

Country Programme Evaluation Series

Evaluation of FAO's contribution to Cabo Verde

2018–2022

Annex 2. Terms of reference for the Evaluation Reference Group

Introduction

1. The Office of Evaluation (OED) of the Food and Agriculture Organization of the United Nations (FAO) is conducting an evaluation of FAO's country programme in Cabo Verde. The evaluation will cover the totality of FAO's cooperation with the Government of Cabo Verde over the period 2018–2021. In addition to assessing contributions to national priorities within the areas of FAO mandate, the evaluation will identify lessons and best practices that could inform the continuation of this partnership through a new programme cycle.
2. It is a standard practice for programme evaluations in FAO to benefit from the guidance of an Evaluation Reference Group (ERG) composed of representatives of government, international organizations, civil society organizations, resource partners and other relevant stakeholders that have been partnering with FAO and/or acting in the same subject matters in the country.
3. The ERG is a temporary mechanism established to facilitate stakeholder's engagement in the evaluation process. The overall purpose of the ERG is to enhance the credibility, transparency, impartiality, quality and utility of the evaluation in accordance with requirements set out in the evaluation terms of reference (TORs). This mechanism is an integral part of the evaluation process and members should participate on a voluntary basis.

Roles and responsibilities of the Consultative Group

The ERG will be consulted throughout the entire evaluation process. In particular, it will be invited to:

- i. provide comments on the present TORs for the ERG;
- ii. provide comments on the evaluation TORs, including on the evaluation objectives, scope, questions and methods;
- iii. provide comment on the evaluation inception report and advice to the evaluation team, including on the proposed workplan, stakeholders to contact and timeline;
- iv. facilitate contacts between the evaluation team and national stakeholders;
- v. ensure that the evaluation team access and consult all relevant information sources related to FAO's programme in Cabo Verde;
- vi. discuss and comment on intermediate notes and/or reports delivered by the evaluation team; and
- vii. provide feedback on the evaluation findings, conclusions, lessons and recommendations, in writing and/or during a virtual final presentation meeting.

Working arrangements

4. ERG members will be contacted by email to provide comments on draft documents, as well as to provide the evaluation team with access to relevant documents and contacts. Comments by individual members will be compiled into a single document and will be collectively addressed by the evaluation team. Once they are incorporated, the evaluation team will share the final versions with the ERG members for reference.
5. The evaluation team will organize two workshops to promote cross-functional collaboration; i.e. one at the beginning of the evaluation process to guide the finalization of the inception report, and other at the end of the evaluation process to guide the finalization of the evaluation report. Although not mandatory, participation is highly encouraged given the importance of each member's contributions to the evaluation.

Composition of the Evaluation Reference Group

6. In consultation with the FAO Representation in Cabo Verde, the ERG would be ideally comprised of the following members (Table 1):

Table 1. Evaluation Reference Group

ORGANIZATION/INSTITUTION	MEMBER
FAO CABO VERDE	Ms Ana Touza (FAO Representative) Ms Katya Sancha (Assistant FAO Representative)
UNIDO	Mr Edson Fernandes (National coordinator)
RCO	Ms Ana Graça (Resident Coordinator)
UNDP	Mr Steven Ursino (Representative a.i)
MINISTRY OF AGRICULTURE AND ENVIRONMENT	Mr. Gilberto Silva (Minister of Agriculture and Environment) Ms Eneida Rodrigues (Directorate General) Ms Rosa Semedo (Executive Secretary – Secretariado Nacional de Segurança Alimentar)
MINISTRY OF FINANCE	Mr Gilson Pina (Directorate General of Planning)
MINISTRY OF SEA	Mr Paulo Veiga (Minister of Sea) Mr Albertino Martins (Director General of Marine Resources) Ms Iolanda Brites (National Coordinator Blue Economy Project)
MINISTRY OF FOREIGN AFFAIRS	Mr Rui Figueiredo (Minister of Foreign Affairs) Mr Julio de Moraes (Ambassador)
CÂMARA MUNICIPAL DE PRAIA	Mr Francisco de Carvalho (Mayor)
CÂMARA MUNICIPAL DE BOAVISTA	Mr Cláudio Mendonça (Mayor)
CÂMARAS MUNICIPAIS DE SAO FILIPE AND MOSTEIRO	Mr Nuías Silva (Mayor of Sao Filipe) Mr Fabio Teixeira (Mayor of Mosteiros)
INIDA	Ms Angela Moreno (President of INIDA)
UNI-CV	Ms Judite Nascimento (Dean of UNI-CV)
ADAD	Mr Januario Nascimento (President)
CARITAS	Ms Marina Almeida
AFRICAN DEVELOPMENT BANK	Mr Hatem Fellah (Senior Agronomist)
EUROPEAN UNION	Mr Pedro Campos (Head of Cooperation) Ms Carla Folgôa (Program Officer)

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