

## **United Nations Development Assistance Plan (UNDAP) 2013-2018 Brief Guide for the Mid Term Revision (MTR)**

### **Introduction**

This UN Development Group (UNDG) requires all UN country offices to undertake an evaluation of their Programme of Cooperation (UNDAFs/UNDAPs) in the penultimate year of the programming cycle. To this end, the UN Evaluation Group (UNEG) in collaboration with UN Development Operations Coordination Office (UNDOCO) has issued guidance on the required Management Structure and Terms of Reference (ToR) to ensure quality standards are maintained.

However Mid Term Revision (MTR) of UNDAP is not mandatory but it is a good practice should Country Team decide so. The UNCT has agreed to undertake an UNDAP MTR to ensure that corrective actions can be taken on the UNDAP results. The planned UNDAP MTR will observe the parameters of the UNEG/DOCO guidance, whilst ensuring an inclusive approach which involves stakeholder representatives in key decision-making processes. This is critical to ensure the MTR is nationally owned, encompasses topics of national interest and has application in the wider national sphere.

### **Governance Structure**

The UNDAP MTR Team of independent consultants will work under the overall guidance of the One UN Steering Committee that will act as the MTR Review Steering Committee (RSC) to provide leadership and oversight for the MTR process.

### ***Review Management Group (RMG)***

- i) Direct supervision is provided by the UNDAP Review Management Group (RMG) which functions as the guardian of the independence of the review. The RMG is comprised of Co-chair of the M&E WG, Coordination Specialist, RCO (Task Manager), and PPOC co chairs members, and government representative. The group is responsible for the day-to-day implementation of the MTR.

ii) The Key Roles of the RMG are defined as:

- Preparation of the MTR Terms of References
- Hiring of the MTR Team, reviewing proposals and approving the selection
- Supervising and guiding the evaluation team for each step of the evaluation
- Review and approval of the inception report
- Review of the draft and final evaluation reports, for quality assurance purposes
- Ensuring the quality and independence of the evaluation, and guarantying its alignment with UNEG Norms and Standards and Ethical Guidelines
- Ensuring the participation of relevant stakeholders in coordination with the RSC throughout the review
- Ensuring the evaluation findings and conclusions are relevant and recommendations are implementable.
- Contributing to the dissemination of the evaluation findings and follow-up on the management response.

### **Proposed Purpose, Objectives, Scope, Criteria and Methodology**

The formulation of the ToR is a critical milestone in the MTR process. It outlines the purpose, objectives and methodology to be used (including the revision criteria and related questions), the composition of the review team, the planned deliverables and timeframe, as well as the intended use of the review. It is the responsibility of the RMG to prepare the ToR in accordance with the aforementioned UNEG/UNDOCO guidance.

To facilitate understanding of the key requirements and initially to enable decision-making regarding the composition of the RSC and RMG, suggestions regarding the key components of the ToR are listed below.

This should be seen as a tool to initiate and not pre-empt discussion by the RMG and the RSC.



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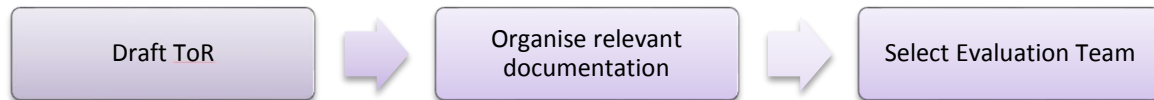
<b>Purpose:</b>	<ul style="list-style-type: none"><li>▪ to support greater accountability</li><li>▪ to support learning</li></ul>
<b>Key Objectives:</b>	<ul style="list-style-type: none"><li>▪ to assess continue relevance of the UNDAP in the light of the SDGs, post 2015 agenda</li><li>▪ to assess continue relevance of the UNDAP in the light of national changes and global development</li><li>▪ to assess the M&amp;E framework and make recommendations</li><li>▪ to assess UN's progress on results, targets and challenges and make recommendations for changes in the UNDAP results framework and architecture.</li></ul>
<b>Evaluation Scope:</b>	<ul style="list-style-type: none"><li>▪ See TOR for details</li></ul>
<b>Evaluation Criteria:</b>	<ul style="list-style-type: none"><li>▪ Relevance</li><li>▪ Effectiveness</li><li>▪ Efficiency</li><li>▪ Sustainability</li></ul>
<b>Methodology</b>	<ul style="list-style-type: none"><li>▪ Document review; Semi-Structured Key Stakeholder Interviews; Observational Visits (based upon availability, logistical constraints and ethical considerations)</li></ul>



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## MTR Process

### Planning & Preparation (July – August 2015)



### Implementation (September November 2015)



### Using the Results (December – January 2016)

