

FTI Evaluation Oversight Committee Terms of Reference

1. Purpose of the FTI Evaluation Oversight Committee (EOC)

The Evaluation Oversight Committee has been established at the request of the Education for All - Fast Track Initiative (EFA-FTI) Steering Committee to oversee and manage an external evaluation of the FTI to cover the period 2002 to 2008. The evaluation will be undertaken from mid 2008 to mid 2009.

The EOC will:

- Ensure that the evaluation is of maximum value to all FTI stakeholders (donors, partner country representatives, NGOs and academics), beneficiaries and the international community in general;
- Assure the overall quality of the evaluation, including its theoretical and methodological integrity, the appropriateness of the evidence selected, the accuracy of its interpretations, and the usefulness of its recommendations for FTI stakeholders and beneficiaries;
- Ensure the independence of the evaluation. The EOC will act with autonomy, but provide a quarterly report to the FTI Steering Committee and will make information available to the full FTI Partnership at the biannual FTI Steering Committee meetings;
- Provide both expert advice and comment, and, where applicable, institutional/representational perspectives.

In undertaking this, the Evaluation Oversight Committee (EOC) will:

- (i) Articulate, in a preliminary way, the scope and objectives of the external evaluation and the key questions it will address, ensuring as a first consideration that the evaluation reflects the information needs of the FTI's key stakeholders and beneficiaries for both accountability and lesson-learning and best-practice purposes;
- (ii) Produce an "issues paper" laying out preliminary evaluation objectives and questions for use in stimulating and eliciting inputs from stakeholders and beneficiaries, assuring full consideration of their interests and concerns in the evaluation's terms of reference;
- (iii) Create Terms of Reference (TOR) for the evaluation, based on the issues paper and inputs from stakeholders and beneficiaries;
- (iv) Assure that the funds raised for the conduct of the evaluation are adequate to assure high quality implementation of the desired TOR before commissioning the work, and advise the FTI Steering Committee of the need for additional funds if those initially raised are not adequate;
- (v) Draft the bidding documents ("request for proposals" or RFP) to be used in the selection of a contractor to undertake the evaluation based on the TOR;
- (vi) Select the evaluation contractor based on a rigorous and objective vetting of the proposals submitted in response to the RFP;

- (vii) Oversee the contractors overall implementation of the evaluation, in terms of its timeliness, adherence to the TOR and its quality standards, and management of and accounting for the use of funds;
- (viii) Comment on the drafts of the evaluation report, particularly in terms of its rigor, relevance, appropriateness of data interpretation, and success or failure to substantiate judgements;
- (ix) Through the quality assurance measures in points vi-viii above, ensure that the evaluation has credibility across the full range of stakeholders and beneficiaries;
- (x) Make recommendations to the FTI Steering Committee on the dissemination and use of the evaluation report.

2. Evaluation management

The evaluation will be undertaken by a contractor selected and overseen by the EOC. The day-to-day management of the contractor will be assumed by a member of the EOC nominated as the Secretary. The Secretary's tasks will include circulating papers for appraisal and comment, organizing and chairing EOC meetings, recording and distributing meeting minutes, keeping the web portal up-to-date, liaising with the evaluation contractor, overseeing and approving invoices submitted by the contractor (for onward transmission to the World Bank contracts office), and arranging – in liaison with the full EOC – for sign-off the final products submitted by the evaluation contractor. On short-term, logistical decisions the Secretary will seek advice from a “core group” of 4-5 volunteer EOC members.

No substantive decision will be taken by the Secretary, core group, or any other sub-group that may be constituted in the future without advice and consent of the full EOC. When EOC decisions cannot be made by consensus, they will be arrived at by a majority vote.

3. Contracting of firm to implement the evaluation

The firm selected by the EOC to implement the evaluation will enter into a contract with the appropriate office within the World Bank. This office will create and hold the legal documents for the execution of the evaluation and will provide payments to the contractor, as they are due. The EOC will review contractor progress, products, and requests for payments and indicate to the WB contracts office whether payments are authorized.

The independence of this external evaluation is central to its credibility. The EOC will provide critical inputs to the evaluation contractor, but it is essential that its independence be respected. As mentioned in Section 2, the EOC can, however, challenge drafts and findings on the grounds of inadequate rigour, relevance, interpretation of findings, and/or failure to substantiate judgements

4. EOC Meetings

Meetings will be kept to a minimum, in number and duration. It is expected that at least two will be face-to-face. Much of the business of the EOC will be conducted by e-mail. A web portal will provide information updates.

5. Timeline

The duration of the EOC's mandate runs until the completion of the evaluation and the submission of the final report to the FTI Steering Committee. A preliminary timeline for the work of the EOC includes the following benchmarks and indicative dates:

Mar 08	<ul style="list-style-type: none">• Finalize the EOC TOR• Draft an "Issues Paper" as basis for gathering stakeholder input
Apr	<ul style="list-style-type: none">• Use the "Issues Paper" to structure a web-based stakeholder survey
Apr 21-25	<ul style="list-style-type: none">• Present the EOC TOR to and discuss the Issues Paper with the FTI Steering Committee
May 4-9	<ul style="list-style-type: none">• Attend the ADEA Biennial Meeting and gather Stakeholder Input from ADEA countries
May	<ul style="list-style-type: none">• Finalize the evaluation TOR based on all stakeholder input
Jun-Aug	<ul style="list-style-type: none">• Prepare and manage the tendering process through the appropriate office within the World Bank
Aug	<ul style="list-style-type: none">• Award the evaluation contract
Sept	<ul style="list-style-type: none">• Evaluation implementation begins
Dec 08	<ul style="list-style-type: none">• Initial report from evaluation consultants on progress of evaluation
Jan 09	<ul style="list-style-type: none">• EOC review of first report and feedback to consultants
April 09	<ul style="list-style-type: none">• Second report from evaluation consultants on progress of the evaluation
May 09	<ul style="list-style-type: none">• EOC review of second report and feedback to consultants
July 09	<ul style="list-style-type: none">• Draft final report submitted
Aug 09	<ul style="list-style-type: none">• EOC review of draft final report
Sept 09	<ul style="list-style-type: none">• Final report completed
