DRAFT

GWP Regional Water Partnerships
Annual Performance Review

Introduction
A mechanism for annual performance review of all GWP Regional Water Partnerships (RWPs) was recommended to be developed by decision of the May 2011 meeting of the GWP Steering Committee (SC). This recommendation was linked to the SC decision to replace the formal GWP Learning Review processes by the learning and self-assessment processes driven by:
- the GWP Programme Management Cycle – as it is being implemented and continually improved in line with the Outcome Mapping approach, and
- the GWP Knowledge Chain – to ensure technical cross-regional/global learning throughout the Network, including the global Technical Committee and Knowledge Partners, as well as with regional and country expertise.

The members of the Steering Committee noted that even with effective Programme Management and an operational Knowledge Chain processes in place; there remains a need for routine, periodic, simple, assessments of the performance of each RWP. This performance assessment can also respond to GWP's need for sharing knowledge and good practices across the GWP network in order to improve its management performance by capitalising on regional management performance experience in the form of a simple annual review for all 13 RWPs.

The results of this simple and regular self-assessment are expected to contribute to the identification of lessons-learned in the following critical functions:
- strategic planning and programme implementation,
- communication and reporting,
- financial management and host institution performance,
- network governance,
- knowledge sharing, and
- fund raising.

This will enable strengthening the Network at all levels with the aim of supporting delivery on the GWP strategy.

Regular performance assessment is also meant to support the oversight role of the Regional Steering Committees and provide some insights that will enable them to provide strategic guidance to the Regional Secretariat. Likewise, the GWP Steering Committee will have an overview of how the regions are progressing towards improved performance standards.

In this process, the GWP Secretariat may also identify knowledge and experience sharing opportunities and those key areas where support is required across the Network, or more particularly, in specific regions. GWPO and the 13 RWPs will learn from each other and adopt a structured and more analytical approach of extracting lessons from practical experiences. This process will also offer the Network Officers in Stockholm the opportunity to share knowledge and learn from each other in their efforts to support the RWPs. Areas of common interest and good practices would be noted and the RWPs will benefit from such exchange. Information will be shared and knowledge transfer should occur.

Description of the self-assessment and follow up process
This performance assessment form is intended as a simple and constructive tool to be applied as part of the RWP's core business since monitoring and performance evaluation are critical for GWP to ensure effectiveness in all grounds. It is proposed that the self-assessment process occur as part of the annual regional governance meetings, perhaps extending the duration of Steering Committee meetings or back-to-back to key regional events. In this way, no additional financial resources are required.

The main subjects considered in the performance assessment are:
1. Strategic planning and programme implementation – including addressing thematic issues
2. Communication and reporting
3. Financial management and host institution performance
4. Network governance
5. Knowledge sharing
6. Fund raising

The process will include the following steps:
1. The form is filled in by the RWP Coordinator in consultation with the Regional Chair and supported by the GWPO Network Officer. This could be done over e-mail.
2. The RWP Secretariat submits the draft assessment form to the members of the Regional Steering Committee.
3. The RWP Steering Committee members review the assessment and provide feedback to the Regional Secretariat for finalisation. The Chair then instructs the Regional Coordinator to share the final form with GWP Secretariat through the Network Officer.
4. GWP Secretariat compiles responses from the 13 RWP, defines common needs and set priorities for building the Network's capacity. GWP Secretariat will incorporate those general aspects that would be applicable to most of the Partnership into the GWP Annual Workplan. More specific recommendations for the particular needs/context of some RWPs will be developed by GWP Secretariat and further discussed through the respective Network Officer with the aim of incorporating them into the RWP's Annual Workplan

Regional Water Partnership Performance Assessment

GWP Region:………………………………………………………………………………..

Questionnaire prepared by: .……………………………….. **Date: ………………………………….**

Reviewed by: ……………………………………………… Date: …...…………………………………

GWP Critical Functions	*How would you classify your performance? or How each statement corresponds to reality in your RWP?*			*If "fair":* what is the reason why your performance is not considered "good"? What are you planning to do in order to improve performance? And/or what could be done to help you improve it? *If "good":* please, define what you think is the determining factor(s) for your good performance. *If "excellent":* what would you like to recommend to other RWPs and GWP Secretariat to do in order to improve their performance in this aspect?
	Fair	**Good**	**Excellent**	
1. Strategic planning and programme implementation - including addressing thematic issues We prepare good quality annual work plans within deadlines in accordance with frameworks agreed with the GWPO..				
We have mechanisms to involve GWP Partners in the region in the development of our annual work plan and budget.				
We have an up to date record of work plans and budgets to ensure some level of continuity.				
We monitor outcomes and the effectiveness of activities, and use the findings to feed into our annual planning processes.				
Our annual planning builds on progress made through activities undertaken in previous years and actively follow up on opportunities generated by those activities.				
Our region is actively supporting improved water governance processes (e.g. institutional reforms, legislative framework, etc) throughout the region.				

The critical development challenges to water security identified in our region (e.g. climate change, growing urbanisation, food production, resource related conflict, etc) are duly considered within the framework of the GWP Strategy in our annual work planning.				
2. Communication and Reporting Our RWP has a Communication Strategy/Plan.				
We regularly and timely submit monthly reports to GWP Secretariat.				
We submit good quality annual outcomes report within deadline.				
We keep a record of regional and national processes, activities that may lead to outcomes (Outcome Mapping Journal).				
We often update our website and monitor its use.				
We regularly share information with media on water related news and issues and about GWP events and publications.				
We monitor media coverage on GWP in our region.				
We give training to journalists. .				
We monitor the correct use of the GWP Graphical Policy by CWPs.				
3. Financial Management and Host Institution (HI) performance Our submission of accurate and timely financial reports is:				
We secure timely audits.				
We secure sufficient level of liquidity throughout the year.				
We monitor our budget and liaise with the Network Officer and HI whenever an amendment is required.				
Our cooperation with the HI could be described as:				
The service provided by our HI could be described as:				
Our interaction with the GWPO Finance Team is:				
Our (RWP Secretariat and HI's) support to the CWP to perform good financial reporting is:				
The RWP SC oversees the HI performance.				
4. Network Governance We hold an annual general assembly (or every other year if defined by statutes).				
We keep a record of the RWP and all the CWPs' annual assemblies and the composition of their Steering Committee.				
We provide support on governance issues to the e CWP to ensure compliance to the Conditions for Accreditation.				
We hold regular Regional Committee/Council meetings in				

accordance with our statutes.				
We actively ensure a transparent election of SC members broadening up participation in the RWP and CWP governing bodies, and preventing capture of the Partnership by individuals holding vested interests.				
We keep a record of the agreements reached in the RC meetings and use it to follow up on progress in the following meetings.				
Reliability on the information in our partners database is:				
We promote the recruitment of new Partners as stated in the Policy on Partners.				
We contribute to ownership building by keeping GWP Partners in our region well informed of main developments throughout the Network.				
We maintain regular communication within the region, with the CWP and with GWP Secretariat.				
Our SC members are actively engaged in supporting the RWP planning, implementation and reporting processes.				
We fully comply with the GWP Conditions for Accreditation.				
5. Knowledge sharing				
We contribute to the promotion of the use of the ToolBox				
We contribute to the enhancement of the ToolBox by submitting case studies and sharing relevant good quality documents that could be used throughout the Network.				
Our RWP actively shares with GWP Partners in the region key documentation that could improve their WRM interventions.				
Our RWP and CWP support the development of technical publications.				
We monitor knowledge generation of GWP Partners in our region.				
6. Fund raising				
We have been very active engaging regional donors and/or the private sector				
We have developed and submitted proposals for funding.				
Our success in raising funds could be considered:				
Our success in engaging Partners to support our RWP and CWPs (in kind contributions) has been:				