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DEVELOPMENT CO-OPERATION DIRECTORATE
DEVELOPMENT ASSISTANCE COMMITTEE

Working Party on Aid Effectiveness and Donor Practices

Baseline Report on the 2006 Monitoring Survey of the Paris Declaration

Terms of reference for elaborating the baseline report

3-4 July 2006

These terms of reference are presented FOR APPROVAL at the next meeting of the Joint Venture on Monitoring the Paris Declaration on 3-4 July 2006.

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2006 SURVEY ON MONITORING THE PARIS DECLARATION

Terms of reference for establishing the baseline report

1. In accordance with commitments made at the Paris High-Level Forum on Aid Effectiveness, the *2006 Survey on Monitoring the Paris Declaration* was launched on 2 May 2006. These terms of reference set out the objectives and the methodology for establishing the final report by December 2006. The report will be commissioned to consultants under the responsibility of the OECD-DAC Secretariat.

Background

2. Partner countries and donors decided at the Paris High-Level Forum on Aid Effectiveness to monitor progress against 12 indicators as a way of tracking and encouraging progress among the countries and agencies that have agreed to the Paris Declaration.

3. Following extensive consultations¹ on the methodology for measuring the indicators, the Working Party on Aid effectiveness launched the *2006 Survey on Monitoring the Paris Declaration* (“the Survey”) on 2 May 2006. This baseline Survey which is the first of three rounds of monitoring — the other two rounds will be in 2008 & 2010 — was launched in all of the partner countries that volunteered to take part in it.

4. The Survey was designed to track and encourage progress in implementing the commitments agreed in Paris amongst the countries and donors who endorsed it. To this end build, as far as possible, on existing local processes with a view to: (i) supporting broad-based dialogue at country level on how to make aid more effective; (ii) building a common understanding on how more effective aid contributes to achieving development results; (iii) providing an accurate description of how aid is managed; and (iv)

5. The main findings of the Survey are to be summarised in a report (“the Baseline Report”) that will be shared broadly. This report, and the subsequent progress reports in 2008 and 2010, will be critical in demonstrating progress in implementing at country level the commitments agreed at Paris. It will provide an important contribution to the Ghana High-Level Forum on Aid Effectiveness in 2008 and will be discussed at the highest levels of the international community.

¹ The methodology was field-tested in 5 partner countries: South-Africa, Ghana, Uganda, Senegal & Nicaragua.

Objectives of the baseline report

6. The main objective of the Baseline Report is to improve our understanding of how more effective aid contributes to meeting development objectives². In doing so, the Report will:

- Establish the baselines for the 12 indicators agreed in Paris and their associated targets for 2010, where these have been set in relation to the baselines (Indicators 2, 3, 5a, 5b, 6, 7 & 11).
- Document implementation of the commitments made in Paris in all of the countries that have taken part in the Survey and have returned completed questionnaires to the OECD on schedule.
- Identify opportunities (“quick wins”) and challenges in making aid more effective.
- Draw key lessons and recommendations that will ensure a more effective implementation of the Paris Declaration.

7. The Report will be written in a style that is likely to appeal to a broad audience of development practitioners, policy makers and civil society organisations. It will make good use of quotations, case studies and charts.

Structure of the baseline report

8. The Baseline Report will be drafted in line with the highest editorial standards used for official publications at the OECD.³ A detailed description of the structure of the Report is presented in the appendix. The following paragraphs focus on the three main sections of the Report: (i) key lessons, (ii) country chapters, and (iii) recommendations. In all of these three sections the Report will use the framework provided by the 12 indicators of progress.⁴

Key lessons

9. The main purpose of the first chapter is to draw cross-cutting lessons from the Survey in less than 15 pages. In doing so, it will take full account of experiences, both successes and failures, in implementing the Paris Declaration. This section will also explain the purpose of the Survey and how the indicators have been designed to deliver more effective aid. To this end, two angles will be adopted for the analysis:

- *Country angle* — the first angle will draw key lessons across all of the countries that have taken part in the Survey.⁵ The purpose of this section is **not to compare individual country performance** but rather to draw from the full range of country experiences in order to document

² Paragraph 11 of the Paris Declaration.

³ The OECD standards for publications are described in the OECD Style Guide.

⁴ The Working Party on Aid Effectiveness agreed that a distinction would be made between, on the one hand, the universe of countries for which the targets will be set for 2010 (**universe for the purpose of targeting**), and on the other hand, the universe of countries for which progress will be monitored over time (**universe for the purpose of monitoring**). The universe for the purpose of targeting is limited to ODA eligible countries that have already endorsed the Paris Declaration (and listed under Appendix B of the Declaration). The universe for the purpose of monitoring is open to all ODA eligible countries that have already endorsed, or will endorse in the future, the Paris Declaration.

⁵ The number of countries taking part in the Survey is not known at the time these terms of reference were written — it is likely to be in excess of 20 by the time the Survey is completed.

implementation of the commitments and identify opportunities and challenges in making aid more effective. A table will present country baselines for the 12 indicators agreed in Paris and their associated targets for 2010.

- *Donor angle* — the second angle will draw key lessons across all of the donors that have taken part in the Survey. The purpose of this section is **not to compare individual donor performance** but rather to draw from the full range of donor experiences in order to document implementation of the commitments and identify opportunities and challenges in making aid more effective. A table will present donor baselines for the 12 indicators agreed in Paris and their associated targets for 2010.

Country chapters

10. A country chapter will be drafted for each of the partner countries taking part in the Survey.⁶ The main purpose of the country chapters is to document implementation of the Paris Declaration at the country level. It will focus in particular on the effectiveness of the partnership between donors and countries and what efforts are being made to achieve the targets agreed in Paris.

11. The chapters will present and analyse in less than 12 pages data for all 12 of the Paris indicators using the same structure of analysis (e.g. chapter headings) for all of the countries. Particular attention will be given to the scope of donor coverage in the Survey (e.g. which donors have completed the Survey). A table will present the country baseline for the 12 indicators and their associated country targets for 2010.

12. At the beginning of each country chapter, a short description will summarise key achievements and bottlenecks in implementing the Paris Declaration.

Recommendations

13. The last chapter of the report will present in less than 6 pages key recommendations that will help ensure a more effective implementation of the Paris Declaration. In particular it will seek to make suggestions that will improve the way more effective aid can contribute to strengthening partner countries ability to achieve development result. In particular, it will identify which commitments agreed in Paris are most likely to achieve the greatest impact on development on the ground.

Process for establishing and clearing the baseline report

14. The Report will be established by consultants under the responsibility of, and in close coordination with, the OECD-DAC Secretariat (“the Secretariat”). The Report will be based primarily on the analysis of the data and qualitative assessments provided by each country taking part in the Survey. This includes information provided by the desk reviews (Indicators 1, 2a, 2b, 8 & 11) where these are available (desk reviews might not be available for all of the countries taking part in the Survey).

15. The Secretariat will be responsible for providing the consultants with the primary material for analysis: survey results, data and desk reviews. The Report will also make best use of other valuable sources of information including interviews and country analyses.

16. Members of the Joint Venture will be closely associated with the development of the Report at all the stages of its development. All comments and issues will be raised at the meetings of the Joint Venture and communicated in writing to the Secretariat. The role of the Secretariat will be to ensure clear, effective

⁶ Ibid.

and timely communication between the Joint Venture and the consultants undertaking the work. The following process will be adopted for commenting on the Report:

- *Terms of Reference* – Members will discuss the terms of reference at the meeting of the Joint Venture on 3-4 July with a view to reaching agreement. Following the meeting Members will send written comment to the Secretariat. The Secretariat will communicate final version of the terms of reference to the consultants by 13 July (see table below).
- *Inception report* — The consultants' inception report is made available by the **14 August** and shared with members of the Joint Venture. Members will have until the **18 August** to submit their comments to the OECD Secretariat for consolidation.
- *Country chapters* — First drafts of the country chapters will be made available by the consultants between the **1 September** and **15 October** on a first-in first-served basis. Comments on the country chapters will be made **only by National Coordinators** in consultation with national stakeholders. Only comments that have been collectively negotiated by the National Coordinator at country level will be considered by the Secretariat. Countries will be given 10 working days for reaching agreement on comments to be made. Country chapters, data and comments will be posted on the Joint Venture website.
- *First full draft* — A first full draft of the report is made available by **1 November** and shared with members of the Joint Venture. Members will have until the **17 November** to submit their comments to the Secretariat for consolidation. Comments will focus on the entirety of the report with the exception of country chapters (see above).
- *Final draft of the Baseline Report* will be released on **1 December 2006**.

TASKS	DEADLINE FOR CONSULTANTS	DEADLINE FOR COMMENTS
Task 1: Terms of reference for the baseline Report.		7 July
Task 2: Consultant's inception report — The consultants will submit a report setting out their understanding of the baseline report and the suggested methodology for elaborating it.	14 August	18 August
Task 3: Country chapters — Consultants will establish drafts for all of the country chapters.	Between 1 September and 15 October first drafts of country chapters will be made available.	Between 12 September and 27 October National Coordinators will be given 10 working days to reach <u>collective</u> agreement at country level on comments to be made.
Task 4: Full report — Consultants draft a first full draft of the baseline report.	1 November	17 November
Task 5: Final version of baseline report	1 December	

17. The table above is subject to revisions. It assumes that countries will have reported the results of the Survey by the deadline which is currently set at 15 August 2006. Adjustments to the table will be needed should delays occur in delivery of the country surveys.

18. Other key issues for consideration by the Joint Venture

19. Once the Report is established the Joint Venture will need to reach agreement on the following key issues:

- What use will be made of the Baseline Report? How will the final version of the Baseline Report be adopted? At what level (JV-MPF, WP-EFF)? And by which process?
- Once agreement is reached on the Baseline Report what use will be made of it in the various international fora (DAC Senior Level Meeting etc.)?

APPENDIX

Detailed Structure of the report

Frontmatter

Title page
Copyright page (including OECD information)
List of contributors/editors
Foreword [Situates the Survey in the broader context of the Paris agenda]
Acknowledgment and credits
Table of contents
List of tables, figures, boxes
List of abbreviations
Preface by Richard Manning, Chair of the Development Assistance Committee.
Executive Summary [about 4 pages long]

Body of the book

Chap. 1: Key lessons
Chap. 2: [Country A]*
(...)
Chap. N: [Country Z]
Chap. N+1: Recommendations

Backmatter

Annexes

(*) The number of countries taking part in the Survey is not known at the time these terms of reference were written — it is likely to be in excess of 20 by the time the Survey is completed.