# Terms of Reference for the Preparation of 2015/16 Forward - looking Joint Sector Reviews

1. **Background and Rationale**

The Joint Sector Review forums bring together all Sector Working Group (SWG) stakeholders to engage in policy dialogue and to ensure ownership, accountability and transparency of the EDPRS 2 implementation and monitoring process.

**The 2015/16 forward looking Joint Sector Review has five (5) main objectives:**

1. To present and discuss areas prioritized during the planning and budgeting process
2. To discuss and validate the 2015/16 sector targets and related policy actions

To select policy-related studies to be conducted in 2015/16 fiscal year and briefly report progress on 2014/15 analytical works

To assess progress towards implementation of the 2014/15 policy actions

To Assess the relevance of a mid-term review of the sector strategic plan (SSP)

1. **Detailed requirements of 2015/16 forward-looking JSRs**
2. To present and discuss areas prioritized during the planning and budgeting process

The 2013/14 backward looking JSRs held in October 2014 identified broad priority areas for consideration during the 2015/16 planning and budgeting process. SWGs are expected to discuss how these priorities were considered in both planning and budgeting.

Resource allocation should be discussed linking selected priorities to budget allocations including; programme and sub-programmes. Refer to **Annex.1** for Sector priorities and Resource allocations. MINECOFIN will provide SWGs with the budget figures already entered in the IFMIS for easy preparation of the reviews.

A brief narrative of the underlying assumptions[[1]](#footnote-1) for resource allocation should also be highlighted in the working documents.

1. To discuss and validate the 2015/16 sector targets and related policy actions

* Each SWG is expected to provide the indicators, targets and policy actions that will form the basis for sector monitoring in 2015/16. These are to be provided in the Sector indicator Matrix **(Annex.2)**
* The Sector indicator matrix includes; indicators, targets and policy actions drawn from the EDPRS Core Indicator Matrix **(Annex.3)** at National level relating to the sector
* The number of indicators that are required for the purpose of the joint sector reviews are ten (10). However, some SWGs may wish to extend monitoring to more than 10 indicators depending on their specific needs and capacity to effectively monitor more indicators. MINECOFIN planning department should be consulted in such cases.
* Each Indicator should not exceed two (2) policy actions that are strategic in nature.
* Both policy actions and indicators should be SMART (specific, measurable, achievable, realistic and time-bound)

**Note:**

In the 2013/14 JSRs a maximum of ten (10) indicators and associated policy actions were identified for regular monitoring of EDPRS 2 implementation.

Effort should be made to ensure consistency by simply updating the targets in the SSP Matrix related to those indicators as well as deciding on the strategic policy actions in line with the recently concluded planning and budget consultations.

In situations where sectors have revised their SSP Monitoring Matrices leading to changes in any of the ten selected indicators mentioned above, this should be brought to the attention of MINECOFIN and the JSR should be the opportunity to validate such indicators and ensure consistent monitoring going forward rather than frequent change of indicators

The proposed outputs, targets and policy actions are to be the same as the ones agreed upon during the planning and budgeting consultations.

Where new data may be provided after the publication of the EICV 4 and related surveys, this should be brought to the attention of MINECOFIN before new targets are set.

1. To select policy-related studies to be conducted in 2015/16 fiscal year and briefly report progress on 2014/15 analytical works

* With reference to sector's annual Work Plan for analytical studies, the sector should identify analytical studies to be undertaken in support of effective delivery of EDPRS 2. These should be linked to the sector outcomes. Discussion should include how the findings will be used, the challenges in use of evidence in previous studies undertaken and how these will be addressed.
* Policy related analytical work comprise of: policy research, evaluations, pilots and studies. The SWG may agree on funding modalities for these if not covered in the government budget. (Using **Annex 4** Priority Analytical Studies for 2015/16)
* Also a summary of progress on 2014/15 analytical works should be provided to keep all stakeholders updated on the progress or challenges encountered and also determine which works may be carried over to 2015/16 **(use annex 5)**

To assess progress towards implementation of the 2014/15 policy actions in the sector matrix (includes EDPRS 2 core indicator matrix)

A brief description of the progress against 2014/15 policy actions

An explanation of the implementation challenges where existent as well as appropriate remedial measures taken or to be taken

(**Annex. 6:** Progress against Sector Indicator Matrix policy actions)

A brief discussion on the need for a review of the Sector Strategic Plan as a whole and how this may be conducted if necessary. What proposals are there on how this may be undertaken? This will inform considerations for the EDPRS 2 mid-term review.

A brief update is also to be provided on the follow-up of implementation of the 2012/13 OAG recommendations

1. **Preparation of the JSR**

SWGs are required to plan dates for their respective JSR. Invitations and working documents should be communicated a week in advance of meetings to stakeholders by the Chair (lead ministry). Dates for the JSRs should be cleared with MINECOFIN Planning Department to avoid potential scheduling conflicts involving similar stakeholders.

1. **Stakeholders to be invited**
2. Representatives of the Lead sector Ministry;
3. SWG Co-chair of the sector (Lead Development Partner)
4. Representative of the PMO;
5. Representatives of other concerned line ministries and GoR institutions;
6. Representatives of MINECOFIN;
7. A representative of the National Institute of Statistics (NISR)
8. Representatives of Development Partner organisations;
9. Representatives of Private sector operating in the sector
10. Representatives from civil society organisations involved in the sector ;
11. Other representatives as deemed appropriate by the Chair and co-Chair e.g. including Associations of final beneficiaries, local Government Authorities[[2]](#footnote-2) among others.

**NB**: The first five above (a-j) are to participate in both the preparation of Sector working documents and Joint Sector Reviews. Chair and Co-Chair may expand the technical team as they deem necessary.

1. **Management arrangements**

The Permanent Secretary of the Lead Sector Ministry will be the Chair of the Joint Sector Review while the Head of Cooperation of the Lead Donor in the sector will be Co-chair. Final reports signed by the chair and co-chair of the SWG should be submitted to MINECOFIN by **5th June, 2015.**

1. **Guidelines for the JSR report**

The JSR report will comprise of: a maximum of 10 pages of narrative (excluding annexes) covering the requirements under section 2 (a-f);

**Enquiries:** For any further clarifications needed, please send an email to the Director General National Development Planning via [ndpr@minecofin.gov.rw](mailto:ndpr@minecofin.gov.rw).

| **Roadmap for the 2015/16 Forward Looking JSR** | | |
| --- | --- | --- |
| **Deliverable** | **Timeline (2015)** | **Responsible Institution** |
| Issuance of final TORs to SWGs | 5th May 2015 | MINECOFIN |
| NDPR to liaise with sectors to develop a consolidated & harmonized calendar of JSR meetings to avoid collusion of related JSR meetings | Throughout | MINECOFIN |
| Engaging technical working teams to fully understand ToR requirements | 8th May 2015 and throughout | Lead Sector Ministry |
| Holding of JSR meetings | Till 29th May 2015 | SWG Chairs & Co Chairs |
| Deadline for submission of signed reports\* to MINECOFIN | 5th June 2015 | SWGs |

\*NB: All draft summaries should be submitted to MINECOFIN planning department for quality assurance before signing.

1. Budget assumptions could include policy decisions to decentralize programmes, to attract private sector investment, etc. thereby prioritizing other areas [↑](#footnote-ref-1)
2. Local Government Authorities may be invited after consultations with MINALOC [↑](#footnote-ref-2)