Terms of Reference for the Independent Review of the Implementation of the Development Agenda Recommendations

(Revised Chair's Draft, May 2014)

Background

At its 2007 General Assembly meeting, WIPO Member States adopted forty-five Development Agenda Recommendations. The 2010 WIPO General Assembly then requested "the CDIP to undertake an independent review of the implementation of the Development Agenda Recommendations at the end of the 2012-2013 biennium. Upon consideration of that review, the CDIP may decide on a possible further review. The Terms of Reference and the selection of independent IP and development experts will be agreed by the CDIP."

The Coordination Mechanism was adopted in 2010 with the aim of mainstreaming development agenda across all WIPO bodies as well as to monitor and assess implementation of the WIPO Development Agenda.

Purpose and scope of the review

The independent review (the "Review") shall assess, in a comprehensive manner, the relevance, effectiveness, impact, sustainability and efficiency of WIPO's work in the implementation of the Development Agenda Recommendations during the period from 2008 to 2013.

Key questions to be addressed

1. Relevance: to what extent WIPO's work and the results of its activities for the implementation of the Development Agenda Recommendations serve the needs of the beneficiaries?
2. Impact: what is the impact of WIPO's work in the implementation of the Development Agenda Recommendations? To this end, the Review must address the actual impact of WIPO's work in the implementation of the Development Agenda Recommendations at various levels and across WIPO's bodies and programs.
3. Effectiveness: to what extent is WIPO's work effective in the implementation of the Development Agenda Recommendations? To this end, the Review must address whether WIPO's work has been effective in achieving the outcomes in line with the Development Agenda Recommendations and also, whether the project-based approach has been effective.
4. Efficiency: how efficiently has WIPO used the human and financial resources in its work directed at the implementation of the Development Agenda Recommendations?
5. Sustainability: to what extent are the results of WIPO's work sustainable in the long term? To this end, the Review must also identify the best practices and the lessons learned from the WIPO's work in the implementation of the Development Agenda Recommendations with the view to achieving sustainable outcomes in future.

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The Review Team will then prepare a first draft Review report with preliminary findings and recommendations, [to be accepted by the Secretariat / Chair of the CDIP].

The final output of the Review shall be a concise and clearly-organized report of no more than 10 to 15 thousand words, composed of an executive summary, introduction and brief description of the work undertaken to implement the adopted Development Agenda Recommendations, the evaluation methodology used, and clearly-structured, well-founded findings, as well as relevant recommendations.

The Leader of the Review Team will be required to present the final Review to the Committee on Development and Intellectual Property (CDIP).

Budget

Budget Item Description	**Unit cost SFR**	**Total SFR**
Expert honoraria (2 experts)	20,000	40,000
Lead evaluator's honorarium	25,000	25,000
Mission to Geneva during the Review process , including a briefing session with WIPO Member States; (Leader of the Review Team and 2 experts, 2 weeks)	13,500/ mission	40,500
Mission to Geneva for the presentation of the final report by the Leader of the Review Team (3 days)	10,000/ mission	10,000
Publication, translation and distribution of final review report	132/ sheet	3,960[1]
Field visits (Lump sum for 5 missions)	8,000 / mission	40,000
Provision for unforeseen costs	n/a	2,000
Total budget		**161,460**

Monitoring

The reviewers must keep the WIPO Secretariat informed of progress made in the Review on a regular basis.

[1] Cost estimate based on a document of 15,000 words.

TIMELINE

ACTIVITY	WEEKS																																						
Commencement of the review process: agreement of the CDIP on the ToR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
1. Drafting and publication of the Request for Offers (RfO)	■	■	■	■																																				
2. Pre-screening of candidates[2]					■	■																																		
3. Selection of candidates for the Review team[3]							■	■	■																															
4. WIPO administrative approval										■	■																													
Expected Output (1,2,3,4 above): Review Team Constituted											■																													
5. Preparation of the Inception Report by the Review team												■	■	■	■																									
Expected Output: Draft Inception Report of maximum 15 pages including structured review questions and/or survey questionnaires for key stakeholders consultation															■																									
6. Review team visit to WIPO – Meetings with Member States Representatives and relevant WIPO Staff[4]																■	■																							

[2] If Member States decide to be involved in the selection process, a clear deadline would need to be set and respected, allowing a timely initiation of subsequent activities.

[3] Id.

[4] This activity also entails the acceptance of the Inception Report. Its time frame may be revised if Member States decide to be involved in the Inception Report's acceptance procedure.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
Expected Output: - Finalized Inception Report. - Documentation of the results of meetings with stakeholders. - Collection of data and information.																																								
7. Review work																																								
8. Consideration of the draft Review Report																																								
9. Finalization of the Review Report																																								
Expected Output (7,8,9 above): Draft and final Review report delivered																																								
10. Formatting, translation and publication of the Review Report as a CDIP document																																								
Expected Output: Final Review report. The final report will be translated into official WIPO languages and published on CDIP webpage 3 months prior to its presentation to the fifteenth session of the CDIP, in May 2015, by the lead reviewer																																								

Based upon this table, if the review process is to commence after the thirteenth session of the CDIP (first week of June 2014), it would be achieved by the end of March 2015 and the Review Report could be considered during the fifteenth session of the Committee, in May 2015. The duration of the review process is estimated at 10 months, its commencement is dependent upon the approval of the ToR by the CDIP.

This draft timeline is established on the assumption of a full working period. However, lower work activity is expected during the months of July and August could potentially delay some activities.