

## Concept: Terms of Reference for First-Year Review

### Aim of this document

This document contains the terms of reference specifying the objectives and scope of the planned external review for the Clingendael Peace Negotiations Programme (CPNP) planned for the second half of 2023. It also briefly describes the aim and background of the programme under review.

### About CPNP and its objectives

*A capacity strengthening programme for negotiators, mediators and mediation support officers to build peace and prevent conflict*

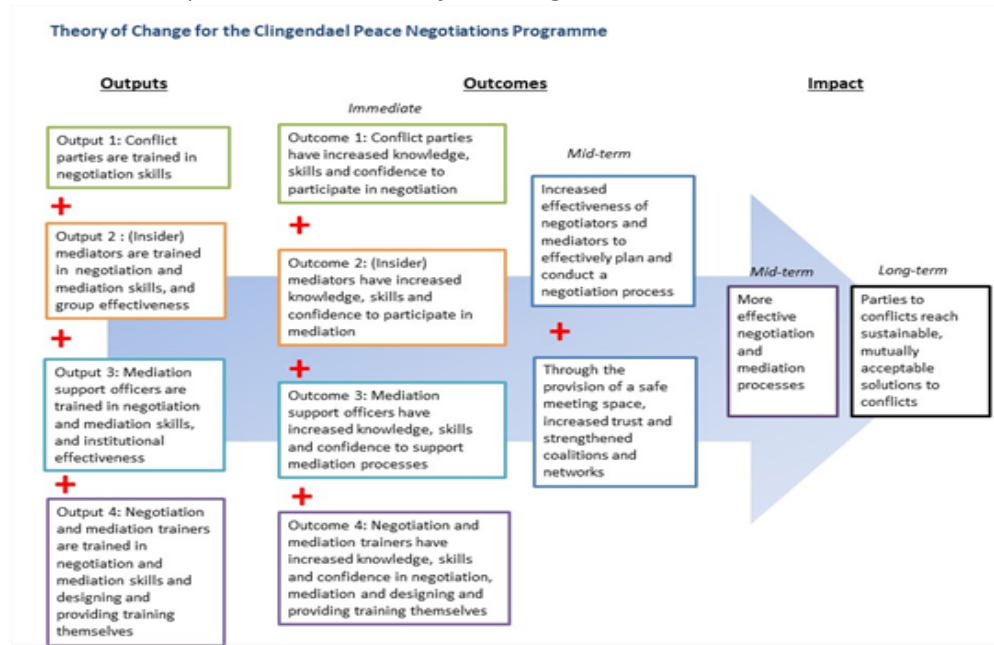
### Overall aim of the programme

In support of peacebuilding and conflict prevention, parties to conflicts reach sustainable, mutually acceptable solutions to conflict through more effective negotiation and mediation processes.

### Supporting objectives

- I. To develop the negotiation skills of groups in conflict
- II. To develop the negotiation and mediation skills of (insider) mediators and strengthen their effectiveness as a group
- III. To develop the negotiation and mediation skills of mediation support officers and strengthen the effectiveness of their organisations
- IV. To improve the capacity of negotiation and mediation trainers to conduct trainings in negotiation and mediation skills
- V. To develop knowledge and training material and engage in promotional and networking activities with the aim of contributing to objectives I-IV.

For reference, please see the **Theory of Change**



## Objectives and scope of the First-Year Review

Per the requirements of the Dutch Ministry of Foreign Affairs (MFA), an independent **Review** shall be undertaken by an external party in 2023 which covers all activities within the first 12 months of the Programme between July 2022 & June 2023.

The main aim of this First-Year Review is to help ensure accountability towards the donor and to have recommendations to be taken into consideration for the remainder of the programme.

The objectives are to:

- Determine the extent to which the CPNP has made progress (outcomes and potential impact) compared to the original objectives and Theory of Change.
- Provide lessons on the relevance of the ToC.

This Terms of Reference (TOR) specifies the research goals and related questions which will be addressed in the review study.

The main first-year review question is therefore:

- How are the programme's initial activities contributing to the envisioned immediate or mid-term outcomes?

To answer the main review question, the following sub-questions will be examined along the following criteria:

- Relevance
- Early and potential signs of Impact
- Organisational Learning
- Scope & programme flexibility

Please note this Review will not cover half of the period of the programme, but only a quarter as the review has been requested to be done early by the MFA to align better with other partners starting again in 2024.

## Review deliverables

The consultant will be required to produce the following deliverables:

- An inception report on how they will approach the review (~2 pages)
- A draft review report
- A final review report containing an executive summary, a summary description of the purpose of the review and main review questions, the methodology used and its limitations, the theory of change, the review findings and conclusions, and recommendations to be taken into consideration for the next half of the programme).

## **Planning**

1. ToR between Clingendael Institute and Dutch MFA confirmed (May-June 2023)
2. Inviting & selecting potential reviewers (June 2023)
3. Confirmation Terms of Reference with reviewers and drafting of inception report by consultant(s) (June-July 2023)
4. Collecting information, doing interviews and drafting of report (July – October 2023)
5. First draft of review report submitted for review to Clingendael (15 November 2023)
6. Feedback to reviewers (1 December 2023)
7. Final review report submitted (15 December 2023)
8. Response from Clingendael on the recommendations of the report (15 January 2023)

## **Roles and responsibilities**

The Clingendael Academy will be responsible for: providing documentation for the document review, assisting with scheduling interviews with key informants in coordination with the consultant and providing a set of consolidated comments from the Clingendael Academy and Dutch MFA within two weeks of receipt of the draft review report. The consultant will be responsible for producing the review deliverables listed above. The consultant will work closely with team members of the Clingendael Institute and Academy.