

AFRICAN DEVELOPMENT BANK

ADMINISTRATIVE INSTRUCTION NO 01 /2012 CONCERNING THE ESTABLISHMENT OF THE STANDING COMMITTEE ON PARTNERSHIPS

Issued by the Vice-President, Country and Regional Programs and Policy (ORVP)
on 29 June 2012

I. INTRODUCTION

- 1.1 This Administrative Instruction is issued pursuant to Presidential Directive No. 03/2002 concerning the African Development Bank Directives System.
- 1.2 The objective of this Instruction is to establish and set out the functions and responsibilities of the Bank's interdepartmental Standing Committee on Partnerships ("SCP" or "Committee") to review all proposals to establish new partnerships with external parties, including trust funds and special initiatives.¹

II. TERMS OF REFERENCE

The primary responsibilities of the SCP shall be to:

- 2.1 Receive all proposals to establish new partnerships. The proposal shall consist of a Concept Note and Scorecard detailing the rationale for the new partnership;
- 2.2 Review and comment on the Concept Note and Scorecard prepared by the host/user department to (i) ensure conformity with Bank priorities, (ii) ensure internal coordination, (iii) avoid overlap, and (iv) wherever possible ensure complementarity with other Bank initiatives. The SCP review should take into consideration factors such as strategic alignment, cost-effectiveness, value-addition and risks of the proposed partnership;
- 2.3 Process and forward all reviewed and cleared Concept Notes and Scorecards for the Senior Management Coordinating Committee's ("SMCC") approval;²

¹ In this Administrative Instruction, the term "partnerships" refers to all forms of collaboration between the African Development Bank or the African Development Fund and an external party, including but not limited to trust funds and special initiatives. The expression "trust funds" includes special funds unless the context requires otherwise.

² A flowchart detailing the process for the establishment of a new partnership with an indicative timeline is attached as Annex 1 to this Administrative Instruction.

- 2.4 Communicate SMCC decisions to the relevant initiating organizational units and ensure that SMCC feedback is integrated into the partnership's formative documentation;
- 2.5 Identify and review proposals for reforms on the administration of partnerships;
- 2.6 Reevaluate the assessment tools (Scorecard and Concept Note) from time to time, taking into account feedback from users and adjust the tool as necessary; and
- 2.7 No later than 180 days after its establishment, the SCP will retrospectively review, assess and propose concrete actions to ensure the alignment of all existing partnerships with the strategic priorities of the Bank. Thereafter, the global inventory of all partnerships will be reviewed in a yearly exercise by the SCP.

III. COMPOSITION

- 3.1 Membership of the SCP will comprise the following organizational units:

- ORRU³ (as the Chair and Secretariat)
- ORMU (Alternate Chair)
- A representative designated by the Vice-President, ORVP
- GECL
- COBS
- ORQR
- STRG
- FFCO

- 3.2 Each organizational unit Director/Head shall designate a member to serve on the SCP. Each member should be at least at the PL2 grade (Manager or Lead). The designated member will also nominate an alternate, who would attend meetings in the event of a temporary unavailability of the member. Relevant organizational units shall confirm the names of their permanent representative and his/her alternate on a yearly basis, or as necessary due to staff changes.

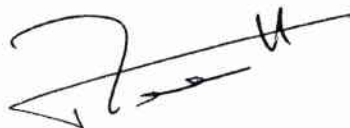
³ References to ORRU in this document will also apply to any successor organizational unit that may be established with responsibility for the functions currently performed by ORRU.

IV. MEETINGS AND ORGANIZATION

- 4.1 The SCP shall meet on a monthly basis or as often as deemed necessary by the Chairperson.
- 4.2 The quorum for all meetings of the SCP shall be four (4) members including the Chairperson.
- 4.3 The relevant host/user department shall be invited to the SCP Meeting for the purpose of presenting the new partnership.
- 4.4 The SCP shall normally make decisions by consensus. On issues where the Committee is unable to reach consensus, recommendations shall be made on the basis of a simple majority. On such occasions, the SCP will inform SMCC of the diverging positions, articulating the costs and benefits of the alternative courses of action. All decisions of the Committee shall be duly documented.

V. EFFECTIVE DATE

The provisions of this Administrative Instruction shall enter into force with effect from the date of issue.

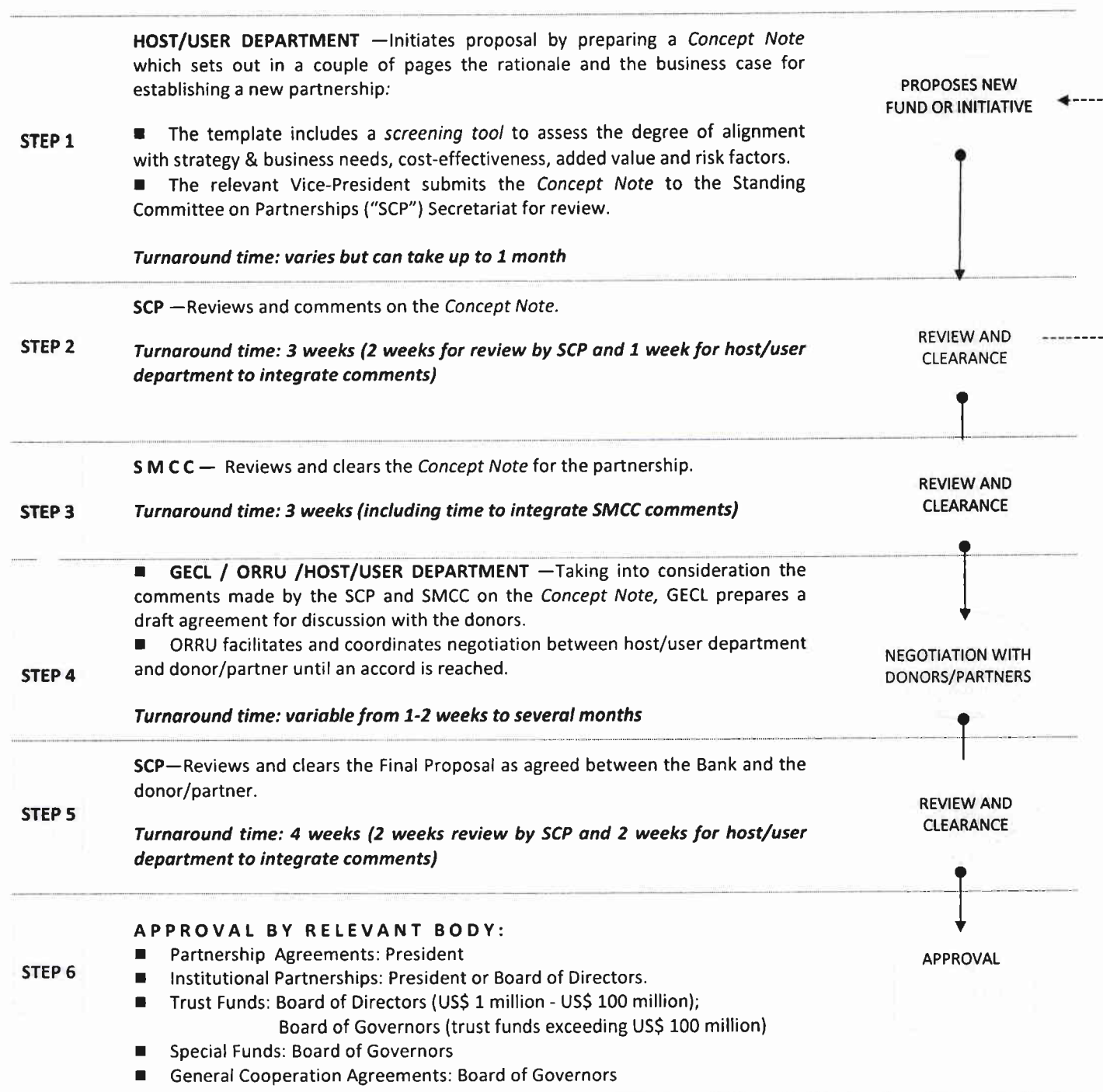


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ANNEX 1

PROCESS FOR THE ESTABLISHMENT OF NEW PARTNERSHIPS:¹

ACTIONS, RESPONSIBILITIES & INDICATIVE TIMELINE



¹ It is expected that the total processing time to screen and approve all new partnerships, including the review by the Committee, should take between three (3) to four (4) months, plus negotiation time with donors and partners as summarized in the process flow.