**TEMPLATE**

**Terms of Reference for Mid-Term Review**

**(specify programme title, dates and partners involved in implementing the programme)**

# 1. Background

* A brief description of the history of the partnership (one paragraph)
* A brief description of the program incl. development and immediate objectives (if the program is split up into components, outline the components)
* Brief description of the progress of the program and any challenges faced in the implementation
* If the program has been reviewed before, the results and recommendations are briefly presented

# 2. Objectives of the MTR

The purpose of the MTR is to:

* Assess and track program progress in relation to implementation of program plans and activities,
* Assess overall effectiveness of the methods and tools applied in the implementation of the program
* Assess program results in terms of reaching/involving the target group and achieving the expected results

The MTR will examine to which extent the program is on course to producing the planned results, and thus achieving its objectives. Findings will be used to guide programme implementation for the remaining programme period.

# 3. Output

* A debriefing note or powerpoint presentation that summarises the findings and recommendations of the MTR. This is presented at meeting/seminar/workshop at the end of the review mission in which the Partner participates.
* A MTR report of not more than 15 pages, excluding annexes and executive summary. The report shall comprise an executive summary of not more than 3 pages. Conclusions and recommendations shall be stated in a separate section.

# 4. Scope of Work (shall be adjusted to the specific MTR)

The mid-term review shall comprise but not necessarily be limited to the following areas:

* Assess whether the objectives are in keeping with needs and priorities of the beneficiaries
* Assess whether the program is relevant to the policies and strategies of the Partner, DPOD/DH policies and strategies (\*national policies?).
* Assess whether the program is moving towards reaching its objectives. Are activities sufficient and appropriate to realise agreed outputs? Is it likely that the programme will have the planned impact?
* Assess the technical quality of the program activities and the effectiveness and appropriateness of methodologies and approaches applied.
* Assess the degree to which financial resources and inputs (funds, expertise, time etc.) are converted to results/outputs (i.e. have these been delivered as agreed?) Could it have been done better, more cheaply and more quickly?
* Identify good practise within programme or technical approaches and/or methodologies applied.
* Assess the efficiency of programme and financial management practices, budgets, plans of action, M&E systems, etc.
* Assess the degree to which the partner at all relevant organisational levels has obtained ownership of the programme.
* Assess if the Partner’s procedures and mechanisms are followed and have led to effective implementation of the programme.
* Assess if attempts have been made to promote harmonisation with others; thereby reducing administrative costs of the programme implementation (e.g. though establishment of strategic partnerships or alliances with other partners).
* Assess the development in risk management and any possible measures taken.
* Assess the sustainability of the program including the cooperation with relevant external strategic partners to promote mainstreaming of programme approaches and target group.

# 5. Method of work

Describe in detail how the review will be conducted (what methodology will be applied including:

* Desk review to be undertaken the consultant(s) before starting the evaluation and relevant documentation to be studied (don’t mention titles of documents as that will be listed in section 8, just mention the type of documents to be covered);
* The methodology to be applied (interviews with key stakeholders, participatory methods to generate input from beneficiaries, observations (specify what would be relevant to observe ie. patient registers, student enrolment lists, district budgets, training methods etc. depending on the nature of the programme);
* Who the team should meet (not by name, but by type of stakeholders );
* Specify consultations and interviews at HQ / national level;
* Specify field visits that will take place during the review;
* Specify feedback process / workshop;
* The draft report will be distributed to (….) for comments and further discussion. After receiving the comments, the Consultant(s) will finalise the report and submit to DPOD (\*and the Partner?).

# 6. Time frame

* The review will take place from (…) till (…) including (…) days for preparation, (…) days of fieldwork, (…) days of meetings and compilation of results.
* The draft report will be delivered to DPOD and the Partner no later than \*14 days? (state date) after the end of the review.
* Date for debriefing / workshop regarding draft report
* The final review report will delivered no later than (state date) and submitted to (name/address).

# 7. MTR team Composition

Required qualifications and experience of consultant(s). Specify who (e.g. program manager, coordinator with DPOD or Partner) who will act as resource persons and have an active part in the MTR. Who will be the main contact person between the consultant(s) and the partner organisation.

# 8. Key Documents

Made available for the MTR during the preparation period.

Key documents:

* Programme documents and supporting documents
* Updated budget, including expenditures to date
* Plan of action or implementation plan
* Baseline, M&E plan, latest monitoring report
* Quarterly and annual reports
* Other key program documents, materials, tools, etc
* DPOD/Partner policies and strategies.