCG that include priorities/recommendations arising from Sub-Sector Working Groups and the EDPCG.

− Facilitate, if requested by MoE and the Secretary of the ETVSCG, the involvement of ETV SCG DPs in the further refinement of the ETVSCG secretariat and its operations.

− Support the Secretariat of the ETVSCG in drafting, finalizing and distributing ETVSCG meeting minutes. The Secretary will distribute these within one week after the ETVSCG meeting.

− Liaise effectively with ETVSCG / EDPCG members on necessary follow up action, including by the SSWGs, to ensure coherent coordination and information sharing.

− Organise and lead EDPCG meetings to discuss issues relevant to the sector and ensure consensual action and messaging when representing DPs in the ETVSCG. Co-facilitating the EDPCG includes hosting, chairing, drafting minutes and monitoring follow-up actions for all meetings.

− Remain responsive to ad hoc/urgent requests from MoE, DPs and external education stakeholders and playing a coordinating and facilitating role in finding solutions.

− Work jointly with the Global Partnership for Education Coordinating Agency and Grant Agent to ensure (a) all development partners can actively engage with the GPE and are well informed of GPE matters; and (b) the Secretariat is sufficiently briefed on Myanmar context

3. ETVSCG / EDPCG Facilitator Principles

In line with the OECD Paris Declaration and Accra Agenda, Facilitators will be guided by the following principles in undertaking their role:

− Ownership – wherever possible foster stronger MoE leadership and active participation in driving the ETVSCG agenda and taking responsibility for follow-up actions
- **Partnership** - ensuring all EDPCG and ETVSCG members are given the chance to participate fully by fostering open and transparent relationships based on trust and impartiality, and striving to reach consensus were appropriate.

- **Delivering Results** – supporting the MoE and DPs to focus the ETVSCG on ensuring education reform and aid is focused on delivering real and measurable impact; and be responsive and accountable for ETVSCG actions.

- **Capacity Development** – continue to build the capacity of MoE to lead and manage the ETVSCG effectively – including, if requested, in developing a functioning ETVSCG Secretariat.

- **Harmonisation** – sharing information to avoid duplication and, where possible, foster better development partner coordination and simplify procedures.

- **Mutual Accountability** – Within the ETVSCG, both DPs and MoE are accountable for delivering actions and results. Within the EDPCG, DPs are collectively responsible for decisions and actions.

To facilitate effective transfer of responsibilities at the time of rotation, Facilitators will strive to continually improve the functioning of the ETVSCG and EDPCG, including building related capacities and systems, improving communication tools, and ensuring proper filing of records.

4. **ETVSCG Facilitators terms of office and selection process**

The EDPCG\(^6\) collectively agreed to the following Facilitator terms of office:

<table>
<thead>
<tr>
<th>Facilitator number and composition</th>
<th>There will be two facilitators. Facilitator positions are open to all ETVSCG members as long as they have capacity to fulfil TOR. Composition is not limited to one bi-lateral and one multilateral. Over time, if appropriate, an NGO could take on the Facilitator role.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>The term of office will be two years, with rotations occurring annually to ensure there is always a Facilitator who has experience to ensure continuity. A Facilitator’s term should align with the Myanmar financial year. Serving two terms (ie four years) was not encouraged and should only be considered as a option of last resort.</td>
</tr>
</tbody>
</table>
| Eligibility | Active membership in EDPCG and ETVSCG is required. In choosing a Facilitator EDPCG members should consider:  
- Credibility and relationships with government/DPs  
- High level commitment from the organization to be demonstrated in the senior representation  
- Resources to undertake role  
- Capacity to fulfil role and responsibilities, including strategic  
- Complementarities between the two Facilitators |

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\(^6\) On 15 August and 10 November 2017
The EDPCG\(^7\) collectively agreed to the following Facilitator nomination and selection process:

<table>
<thead>
<tr>
<th>Nominations</th>
<th>It is a self-nomination process. Nominees should assess themselves against the role’s responsibilities and their capacity for the role.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision Process</td>
<td>Decisions are made by consensus. Nominees will present to EDPCG members, outlining what they will bring to the role of facilitator. After the presentation, they will leave the room and the remaining EDPCG members will discuss the nominees and reach an agreement.</td>
</tr>
<tr>
<td>Time frames</td>
<td>The selection process will commence three months prior to the expiration of a facilitators’ term of office.</td>
</tr>
<tr>
<td>Management of process</td>
<td>Existing facilitators to run selection process. If a facilitator wants to nominate for another term, they disengage from running the process.</td>
</tr>
</tbody>
</table>

\(^7\) On 15 August and 10 November 2017
Annex 2: Principles for DP membership to the Education TVET Sector Coordination Group (ETVSCG)

The ETVSCG was established in December 2017 (initially called Education Sector Coordination Group). DACU guidelines (July 2017) stipulate the Sector Coordination Groups aim to facilitate effective and coordinated development assistance within designated sectors. According to the draft TORs, the ETVSCG aims to:

a) facilitate effective and coordinated development assistance with the education sector;

b) facilitate efficient, regular, participatory, inclusive and transparent high-level and sub-sector strategic dialogue on the education sector in Myanmar between the Ministry of Education (MOE), partner Ministries, development partners (DPs), International Non-Governmental Organisations (INGOs), Myanmar civil society organisations (CSOs) and other stakeholders;

c) share information to support evidence-based decision making in the MOE;

d) strengthen coordination between MOE, partner Ministries, DPs, INGOs, CSOs and other stakeholders;

e) monitor and hold SSWGs to account for supporting Departments in the implementation of NESP programmes.

Development partner membership of the ETVSCG comprises:

- permanent bilateral/multilateral partners\(^8\) whose membership has been agreed by the Education Development Partners Coordination Group (EDPCG);
- two INGO representatives that rotate approximately every two years based on their own selection processes;
- two CSO representatives, currently selected by the Ministry of Education; and
- any Sub-Sector Working Group Assistant Co-Chairs who are not already members.
  - DPs who are Assistant Co-Chair of a Sub-Sector Working Groups (SSWGs) become interim members of the ETVSCG while undertaking the role of Assistant Co-Chair. Once they step down from that role, their membership on the ETVSCG ends and the new SSWG Assistant Co-Chair replaces them.

The reasons for opting for a selective membership to the ETVSCG are as follows:

- Ensure that participation of DPs in the ETVSCG remains manageable for the Ministry of Education (MoE) and enable effective DP policy dialogue with MoE.
- Maximise participation of MoE staff, other key ministries, and other national stakeholders in the ETVSCG, rather than an overwhelming presence of DPs.
- Ensure membership is balanced – that is, the numbers of the number of bilateral/multilateral partners should be kept proportional to the number of INGOs-CSO members.

DPs can actively contribute to education reform through other education sector coordination mechanisms that have an open membership, including:

\(^8\) As of 12 March 2018, there were 13 permanent bilateral and multilateral partners represented on the ETVSCG.
- The seven Sub-Sector Working Groups (SSWGs)\(^9\), which are the primary mechanism for effective coordination and cooperation between the MoE and relevant education stakeholders in support of implementing sub-sector NESP programmes. SSWGs report to the ETVSCG;
- The EDPCG, which is the an open and inclusive mechanism to share information and coordinate among DPs on education issues, in particular to inform DP engagement and agree consensual action/common messages in the ETVSCG, thereby ensuring the larger DP constituency is represented at the ETVSCG.

EDPCG and MoE have agreed on the following principles to inform DP eligibility to the ETVSCG:
- Established relationship and credibility with the MoE, to support the ETVSCG objective of building long-term trust-based relationships between the MoE and DPs.
- DP program/s align with government education policies and contribute to the National Education Strategic Plan (NESP) 2016-2021 outcomes.
- Regular and active participation in at least one of the education SSWGs demonstrating active contribution to the policy dialogue, as well as effective coordination with other DPs.
- Regular and active participation in the EDPCG meetings, to demonstrate commitment to coordination and to avoid discordant voices in the ETVSCG meetings.
- Demonstrated commitment to achieving the six best-practice principles in aid effectiveness outlined in the draft ETVSCG ToR:
  - government ownership and leadership of the reform agenda;
  - systematic measurement and accountability for results;
  - inclusive partnerships with stakeholders at national, sub-national and school/community levels;
  - greater transparency, knowledge sharing and learning;
  - sustained emphasis on capacity building at all levels of education service delivery; and
  - increased alignment between aid and education needs of the country as defined by both MoE and DPs.

**ETVSCG membership decision process:**
- Candidate DPs will request membership through the ETVSCG/EDPCG Facilitators.
- Candidate DPs will present their case for membership to the EDPCG against the eligibility principles outlined above, in addition to stating their objective in requesting ETVSCG membership.
- EDPCG members will discuss and agree to the membership by consensus.
- Once agreed, the ETVSCG/EDPCG Facilitators will present the case and EDPCG position to the MoE for approval.
- Upon MoE approval, the candidate DP will first be accepted as observer to two ETVSCG meetings. They will then have to confirm their interest of becoming a full ETVSCG member to the EDPCG and, through the ETVSCG/EDPCG Facilitators, to the MoE.

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\(^9\) (i) Basic Education; (ii) Alternative Education; (iii) Teacher Education; (iv) Curriculum and Assessment; (v) TVET; (vi) Higher Education; and (vii) Management, Capacity Development and Quality Assurance.
- If, after approval as full member of the ETVSCG, the DP does not continue to regularly and actively
  participate and contribute to the EDPCG and SSWG(s) meetings, the MoE and EDPCG reserve the right
to question the value-added of its membership to the ETVSCG.

Any DP who is a member of ETVSCG has the obligation to continuously put the principles in practice. In
failing to do so, a DP is subject to consideration for removal from the ETVSCG.
Annex 3: ETVSCG Secretariat Terms of Reference

Ministry of Education

1.0 Introduction

The Ministry of Education (MOE) established an ETVSCG Secretariat on February 15th to support the effective operation of the Education and TVET Sector Coordination Group (ETVSCG) and to support NESP implementation. The ETVSCG Secretariat comprises 9 appointed officers as listed in Diagram 1 below.

These 9 Secretariat members will be supported by 17 technical staff from the Department of M&E (Research) working in four sections as listed below in Diagram 1. Following approval of the ETVSCG Secretariat TOR the Department of M&E (Res) will recruit staff for the four sections listed below.

The following TOR outlines the roles and responsibilities of the ETVSCG Secretariat.

Diagram 1: Structure of the ETVSCG Secretariat under Dept. of M&E (Research)
2.0 **Scope of Work**

2.1.0 **Purpose of the ETVSCG Secretariat**

The overall purpose of the ETVSCG Secretariat is to:

(a) provide administrative and logistic support to enable the efficient and effective functioning of the ETVSCG;
(b) support the effective coordination and completion of the Annual Performance Review Process;
(c) support the MOE to establish and institutionalise an ICT-based performance monitoring system, call Performance Monitoring and Accountability System (PEMAS) Dashboard system, as outlined in the NESP;
(d) support the MOE to establish new partnerships with a wide range of organisations and to strengthen education networks at national and sub-national levels; and
(e) support MOE Departments to undertake action research and complete the NESP Mid- and End-Term Evaluations.

The main tasks of the ETVSCG Secretariat are expanded upon below.

2.1.1 **ETVSCG Administration**

The ETVSCG Secretariat will be responsible for all administrative tasks associated with the Sector Coordination Group, including but not limited to.

- Liaison with ETVSCG Facilitators to confirm meeting dates and agendas;
- Organising meetings and taking minutes;
- Follow-up on ETVSCG Action Points with relevant/assigned Departments and partners;
- Monitoring implementation of the ETVSCG TOR;
- Undertaking any special assignments requested by the ETVSCG;
- Maintaining an online calendar of events relevant to the sector; and,
- Disseminating information (Ministry decisions, reports, etc.) among ETVSCG members, or where requested, other partners.

2.1.2 **Annual Performance Review Process**

The ETVSCG Secretariat will be responsible for coordinating the Annual Performance Review Process, including but not limited to:

- Hosting the APR Process launch meeting with all Departments;
- Reporting to the ETVSCG at the start of the APR Process;
- Supporting the completion of the Annual Budget and Outputs Evaluation;
- Organising Department Strategic Analysis Workshops (one day/Dept.) to prepare documents for the APR Workshop;
- Consulting with ETVSCG Facilitators on the APR Workshop TOR;
- Coordinating the Annual Performance Review Workshop 2017-18 with ETVSCG Facilitators and SSWG Chairpersons;
• Supporting ETVSCG Facilitators and SSWG Chairpersons to finalise and submit the APR Workshop Recommendations Report to the Union Minister;
• Coordinating and undertaking an annual School-based Rapid Monitoring of Budget Outputs in a sample of schools in all States and Regions, then analysing and reporting findings to the Union Minister and ETVSCG;
• Drafting, design and printing of MOE Annual Performance Review Report FY 2017-18; and,
• Supporting the MOE to officially launch the MOE Annual Performance Review Report FY 2017-18 at MICC II and disseminate the report to education stakeholders.

2.1.3 Supporting the Office of the Union Minister to monitor high-level performance indicators

The ETVSCG Secretariat will be support staff in the Office of the Union Minister to establish and sustain the PEMAS Dashboard system (as outlined in the NESP) for tracking and monitoring overall sector performance, as well as the performance of all Departments, and performance state/region, district township and school levels. Reports from the PEMAS Dashboard system will be regularly reported to the ETVSCG. This support will involve:

• Supporting all Departments to develop high-level performance indicators for presenting in PEMAS Dashboards;
• Coordinating the successful establishment of PEMAS Dashboards for all Departments;
• Supporting officers in all Departments to regularly update their high-level performance indicators;
• Supporting MOE officers at all levels to use PEMAS Dashboard data for decision-making;
• Supporting the MOE to update and improve the AIMS database and then link it to the PEMAS Dashboard system; and,
• Supporting development partners, INGOs and CSOs to submit and regularly update information on the AIMS database.

2.3.4 Partnership building and strengthening networks

The ETVSCG Secretariat will support the MOE to establish new partnerships with a wide range of organisations and to strengthen networks at national and sub-national levels. This support will involve:

• Networking and establishment of partnerships with Ministries to support NESP implementation, such as the Department of Social Welfare, MSWRR and Ministry of Industry;
• Establishing partnerships with CSOs, private sector organisations, INGOs and other international organisations to support implementation of NESP programmes and components;
• Supporting states and regions to establish and sustain education and TVET sector coordination mechanisms; and,
• Strengthening information and knowledge sharing through using social media and other ICT tools to support awareness and enable individual self-learning.

2.4.5 Strategic research and NESP evaluations
The ETVSCG Secretariat will support the MOE to undertake strategic research on priority topics identified by ETVSCG members. This research will be undertaken by relevant Departments, in partnership with national and international researchers in order to build the capacity of staff in quality quantitative and qualitative research. The ETVSCG Secretariat will also coordinate the NESP Mid-term and End-term Evaluations. This support will involve:

- Supporting SSWGs to identify priority issues to undertake action research;
- Supporting Departments to draft research proposals, and then present research proposals to the ETVSCG for approval and funding;
- Supporting Department research teams to link with national and international researchers to undertake research projects;
- Coordinating and supporting Departments to successfully undertake research, and then present and publish their findings;
- Consulting with Departments and ETVSCG Facilitators to draft a TOR for the Mid-term and End-term evaluations;
- Presenting the TORs for NESP evaluations to ETVSCG members for review and approval; and,
- Supporting the MOE to contract independent evaluation experts to provide technical support to MOE officers to undertake the NESP evaluations.

3.0 Funding

The main tasks ETVSCG Secretariat listed above, as well as new tasks identified in the coming months, will be funded by the Department of M&E – Research, CDF, MY-EQIP and ideally other development partners.