1. BACKGROUND

The objective of the Initiative Coordination Team (the ICT) is to ensure delivery of all Initiative outputs. These outputs are the Pillar 1 and Pillar 2 outputs set out in the UNOPS Grant Application document (the Business Plan), and may be amended and added to over time.

2. TERM

This Terms of Reference is effective for the duration of the Initiative, anticipated in the Business Plan to run from 2 November 2015 to 31 January 2020.

3. MEMBERSHIP

The ICT consists of the main implementing partners UDP, VCS and WRI, with up to two individuals representing each organisation.

The chair of the ICT rotates between the partners on a six-monthly basis, alternating between UDP and VCS/WRI¹ (VCS and WRI decide among themselves who chairs during the VCS/WRI slot). VCS is the chair for the initial six months, starting 2 November 2015.

Each organisation determines the specific individuals who represent it on the ICT, with such determination made bearing in mind the ICT’s purpose and responsibilities. Organizations may rotate individuals in and out of the ICT, though keeping in mind the need for a reasonable level of continuity.

4. RESPONSIBILITIES

Primary responsibilities of the ICT include the following:

1) Manage and coordinate work of Pillar 1 and Pillar 2, as follows:
   o Facilitate coordination and communication between the Pillar 1 and 2 management teams.

¹ This ensures equal representation of Pillar 1 and Pillar 2 on the ICT
o Ensure work is progressing according the schedule set out in the Business Plan, or as otherwise discussed with the Pillar 1 and 2 management teams and UNOPS.

o Review and provide input into work products produced by each Pillar, as needed.

o Troubleshoot where issues arise with Pillar 1 and/or Pillar 2 work.

2) Develop proposals for funding new activities within the Initiative, at the request of, and in coordination with, the Donor Oversight Committee (DOC).

3) Provide input to, and respond to requests from, the DOC, as requested by the DOC and/or UNOPS.

4) Assist UNOPS in facilitating the workings of the Advisory Committee (AC), including suggesting AC candidates, preparation of agendas and technical materials, and coordination on other substantive matters, as requested by the AC and/or UNOPS.

5) Provide reports (e.g., milestone reports, financial reports) to UNOPS, and in accordance with the UNOPS-VCS and UNOPS-UDP contracts.

6) Create and oversee sub-committees as needed, including approval their work products.

5. MEETINGS

The ICT will convene and run meetings as follows:

1) All major decisions will ideally be undertaken by consensus among the member organizations of the ICT, meaning that the organizations will seek to make decisions in the absence of sustained objection by any organization. If, however, a consensus cannot be reached on any particular topic, a majority of the organizations convened for a decision may take a final decision or, where appropriate, a decision may be taken to the Donor Oversight Committee.

2) The ICT will meet at least monthly, and may meet more frequently in the early stages of the Initiative.

3) The ICT will endeavor to meet in-person at least once a year.

6. AMENDMENT

This Terms of Reference is approved by the DOC and may only be amended by the DOC.
APPENDIX 1: PROCEDURE FOR ESTABLISHING SUB-COMMITTEES

The Initiative Coordination Team may need to establish sub-committees from time-to-time where a particular thread of work needs the focused attention of a group of individuals from the partner organisations. The procedure for forming sub-committees is as follows:

1) ICT discusses the need for the sub-committee and agrees that one should be formed. The elements of the terms of reference for the sub-committee are discussed and agreed and someone is appointed to draft the terms of reference document.

2) The terms of reference are drafted and presented to the ICT. The terms of reference document uses the same format as for this document (the Initiative Coordination Team Terms of Reference).

3) The ICT discusses and agrees the terms of reference and who should serve on the sub-committee. The sub-committee will draw upon individuals from within the five partner organisations of the Initiative, though may occasionally include individuals from outside these organisations if the requisite expertise is not available from within.

4) Invitations are sent to individuals sought for the sub-committee and the first meeting is held. The business of the sub-committee is then conducted in accordance with the terms of reference.