



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

## **Terms of Reference for Provincial Monitoring & Evaluation Forum**

### **1. Background**

Offices of the Premier (OTPs) are the provincial counterparts to the Department of Performance Monitoring and Evaluation in the Presidency (DPME) and have a crucial place in the Performance Monitoring and Evaluation (PM&E) system, having oversight of implementation at provincial and local levels. This Forum is intended to bring closer working arrangements between DPME and the OTPs and to improve the institutionalisation of the PM&E system. These terms of reference were drawn up based on an initial Forum meeting held on 11 April 2011 at the Presidency.

### **2. Approach/principles/beliefs which underlie the Forum**

- A two way communication process is needed so provinces understand what DPME is trying to do, and DPME understands provincial experience, issues and challenges, all in the spirit of cooperative governance
- It should seek to promote learning from good practice in the country, stimulate continuous engagement between provinces and DPME as well as horizontal sharing across provinces around PM&E
- It should promote alignment across national and provincial spheres of government

### **3. Purpose**

The purpose of the PM&E Forum is to create a platform for institutionalisation of PM&E across all spheres of government.

### **4. Activities**

The Forum will consist of regular Forum meetings supplemented by small working groups meeting to elaborate proposals and ideas on issues for consideration by the Forum. Some of the areas it would cover are:

1. Review and plan systems, processes, tools and consider policy issues related to PM&E.
2. Consider issues arising from outcome quarterly reports and their implications for the outcomes system.
3. Consider and advise on PM&E initiatives by provinces.
4. Share information on progress in provinces and nationally.
5. Develop programme for taking forward PM&E at provincial level.
6. Facilitate and review plans for institutional capacity-building.
7. Share research and knowledge around improving performance of government.

### **8. Agenda**

The Forum meetings could be structured around the 4 main PM&E roles:

- Outcomes approach
- Institutional performance monitoring
- Front-line service delivery
- Evaluation
- Operation of the government-wide PM&E system

In addition DPME and provinces should identify strategic issues for discussion.

## 9. Composition

The proposed composition is restricted to DPME and provinces at this point in time, but it may be worth bringing in others (eg centre of government departments) at a later stage. Representatives from DPME would include the DG's Office and members of different branches. Representatives from OTPs would include the senior person responsible for PM&E. Other structures would be invited for specific meetings and issues.

## 10. Frequency of meeting

At this stage, while so much is in flux on the DPME system a bi-monthly meeting is suggested. Later this could become quarterly. An annual programme will be drawn up. Special meetings may be called as needed.

## 11. Key issues

Some key issues which the Forum could address over the next period and some immediate groupings to work on this include:

- How to involve local government in the outcomes approach, going beyond outcomes 9 and 12 to their wider contribution (**suggested that DPME ask DCOG to produce a paper on this**)
- Provincial implementation structures eg Provincial Implementation Forums (**Gauteng to work with DPME on this**)
- Getting clean data and quality assurance – an appropriate role for provinces (**Data Systems to lead, bringing in provincial people**)
- Programmes that DPME and Offices of the Premier implement jointly – notably front-line service delivery and institutional performance assessment
- Using PM&E for performance improvement

### Other ideas suggested included:

- Identification of provincial-specific obligations in the delivery agreements
- Provincial contribution to some of the indicators – in some cases this is clear, in others not
- Evaluation policy
- Standardisation of key areas for PM&E in provinces
- Clarifying Office of Premier linkages nationally
- Clarifying how performance is dealt with nationally