

Template: Concept Note

VERSION 2.1 - updated ON JANUARY 2023



## Context and background

1. Brief description of context and need for a MAPS assessment
2. Has the country conducted a MAPS assessment (or other assessments related to public procurement, including PEFA) in the past, and what were the results?

## Objective

1. What is the primary objective(s) of conducting a MAPS assessment in the country?
2. Which parts of the MAPS methodology should be applied to deliver the desired outcomes (core, supplementary modules)?

## Scope of the assessment

1. Are there any specific issues to focus on?
2. Which parts of the government should be covered (e.g. federal/state, provincial and/or local level; state-owned enterprises)?

## Information sources

1. For qualitative information (documents, interviews, focus groups, etc.), who will provide it, and which sources will be used?
2. For qualitative data (PFM- and e-Procurement systems, data from ministries and audit/control entities etc.), who will provide it, and which sources will be used?
3. In case the core methodology is applied, how should the sample required for the assessment of Indicator 9 be designed, and how representative will it be? Which of the country’s procuring entities shall be included (i.e. list of ministries/departments, provinces, local government, state owned enterprises and/or central procurement bodies)?
4. In case survey-based quantitative indicators will be applied (recommended), who will be surveyed and what is the strategy to obtain a representative number of answers?

## Governance and assessment team

1. Who will be the lead institution?
2. Which external (international) partners are involved, if any?
3. How will the Assessment Steering Committee be composed and who will chair it?
4. Who, if any, has been appointed as national coordinator and what resources are at their disposal?
5. Who will be the lead assessor? If not known, how will the lead assessor be selected?
6. Who are the remaining members of the assessment team and what are their roles? If not known, how will they be selected?

## Stakeholders

1. Who are the key stakeholders that should be involved in the assessment?
2. How will they be involved, particularly when collecting information and validating findings and recommendations?

## Communication and Use

1. In which language will the assessment be carried out? Will it be translated to other languages?
2. How will the assessment results be communicated, published and used?

## Outputs and timetable

The following table can be used to summarise the outputs to be achieve as well as responsible parties and deadlines for the MAPS assessment.

|  |  |  |  |
| --- | --- | --- | --- |
| *Output* | *Responsible* | *Cooperation with* | *Deadlines [ENTER DATES]* |
| Concept note | Lead institution | Assessment Steering Committee |  |
| Organizational and logistical arrangements (including recruitment of assessment team and ensuring that required information and data is available) | Lead institution | Assessment Steering Committee |  |
| Analysis of county context | Assessment team | Assessment Steering Committee |  |
| Assessment of the public procurement system:   * Collect data (qualitative and quantitative data) * Apply the MAPS indicators using the three-step approach (refer to MAPS User’s Guide, paragraphs 13-24) | Assessment team | Assessment Steering Committee |  |
| Developing recommendations for prioritised reform | Assessment team | Assessment Steering Committee |  |
| Validation of findings | Assessment team | Stakeholders |  |
| Assessment Report   * Draft * Review/Comments * Final report | Assessment team | Assessment Steering Committee  For MAPS Quality assurance:  MAPS Secretariat and Assessment Technical Advisory Group | Draft Report:  Comments:  Final Report: |
| Publication of MAPS assessment report | MAPS Secretariat |  |  |

The following table provides a general overview of the succession of the different activities. [TO BE ADAPTED TO MATCH CONCRETE DATES]

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task / Month | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Concept Note, Logistics |  |  |  |  |  |  |  |  |  |  |  |  |
| Analysis of Country Context |  |  |  |  |  |  |  |  |  |  |  |  |
| Assessment: Data Collection |  |  |  |  |  |  |  |  |  |  |  |  |
| Assessment: Analysis (3 steps) |  |  |  |  |  |  |  |  |  |  |  |  |
| Recommendations |  |  |  |  |  |  |  |  |  |  |  |  |
| Report Writing |  |  |  |  |  |  |  |  |  |  |  |  |
| Validation |  |  |  |  |  |  |  |  |  |  |  |  |
| MAPS Quality Assurance |  |  |  |  |  |  |  |  |  |  |  |  |
| Final Report, Publication |  |  |  |  |  |  |  |  |  |  |  |  |

## Budget and external support

1. What is the total cost of the assessment?
2. How much external support (if any) and budget will be needed?
3. Who will contract external experts (consultants)?
4. Who will be responsible for logistical arrangements (e.g. office space, scheduling interviews)?

The following table can be used to estimate the budget: [IT SHOULD BE ADAPTED]

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Unit cost | Units | Total |
| External expert(s):  *[Individual rows should be listed for each type of expert, if there are differences in terms of rates or number of days.]* |  |  |  |
| Staff of external partners (as applicable) |  |  |  |
| Administrative support |  |  |  |
| Sub-total Evaluation team | | |  |
| International travel |  |  |  |
| National travel |  |  |  |
| Accommodation and per diem |  |  |  |
| Sub-total Travel expenditures | | |  |
| Meetings and workshops | | | |
| Translation |  |  |  |
| Communications and printing |  |  |  |
| Other expenditures |  |  |  |
| Sub-Total Other Expenditures | | |  |
| TOTAL ESTIMATED BUDGET |  |  |  |