

Terms of Reference of The Standing Committee on Partnerships

May 2012



**AFRICAN DEVELOPMENT
BANK GROUP**

Terms of Reference of the Standing Committee on Partnerships (SC)

I. Background

- On the 9th of March 2012, during a special Senior Management Coordination Committee (SMCC) meeting convened to discuss the effective use and management of Trust Funds, the SMCC reviewed and approved certain recommendations of the Task Force¹ on Trust Funds and Special Initiatives, including the use of a uniform process to screen and approve all new Trust Funds and other Initiatives with External Partners.
- One of the recommendations accepted by SMCC was the establishment of an inter-departmental technical Standing Committee on Partnerships (the Standing Committee or SC), to review all new partnership proposals.
- This document presents the Terms of Reference of the Standing Committee.

II. Standing Committee on Partnerships (SC) Terms of Reference

a. Structure/Membership

- Membership of the Standing Committee on Partnerships (SC) will comprise: ORRU² (as the Chair and Secretariat) and the following organizational units: GECL, ORMU, COBS, ORQR, STRG, FFCO and ORVP. Each organizational unit Director/Head shall designate a member. Given the importance of the recommendations that the SC will be making to the SMCC, each member should be minimum PL2 (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.

b. Responsibilities and Tentative Timeline

The primary responsibilities of the Standing Committee shall be to:

¹ The Senior Management Coordination Committee (SMCC) appointed a Task Force on Trust Funds and Special Initiatives to review the current set up of such funds and initiatives in the Bank taking into account the results of previous reviews and internal feedback. The purpose of the Task Force was to propose concrete actions that will not only address the issues identified in past reviews but also enhance the alignment of these supplementary and important sources of funds with the strategic priorities of the Bank Group.

² References to ORRU in this document are intended to also apply to any successor organizational unit that may be established with responsibility for the functions currently performed by ORRU and ORMU.

- Receive all requests to establish new trust funds, partnerships and special initiatives with external partners;
- Review and comment on the Concept Note and Scorecard prepared by the host/user department and fill in the Score Card to (i) ensure conformity with Bank priorities, (ii) ensure coordination, (iii) avoid overlap, and (iv) wherever possible ensure complementarity of initiatives. The turnaround time shall be no more than 3 weeks (2 weeks maximum for review by SC and 1 week for host/user department to integrate comments);
- After review of the Concept Note and Scorecards, the SC shall forward initiatives that are cleared by the SC to SMCC. SC review would need to take into account cost-effectiveness, value-addition and risk factors;
- The Standing Committee will communicate SMCC's decision to the relevant initiating organizational units. Turnaround time: 4 weeks (2 weeks review by SC and 2 weeks for host/user department to integrate comments);
- The Standing Committee will be a cross-complex body that champions the ongoing efficient utilization of Trust Fund resources and Initiatives. In that regard the SC may initiate and will review proposals for reforms on the administration of initiatives. The SC will also regularly inform SMCC of the developments of negotiations;
- The Standing Committee will also review the assessment tools (Scorecard and Concept Note) from time to time, taking into account feedback from users and adjust the tool as necessary; and
- No later than 180 days after its establishment, the SC will retrospectively review, assess and propose concrete actions to ensure the alignment of all existing trust funds, partnership activities and special initiatives existing as of the time of its establishment with the strategic priorities of the Bank Group. The global inventory of all Initiatives will be reviewed as such going forward in a yearly exercise by the SC.

III. Operating Procedures

- a. **Frequency of Meetings:** The Standing Committee shall normally meet on a monthly basis or as often as deemed necessary by the Chairperson.
- b. **Agenda:** The agenda shall be prepared and disseminated by the SC Secretariat. Any member of the SC may request items to be included on the agenda. Prior to the meeting, the SC Secretariat will ensure that electronic copies of background documentation are distributed to all SC members at least 5 working days before the meeting. The documents should include:
 - i. An agenda of the SC meeting, specifying the date, time and place of the meeting as well as the sequence and timing of the presentations for concept note to be reviewed;
 - ii. The Concept Note and the Scorecard prepared by the relevant host/User Department presenting the full description of the new Trust Fund and/or Initiative³; and

³ The Concept Note shall be pre-screened by the SC Secretariat (ORRU) before submission to the SC.

- iii. Any other document that may be considered useful.
- c. **Participation by External Parties:** The relevant host/User Department shall be invited to the SC Meeting for the purpose of presenting the new Trust Fund and/or Initiative.
- d. **Quorum:** Four (4) members including the Chairperson will constitute a quorum for any meeting of the SC.
- e. **Decisions:** The Standing Committee shall normally make decisions by consensus. On issues where the Steering Committee is unable to reach consensus, the Standing Committee will instead inform the SMCC of the diverging positions articulating the pros and cons of the alternative courses of action available. Decisions of the Standing Committee shall be duly documented. The Secretariat of the Committee shall, within 5 working days of each meeting, prepare summary records of all SC meetings. The summary records of the meeting will be shared with the Committee Permanent Members before informing the organizational units from which proposals emanated of the committee's decision.
- f. **Follow up and other issues:** ORRU as SC Secretariat will also further facilitate and coordinate negotiation between host/user department and donor/partners and document, communicate and ensure follow-up of the Standing Committee's decisions.
- The Secretariat will periodically propose reviews of the Rules of Procedures of the Standing Committee and in consultation with the relevant management, recommend changes or revisions to the Standing Committee composition.

Annex 1

Composition of the Standing Committee on Partnerships

Chairperson: Head, ORRU

Alternate Chair: Head, ORMU

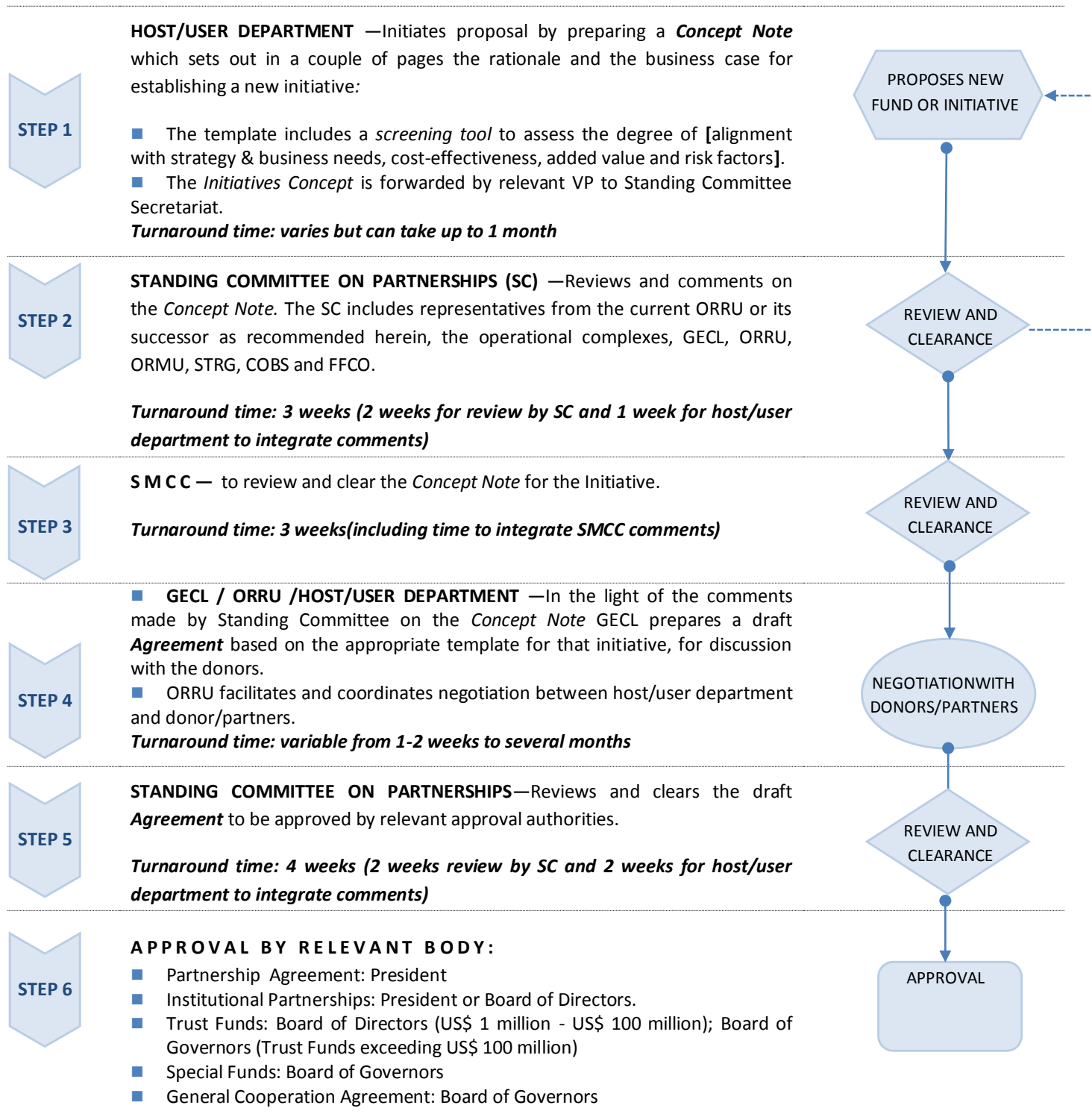
Members:

1. Designate, GECL
2. Designate, FFCO
3. Designate, COBS
4. Designate, ORQR
5. Designate, STRG
6. Designate, ORVP

Secretariat: ORRU

CHART 1 –PROCESS FOR THE ESTABLISHMENT OF NEW INITIATIVES WITH EXTERNAL PARTNERS:⁴

ACTIONS & RESPONSIBILITIES & INDICATIVE TIMELINE



⁴ It is expected that the total processing time to screen and approve all new Trust Funds and other Initiatives with External Partners, 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

