

**TERMS OF REFERENCES FOR CONSULTANCY SERVICES  
FOR  
FINAL MONITORING & EVALUATION & IMPACT ASSESSMENT**

<b>Project Title:</b>	GAP Organic Agriculture Cluster Project
<b>Vacancy Type:</b>	External Vacancy
<b>Location:</b>	Turkey (Ankara, Diyarbakır, Gaziantep, Mardin, Kilis and Şanlıurfa)
<b>Category:</b>	Final Assessment; Cluster Based Local Socio-Economic Development, Agriculture
<b>Type of contract:</b>	IC (Individual Contract)
<b>Reporting Language:</b>	<b>Turkish</b>
<b>Starting Date:</b>	14 May 2018
<b>Expected duration of Assignment:</b>	20 man/days (nonconsecutive)
<b>Duration of Contract:</b>	14 May 2018 – 30 June 2018
<b>Reference Code:</b>	M&E-OAC-2018-1

### **1- Background**

Southeast Anatolia Region is one of the most socially and economically distressed regions in Turkey. As per the socio-economic development index, issued by the State Planning Organization (current Ministry of Development) in 2003, the Region is the second least developed region in Turkey. A considerable portion of the economic output of the Region is derived from agriculture and trade. Although the region is endowed with favorable factor conditions (land, natural resources etc.), most of the manufacturing activities in the region are concentrated in the lower value-added segments of the manufacturing value chains. These favorable conditions create a significant potential for organic production where higher value added in organic production could serve sustainable development in the Region. However, the potential of the Region have, thus far, not been used efficiently. The Competitiveness Agenda, which has been developed by UNDP in strong collaboration and cooperation with the GAP RDA within the scope of the EU-funded GAP-GIDEM (Entrepreneurship Support Centers) Project, aims at turning the Southeast Anatolia Region into the “Cradle of Sustainable Civilizations” by integrating the Region to national and international markets with a unique value proposition in areas like renewable energy, organic textile and organic agriculture. In line with the provisions of the Competitiveness Agenda; Organic Agriculture Cluster in Southeast Anatolia Project was developed with a view to mobilize the organic production potentials of the region through applying clustering methodology and supporting improvements in organic agriculture value chain.

GAP Organic Agriculture Cluster Project is being implemented by the Southeast Anatolia Project Regional Development Administration (GAP RDA) of Ministry of Development with the technical assistance of United Nations Development Programme (UNDP). The Project, which was initiated in 2009 and expected to be completed in 2018. The Project aims at improving the competitiveness of the organic agriculture sector in Southeast Anatolia Region and hence contributing to the development of the Region in a sustainable and socially equitable manner.



In parallel with this overall objective, the Project aims at utilization of organic agriculture potentials of the Region. In addition, with a view to contributing to the improvement of the competitiveness of the organic food and textile sectors, the Project also aims at establishment and development of required technical, physical, knowledge and institutional infrastructures for these sectors.

The expected economic benefits are the increased exports of organic food and beverages as well as of organic textile and apparel goods and increased employment rate in the manufacturing and service sectors. Other expected social benefits of the GAP Organic Cluster Development Project are environmentally sensitive production; reduced carbon emissions; reduced negative impacts on soil and water resources, reduced negative impacts on human health and again increased employment rate in the manufacturing and service sectors.

The M&E Consultant will work closely with the Portfolio Manager, Field Administrator, and Project staff in the country office as well as with UNDP project staff at regional level, and with implementing partners. The objectives of the evaluation are to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming for new interventions.

## 1. Overall Goal of the Evaluation

Monitoring & Evaluation and Impact Assessment are combined in nature and seek to:

1. Measure to what extent the project has fully implemented their activities, delivered intended outputs and attained outcomes and specifically measuring development results.
2. Generate substantive evidence based knowledge by identifying best practices and lessons learned that could be useful to other development interventions at national (scale up) and international level (replicability).
3. Evaluate the findings in relation with on one or more of the related SDG thematic windows.

As a result, the findings, conclusions and recommendations generated by these evaluations will be part of the evaluation to synthesize the overall impact of the project at national and international level.

## 2. Scope of the Evaluation and Specific Objectives

The monitoring & evaluation will focus on measuring development results and potential impacts generated by the **GAP OAC Project**. This evaluation will also take into consideration principles of human rights-based approach to development programming; gender equality and environmental sustainability as per UNDP Social and Environmental Standards.

**The unit of analysis or object of study for this evaluation is** understood to be the set of components, outcomes, outputs, activities and inputs that were detailed in the project document(s) and in associated modifications made during implementation.

This final evaluation has the following **specific objectives**:



- Measure to what extent the project has attained the goals of the project as well as the development results to the targeted population, beneficiaries, participants whether individuals, communities, institutions, etc.
- Measure to what extent the project has contributed **to solve the needs and problems identified** in the design phase.
- To measure project's degree of **implementation, efficiency and quality** delivered on outputs and outcomes, against what was originally planned or subsequently officially revised.
- To identify and document substantive lessons learned and good practices on the specific topics of the project and the SDGs with the aim to support **the sustainability of the project** or some of its components.

### 3. Evaluation Questions, Levels of Analysis and Evaluation Criteria

The evaluation questions listed below are indicative and they aim to define the information that could be generated as a result of the evaluation process. The evaluator is expected to amend, complete and submit this matrix as part of an evaluation inception report, and shall include it as an annex to the final report. The questions are grouped according to the criteria to be used in assessing and answering them.

The evaluator is expected to frame the evaluation effort using the criteria of **relevance, effectiveness, efficiency, sustainability and impact**.

**Relevance: To what extent the objectives of a development intervention are consistent with the needs and interest of the people, the needs of the country and the Sustainable Development Goals.**

- a) To what extent was the design and strategy of the development intervention relevant to national and regional priorities (assess including link to SDGs, UNDCS and national priorities, GAP strategies and action plans, stakeholder participation, national ownership design process)?
- b) How much and in what ways did project contribute to solve the (socio-economical) needs and problems identified in the design phase?
- c) To what extent this project was designed, implemented, monitored and evaluated as gender sensitive? (See Gender Equality related documents to be reviewed under Annex C.)
- d) To what extent the project creates synergy/linked with the other relevant projects and interventions in the region?

**Efficiency: To what extent resources/inputs (funds, time, human resources, etc.) have been turned into results and project implemented efficiently in line with the international and national norms and standards**

- a) To what extent did the project's management model and arrangements (i.e. instruments; economic, human and technical resources; organizational structure; information flows; decision-making in management) was efficient in comparison to the development results attained?
- b) To what extent was the implementation of a project intervention more efficient in comparison to what could have been in the absence of such an intervention?



- c) To what extent the governance of the fund at national level and at regional level contributed to efficiency and effectiveness of the project? To what extent this structure was useful for development purposes, ownership, for working together as one? Did they enable management and delivery of outputs and results?
- d) To what extent and in what ways did the project increase or reduce efficiency in delivering outputs and attaining outcomes?
- e) What type of work methodologies, financial instruments, and business practices have the implementing partners used to increase efficiency in delivering as one?
- f) What type of (administrative, financial and managerial) obstacles did the project face and to what extent have this affected its efficiency?
- g) What was the progress of the project in financial terms, indicating amounts committed and disbursed (total amounts & as percentage of total) by GAP Administration?

**Ownership in the process: Effective exercise of leadership by the country's national/local partners in development interventions**

- a) To what extent did the targeted population, citizens, participants, local and national authorities made the programme their own, taking an active role in it? What modes of participation (leadership) have driven the process?
- b) To what extent and in what ways has ownership or the lack of it, impacted in the efficiency and effectiveness of the project?

**Effectiveness: To what extent the objectives of the development intervention have been achieved.**

- a) To what extent did the project contribute to the attainment of the development outputs and outcomes initially expected /stipulated in the project document? (detailed analysis of: 1) planned activities and outputs, 2) achievement of results). What are the key factors contributing to project success or underachievement?
  - To what extent and in what ways did the project contribute to the Sustainable Development Goals at the local and national levels?
  - To what extent and in what ways did the project contribute to the goals set in the thematic window?
  - To what extent (policy, budgets, design, and implementation) and in what ways did the project contribute to improve the implementation of the principles of the Paris Declaration and Accra Agenda for Action?
  - To what extent and in what ways did the project contribute to the goals of delivering as one at country level?
- b) To what extent were project's outputs and outcomes synergistic and coherent to produce development results? What kinds of results were reached?
- c) To what extent did the project had an impact on the targeted citizens?
- d) Have any good practices, success stories, lessons learned or transferable examples been identified? Please describe and document them.
- e) What types of differentiated effects are resulting from the project in accordance with the sex, race, ethnic group, rural or urban setting of the beneficiary population, and to what extent?



- f) To what extent has the project contributed to the advancement and the progress of national and/or regional development in term of processes and outcomes (the design and implementation of National Development Plans, Public Policies, UNDCS, etc.)
- g) To what extent has the project contributed to the advancement and the progress in women's empowerment as well as mainstreaming gender equality? (to be elaborated in relation to the relevant SDGs, SDG indicators and UNDP Gender Mainstreaming strategies and guidelines)
- h) To what extent did the project help to increase stakeholder and or engagement on development issues and policies?
- i) To what extent this model of business initiatives was the best option to respond to development challenges in a sustainable way?
- j) To what extent the implementing partners participating in the project had an added value to solve the development challenges of the region stated in the project document?
- k) To what extent monitoring and evaluation used to ensure effective decision-making?
- l) To what extent did the project have a useful and reliable M&E strategy that contributed to measure development results?
- m) To what extend did the project have a useful and reliable Communication & Advocacy strategy?
- n) If the project was revised, did it reflect the changes that were needed?

**Sustainability: To what extent there are financial, institutional, social economic and/or environmental risks sustaining long-term project results.**

- a) To what extent the project decision making bodies and implementing partners have undertaken the necessary decisions and course of actions to ensure the sustainability of the effects of the project?

At local and national level:

- To what extent did national and/or local institutions support the project?
  - Do these institutions show technical capacity and leadership commitment to keep working with the project or to scale it up?
  - Have operating capacities been created and/or reinforced in national/local partners?
  - Do partners have sufficient technical and financial capacity to keep up the benefits produced by the project?
  - Do relevant stakeholders have or likely to achieve an adequate level of ownership of results to have the interest in ensuring that project benefits are maintained?
- b) To what extent will the project be replicable or scaled up at national or local levels?
  - c) To what extent are the project results dependent on socio-political factors?
  - d) To what extent did the project align itself with the National Development Strategies and/or the UNDCS?
  - e) Are there any environmental risks that can undermine the future flow of project impacts and Global Environmental Benefits?

**Impact: Are there indications that the project has contributed to, or enabled progress toward social and environmental sustainability?**



**All the above evaluation questions should include an assessment of the extent to which programme design, implementation and monitoring have taken the following cross cutting issues into consideration:**

- Capacity development
- Institutional strengthening
- Public awareness
- Innovation or added value to national development
- Environmental sustainability
- Gender equality

#### **4. Methodological Approach**

This final evaluation will use methodologies and techniques as determined by the specific needs for information, the questions set out in the TOR and the availability of resources and the priorities of stakeholders. In all cases, Consultant is expected to analyze all relevant information sources, such as reports, programme documents, internal review reports, programme files, strategic country development documents, and any other documents that may provide evidence on which to form judgements included in Annex C of this Terms of Reference. Consultant is also expected to use interviews, surveys or any other relevant quantitative and/or qualitative tool as a means to collect relevant data for the final evaluation. The Consultant will make sure that the voices, opinions and information of targeted citizens/participants of the project are taken into account.

The methodology and techniques to be used in the evaluation should be described in detail in the desk study report/inception report and the final evaluation report, and should contain, at minimum, information on the instruments used for data collection and analysis, whether these be documents, interviews, field visits, questionnaires or participatory techniques following high level of research ethics and impartiality.

#### **5. Key Roles and Responsibilities in the Evaluation Process**

There will be actors involved in the implementation of monitoring and evaluation:

- 1. The ISG Portfolio Manager, Field Administrator** will have the following functions:
  - Lead the evaluation process throughout the 3 main phases of a final evaluation (design, implementation and dissemination)
  - Coordinate the selection and recruitment of the Consultant by making sure the lead agency undertakes the necessary procurement processes and contractual arrangements required to hire the Consultant
  - Ensure the evaluation products meet quality
  - Provide clear specific advice and support to the evaluation manager and the Consultant throughout the whole evaluation process
  - Take responsibility for disseminating with the Steering Committee
  - Safeguard the independence of the exercise, including the selection of the Consultant



2. **Project Team** will have the following functions:
  - Provide executive and coordination support to the Consultant
  - Provide the Consultant with administrative support and required data
  - Facilitating the Consultant's access to all information and documentation relevant to the intervention, as well as to key actors and informants who should participate in interviews, focus groups or other information-gathering methods
  - Connect the Consultant with the key stakeholders, and ensure a fully inclusive and transparent approach to the evaluation
  - Review the reports
3. **UNDP and GAP RDA** will function as the evaluation reference group, this group is comprised with the representatives of the major stakeholders in the project will function as a **quality assurance member** of the evaluation in cooperation with the commissioner of the evaluation
  - Review and provide advice on the quality the evaluation process as well as on the evaluation products (comments and suggestions on the draft report and final report) and options for improvement.
4. **The Consultant** will conduct the evaluation study by:

Fulfilling the contractual arrangements in line with the TOR, United Nations Evaluation Group (UNEG) norms and standards and ethical guidelines; this includes developing an evaluation matrix as part of the inception report, drafting reports, and briefing the commissioner and stakeholders on the progress and key findings and recommendations, as needed.

## 6. Evaluation Deliverables

The Consultant is responsible for submitting the following deliverables to UNDP.

**Report on Methodology** (to be submitted within 5 days of the submission of all programme documentation to the Consultant)

This report will be 5 to 10 pages in length and will propose the methods, sources and procedures to be used for data collection. It will also include a proposed timeline of activities and submission of deliverables. The desk study/inception report will propose initial lines of inquiry about the project. This report will be used as an initial point of agreement and understanding between the Consultant and **UNDP**. The report will follow the outline stated in Annex A.

**Draft Report** (to be submitted within 5 days after the completion of the field visit)

The draft report will contain the same sections as the final report (described in the next paragraph) and will be 20 to 30 pages in length. This report will be shared among the evaluation reference group. It will also contain an executive report of no more than 5 pages that includes a brief description of the project, its context and current situation, the purpose of the evaluation, its methodology and its main findings, conclusions and recommendations. The final report will be shared with evaluation reference group to seek



their comments and suggestions. This report will contain the same sections as the final report, described below.

**Final Evaluation Report** (to be submitted within 5 days after reception of the draft report with comments).

The final report will be approximately 20 to 30 pages in length. It will also contain an executive summary of no more than 5 pages that includes a brief description of the project, its context and current situation, the purpose of the evaluation, its methodology and its major findings, conclusions and recommendations. The final report will be sent to the evaluation reference group. This report will contain the sections establish in Annex B:

- **Reporting Line**  
The Reports is subject to approval of the UNDP in concurrence with GAP RDA in order to realize the payments to the consultant.
- **Reporting Language**  
The reporting language of the Executive Summary should be both in English and Turkish. The rest of the reports are expected to be in Turkish. In case of a need for translation, the translation cost shall be borne by UNDP.
- **Title Rights**  
The title rights, copyrights and all other rights whatsoever nature in any material produced under the provisions of this ToR will be vested exclusively in UNDP.

**7. Evaluation Process: Timeline**

The work will be nonconsecutively undertaken throughout the time-frame below;

**Start Date** : 14 May 2018  
**Completion Date** : 15 June 2018

Following the establishment of the evaluation reference group; hiring of the Consultant; submission of the documents, access to reports and archives and briefing on project:

Activities of the Implementation Phase	Who	When
Delivery of report on methodology / Inception Report	Consultant	3 days
Providing the feedbacks to the report on methodology	ISG Portfolio Manager Field Administrator Project Team	3 days
Finalization of the methodology based on the feedbacks received	Consultant	2 days



In field missions *	Consultant	7 days
Delivery of the draft report	Consultant	5 days
Review of the draft evaluation report and feedback	UNDP and GAP RDA	7 days
Delivery of the Final Evaluation Report	Consultant	3 days
<b>Total Evaluation Process (days)</b>		<b>30 days</b>
<b>Evaluation Consultancy (days)</b>		<b>20 days</b>

\*Field mission destinations are specified as per the project sites as below.

### Expected Field Missions

Partners/ Stakeholder(s) to be visited	Site to be visited	Day(s) to be spent
Ipekyolu Development Agency	Gaziantep	1
Kilizi Organic Production Facility Pilot Project Site Visit	Kilis	1
GAP RDA Harran University Ebrulim Pilot Project Site Visit GAP ORKÜDER Visit	Şanlıurfa	3
Karacadağ Development Agency Eğil/Ilgın Site Pilot Project Visit Dicle University Pilot Projects Site Visit	Diyarbakır	3
Dicle Development Agency	Mardin	1
UNDP	Ankara	1
<b>TOTAL</b>		<b>10</b>

### 8. Use and Utility of the Evaluation

Final evaluations are summative exercises that are oriented to gather data and information to measure to what extent development results were attained. However, the utility of the evaluation process and the products goes far beyond what was said during the field visit by programme stakeholders or what the Consultant wrote in the evaluation report.

The momentum created by the evaluations process (meetings with government, donors, beneficiaries, civil society, etc.) it's the ideal opportunity to set an agenda on the future of the programme or some of their components (sustainability). It is also excellent platforms to communicate lessons learnt and convey key messages on good practices, share products that can be replicated or scale up in the country as well as at international level.



## 9. Ethical Principles and Premises of the Evaluation

The final evaluation of the project is to be carried out according to ethical principles and standards established by the United Nations Evaluation Group (UNEG).

- **Anonymity and confidentiality.** The evaluation must respect the rights of individuals who provide information, ensuring their anonymity and confidentiality.
- **Responsibility.** The report must mention any dispute or difference of opinion that may have arisen between the Consultant and the heads of the Project in connection with the findings and/or recommendations. The team must corroborate all assertions, or disagreement with them noted.
- **Integrity.** The Consultant will be responsible for highlighting issues not specifically mentioned in the TOR, if this is needed to obtain a more complete analysis of the intervention.
- **Independence.** The Consultant should ensure his or her independence from the intervention under review, and he or she must not be associated with its management or any element thereof.
- **Incidents.** If problems arise during the fieldwork, or at any other stage of the evaluation, they must be reported immediately to the UNDP. If this is not done, the existence of such problems may in no case be used to justify the failure to obtain the results stipulated by the UNDP in these terms of reference.
- **Validation of information.** The Consultant will be responsible for ensuring the accuracy of the information collected while preparing the reports and will be ultimately responsible for the information presented in the evaluation report.
- **Intellectual property.** In handling information sources, the Consultant shall respect the intellectual property rights of the institutions and communities that are under review.
- **Delivery of reports.** If delivery of the reports is delayed, or in the event that the quality of the reports delivered is clearly lower than what was agreed, the penalties stipulated in these terms of reference will be applicable.

## 10. Location and Duty Station(s)

Duty stations of the Consultant will be Home-based, Ankara, Diyarbakır, Gaziantep, Mardin, Kilis and Şanlıurfa. Travel (i.e. airport transfers, flight tickets) and accommodation costs for assignment-related travels in and between the duty stations will not be borne by UNDP. The transportation among project sites will be arranged by UNDP.

In case of travels not foreseen in the ToR, the respective travels of the consultant shall be arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC.

## 11. Terms and Payment

- **Contracting Authority**

Contracting Authority for this Assignment is UNDP, and the contract amount will be provided through the project budgets.

- **Contracting Modality**

IC – Individual Contract of UNDP.

- **Payment Schedule**

Payments will be affected upon submission of the deliverables stated in Section 7 of this ToR and acceptance and approval by the commissioner. If the deliverables are not submitted as defined in the TOR, the Consultant will not be entitled to any payment even if she/he invests time in the assignment. The amount paid to the Consultant shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

The Consultant will be paid in TRY if she/he resides in Turkey, or else the Consultant will be paid in USD; based on the number of working days invested for each deliverable.

No.	Deliverable	Estimated Due Dates	Estimated Number of Man/days to be Invested*	Payment
1	Methodology Report/Inception Report	21 May 2018	5	N/A
2	Draft Evaluation Report compiling the findings of the field level assessments	28 May 2018	12	N/A
3	Final Evaluation Report	15 June 2018	3	Upon submission and approval of the report namely “Final Report” (100% of the total contract)
<b>Estimated Total</b>			<b>20</b>	<b>5,000.00 USD</b>

*\*Number of days to be invested for each deliverable may change but the total number of days invested by the individual contractor cannot exceed 20 days for this assignment (i.e. for submission of the deliverables) as defined in the ToR.*

Payments will be made within 30 days upon the approval of the corresponding deliverable and UNDP Certificate of Payment Form (COP) on a lump sum basis irrespective the number of days invested by the Consultant for this particular deliverable.



If the deliverables are not produced and delivered by the expert to the satisfaction of UNDP, no payment will be made even if the expert has invested working/days to produce and deliver such deliverables.

- **Tax obligation**

The Consultant is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the subscriber.

## 12. Qualification Requirements

The expected qualifications of the Consultant are as follows:

- Minimum Master's Degree in economics, agricultural economics, business administration, regional development/planning or any other social sciences related to the pro-poor economic growth.
- At least five years of experience in conducting and managing evaluations, assessments, audits, research or review of development projects, programmes, countries or thematic areas.
- Extensive knowledge of results-based management evaluation, as well as participatory M&E methodologies and approaches.
- Technical knowledge on renewable energy and energy efficiency is an asset.
- Strong knowledge of United Nations development agenda, the civil society and working with government authorities is an asset.
- Experience in applying SMART indicators and reconstructing or validating baseline scenario is an asset.
- Having thematic Consultant is in one of the SDGs, international development programmes./ experience in the area of development, environment and sustainable development, regional development, gender equality and social policies.

Competencies:

- Strategic thinking skills
- Strong reporting and communication skills.
- Excellent communication skills with various partners including donors
- Team work skills and experience in leading teams
- Result oriented

## 13. ANNEXES

### Annex A. Outline of the report on methodology

0. Introduction

1. Background to the evaluation: objectives and overall approach
2. Identification of main units and dimensions for analysis and possible areas for research
3. Main substantive and financial achievements of the project

4. Methodology for the compilation and analysis of the information
5. Criteria to define the mission agenda, including “field visits”

### **Annex B. Outline of the draft and final reports**

- i. Cover Page
  - ii. Executive Summary
    - Project Summary Table
    - Project Description (brief)
    - Summary of findings and conclusions
  - iii. Acronyms and Abbreviations
- 
1. Introduction
    - Background, goal and methodological approach
    - Purpose of the evaluation
    - Methodologies used in the evaluation
    - Constraints and limitations on the study conducted
  2. Project description and development context
    - Project start and duration
    - Problems that the project sought to address
    - Detailed description of the development intervention undertaken
    - Baseline indicators established
    - Main stakeholders
    - Expected Results
  3. Findings
    - Project design/formulation (indicators, risks and assumptions, lessons from other relevant projects, replication approach, linkages between project and other interventions, management arrangements)
    - Project Implementation (adaptive management, partnership arrangements, project finance, monitoring evaluation, executing agency execution)
    - Project Results (attainment of objectives, knowledge management, relevance, efficiency, ownership, mainstreaming, sustainability, catalytic role, impact)
  4. Conclusions, good practices and lessons learned (prioritized, structured and clear including major achievements and strengths, )
  5. Recommendations (actions to follow up or reinforce initial benefits from the project and proposal future directions underlining main objectives)
  6. Annexes
    - Mission Itinerary
    - List of persons interviewed
    - Summary of field visits
    - List of documents reviewed
    - Evaluation Questions Matrix

**Annex C. Documents to be reviewed (upon mobilization of the assessor)**

- Relevant SDG Indicators
- Summary of the M&E Frameworks And Common Indicators
- Handbook on Planning M&E Evaluation for Development Results
- General Thematic Indicators
- M&E Strategy
- UNDP Guidelines on “Gender Mainstreaming in Practice: A Toolkit”
- UNDP Gender Equality Strategy
- UNDP Social and Environmental Standards (14 July 2014)
- Country Programme Document(s)
- National Development Plan(s)
- GAP Action Plan(s)

**Specific Project Documents**

- Project Document: results framework and monitoring and evaluation framework
- Quarterly reports /Progress reports
- Annual reports
- Annual work plan and budget
- Steering Committee Meeting Minutes

**Other in-country documents or information**

- UNDCS
- Relevant documents or reports on the implementation of the Paris Declaration and the Accra Agenda for Action in the country
- Relevant documents or reports on One UN, Delivering as One