



**THE PRESIDENCY  
DEPARTMENT OF PERFORMANCE MONITORING AND EVALUATION**

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**DRAFT TERMS OF REFERENCE  
NATIONAL MONITORING AND EVALUATION FORUM**

**1. Background**

- 1.1 To address the challenge of co-ordination of initiatives and efforts to build M&E systems and capabilities across national departments, DPME as custodian of the Government-wide M&E system has taken the lead to set up a Forum of Heads of M&E in national Government Departments.
- 1.2 The Forum is intended to strengthen the capabilities, systems and processes that relate to M&E in government.

**2. Purpose**

The Forum will provide a platform for DPME and national departments to share information about their M&E work and to identify and collaborate in initiatives to promote M&E good practices.

**3. Objectives:**

The objectives of the Forum are:

- 3.1 to play a co-ordination role related to monitoring and evaluation work in government.
- 3.2 to facilitate a process of harmonizing M&E work of National Treasury, Auditor General, OPSC, DPME, DPSA and other government departments
- 3.3 to share information, good M&E practices and experiences and to facilitate a process of learning from each other.

**4. Principles that will guide the Forum**

- 4.1 Mutual respect among partners in the spirit of cooperation and collaboration
- 4.2 Knowledge sharing and learning from good practice
- 4.3 Open and honest dialogue and engagement

**5. Modus operandi**

- 5.1 The DG of DPME or his/her representative will chair the Forum
- 5.2 DPME will organise the meetings and provide secretariat services
- 5.3 DPME will facilitate the follow up of decisions and actions agreed in Forum meetings.

## **6. Composition**

- 6.1 Heads of M&E sections or their equivalents in National Government departments, or their designates
- 6.2 Relevant officials from DPME

## **7. Frequency of meeting**

The Forum will meet quarterly.