**DPOD’s Mid-term review approach**

The Objective: support DPOD’s programme to produce (the planned) results and thus achieve its objectives.

A MTR should seek to facilitate discussions and provide advice and support to the implementation of the programme.

With this guidance document to assist, DPOD pursue to ensure a high quality and equal approach in the MTRs of the supported program, but at the same time adopt a flexible approach depending on the local context.

1. WHY

Main purpose of mid-term review (MTR) must be to assess and track progress in relation to the program plans and activities. The mid-term review examine if the programme is on course (in producing the planned results).

*A MTR will focus on the following aspects:*

-To what extend is i.e. PARTNER’s programme implemented in accordance with the plans? Are there differences between what was supposed to be implemented and what was implemented?

- Appropriateness and closeness to plans are the cost, timing, staff capacity, organisational support.

A central element for the mid-term review should assess the overall effectiveness of the methods and tools utilized in the implementation of the programme.

The Midterm examines progress in the programme - also to establish how the programme can be more effective and to establish/suggest possible adjustments in the remaining programme period. The mid-term review could form the basis for revising the programme activities and indicators to further ensure effectiveness and quality.

The mid-term review is also a tool to identify key issues and problems which need to be addressed. Therefore elements like HR, finance issues, M&E and communication can also be included as they support and affects programme implementation.

# When

All programs exceeding two (or three?) years must include a MTR. The MTR shall be carried out half way through the implementation.

# By whom

A MTR is undertaken to support the PARTNER and its implementation of a programme.

A MTR is a learning process that provides valuable knowledge and lessons learned to strengthen DPOD’s international programmes and the PARTNERS ditto.

The MTR is carried out by DPOD, in close collaboration with the PARTNER.

To increase learning across programs and locations, the inclusion of DPOD staff from other teams should be considered.

An external short term consultant may be recruited. The recruitment and development of contracts for external consultants need be done according to the procedures defined between DPOD and the PARTNER. DPOD need to undertake quality assurance on the TOR and MTR report.

# How

In order to promote downwards accountability, the MTR shall ensure that feedback about the program from partners and beneficiaries is included in the MTR. This shall take place through representative and participatory methods ensuring that the voices of the beneficiaries are included in the MTR.

The PARTNER, relevant member organisations and local Branches and the DPOD country desk & M&E advisor shall be provided with an opportunity to participate in analysing the activities and planning the future work.

If a program is implemented in an alliance with another back-donor, the MTR should, if at all possible, be conducted jointly between all implementing partners.

## Preparation

A Terms of Reference (TOR) for a MTR need to be developed well in advance of the actual MTR mission. The TOR shall follow the DPOD format. However, the format shall be seen as inspirational when it comes to the specific content under each section and shall be amended to the specific MTR. The TOR shall be developed in collaboration with the partner.

During the preparing process DPOD and the Partner clarifies whether there are specific issues or areas in relation to the program outputs or strategies, which the review should focus on. This should be reflected in the TOR.

Upon finalisation who approves the Terms of Reference?

## The post MTR process

A short debriefing note or presentation shall be presented to the Partners at the end of the MTR mission, outlining the findings and recommendations from the MTR.

The findings and recommendations shall mutually be agreed upon between the involved parties. The debriefing note/presentation will be annexed to the MTR report.

## De-briefing / follow up

After the MTR mission the Head of the International Department shall have a de-briefing with the M&E Advisor and the Country desk.

To enhance learning, 6 month after the MTR an additional de-briefing shall be held between the M&E advisor and Country Desk to follow up on the progress in addressing the findings and recommendations from the MTR, and to assess the value of the recommendations from the MTR.