



25 August 2008

Platform Strategic Planning Process

Terms of Reference

For the strategic planner and facilitator of strategic planning working group

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1. BACKGROUND

Likeminded donors created the Global Donor Platform for Rural Development (Platform) in 2003. Currently, the Platform has 30 members with the overall objective, to contribute to reduced poverty and enhanced sustainable economic growth in rural areas in developing countries through improved donor cooperation, collaboration and coordinated dialogue with partner countries.

The purpose is to promote more effective investment in agriculture and rural development (ARD), whereby the Global Donor Platform members support sustainable rural development, including decentralisation and empowerment, particularly with a view to ensuring food security.

In view of the purpose, Platform activities are organised along of three outputs:

1. **Advocacy and Outreach:** The members of the Platform serve as advocates for the needs of the rural poor and the agriculture agenda at the international, regional and country level. This includes contributing to policy debates and highlighting the relevance of rural development and agriculture within the context of the MDGs.
2. **Knowledge management and innovation:** The members of the Platform seek to enhance the quality and impact of rural development investments through shared learning and the recognition of best practices, both through networking and the collation and dissemination of innovations, and by undertaking joint training sessions and missions .
3. **Aid Effectiveness:** The members of the Platform join in collaborative efforts to refine aid effectiveness principles for agriculture and rural development programmes by means of further debates, agreement on common principles and the dissemination and application thereof at the international, regional and country level. This includes joint efforts to support national agriculture and rural strategies, harmonising procedures and practices in the context of DAC/OECD donor alignment efforts, utilising national systems, and strengthening the assessment of the impact of strategies and investments.

The Platform started a strategic process at the 2007 Steering Committee retreat in Poggiovalle. The first step is the currently ongoing Platform evaluation. This Evaluation produced a series of findings and recommendations.

During the Board meeting 17-18 July, the Steering Committee (and Board) prioritized the 35 evaluation findings into two clusters: one evolving around roles and objectives, the other evolving around the Platform's Governance structure. In the context of the roles and objectives of the Platform, the retreat suggested to elaborate the roles along three

main areas: i) information sharer, ii) convenor and iii) tracking application of the Paris Declaration in agriculture and other international commitments (in agriculture).

The meeting proposed the principal domains of the Platform's work are the Paris Declaration, the Common Framework for Action (CfA – High Level Task force on the global food crisis) and CAADP.

The retreat decided to embark on a strategic planning process, which is particularly timely because of the rapidly changing global governance structure in general and aid architecture in agriculture in particular and shall position the Platform in this evolving environment.

The objective of the strategic planning process is to equip the Platform to play an appropriate role and to enable it to contribute to the stated objective in the evolving aid architecture. The output will be a three year strategic plan (2009-2011), which:

- Revisits roles of the Platform, based on the Charter and taking into account the evaluation findings and recommendations, considering the evolving global governance and aid architecture in the area of agriculture and rural development, the external context and internal strategic discussions (minutes, retreats etc.);
- Considers the findings of the evaluation with respect to governance and makes appropriate choices concerning membership, structure, roles of focal points and secretariat, human and financial resources;
- Proposes a logframe based on existent objective and purpose (Charter), reviewing Platform Outputs (results), proposes broad activity lines and identifies measurable milestones for Platform activities for the three year period;
- Identifies and proposes criteria for selection of activities and management thereof for the preparation of the operational business plan.

The working group is composed of:

- Group Leader: SC Chair;
- Board members (At least three; at least one Chair);
- Associate members (At least two);
- Technical advisor;
- Strategic planner and facilitator;
- Secretariat.

➤ Methodology:

The working group will develop the draft strategic plan in consultation with Platform members and other key stakeholders. The working group will agree on consultation modalities. It is envisaged to hold a series of virtual meetings via video conference (max. 4) in the run-up to the Annual General Meeting (AGM). It is planned to hold one face-to-face meeting where the group informs the wider membership as well as the Board. This meeting is tentatively planned for September 27 in Washington. Working group members are expected to be present during the meetings and read relevant documentation. Drafting of the strategic plan will be done by the technical advisor. The strategic planner will backstop the process and will have a background in strategic planning and logframe design.

The Platform **Steering Committee** will provide providing feedback and guide the process (SC consultation through at least two Video conferences). The Platform membership will be kept informed and is invited to feed into the process through web 2.0 technology and to a limited degree through email exchange. The Board will endorse the final draft document for the AGM and will finalise the document after the AGM. The

Platform Secretariat advises the working group, facilitates information sharing and provides technical support on request of the working group.

2. OBJECTIVE OF THE ASSIGNMENT

To contribute to the drafting of the Platform's strategic plan.

3. DESCRIPTION OF THE ASSIGNMENT

- Specific objective(s):
 - Support the technical advisor in the preparation of the work program, including the itinerary, leading up to the Annual General Meeting (AGM);
 - Finalize the agenda of the meetings of the working group and chairs the meetings;
 - Backstop the drafting of the strategic plan:
 - Advising the process (concerning content and process);
 - Strategic input on key issues (policy, content, approach etc.)
 - Support the consolidation the working group results, support drafting and advancing of the strategic document;
 - Support the preparation of working group meetings and moderate the virtual and face-to-face meetings;
 - Support the preparation of the final draft of the strategic plan, as well as the draft logframe for the Annual General Meeting (18-19 November).
- Required outputs:
 - Inception report incl. draft program and itinerary;
 - Final report, reviewing the Process with lessons learned after finalization of assignment, not exceeding 3 pages.

4. LOCATION AND DURATION

- Starting period: 25 August 2008
- Foreseen finishing period or duration: end November 2008
- Foreseen number days: One expert for up to 12 working days
- Travels: one return travel from UK to Bonn (26 August), one return travel UK to Washington (September 26-28).

5. REPORTING

- Inception report, outlining how the consultant will implement the assignment, containing a detailed timetable and a critical review of the ToR and the documents available;
 - Final Report to be submitted before the AGM.
- Language: English