

TERM OF REFERENCE

Secretariat of Technical Working Group on Forestry Reform (TWG-FR)

BACKGROUND

Royal Government of Cambodia has established a Government-Donor Coordination Committee (GDCC) as the leading forum for dialogue on development policy and aid effectiveness, plus a structure of 19 Technical Working Groups (TWGs) in particular sectors and thematic areas. The GDCC is chaired by a senior member of government, and discusses high-level policy issues, agrees on priorities and resolves bottlenecks. According to Government guidelines, the TWGs are responsible for developing strategies, mobilizing finance, coordinating capacity development and promoting aid effectiveness.

In addition it was decided to set up TWG Secretariats to provide managerial, logistic and technical support to the TWG by supporting the Chairman of the TWG in performing his mandate. TWG Secretariats are funded by both government and donor organizations. Existing TA within the Lead Ministries will be encouraged to support the TWG Secretariat to increase donor alignment and harmonization and also with the role of building up capacity within the sector.

OBJECTIVES AND MANDATES

The overall objective and purpose of the TWG Secretariat is to assist the RGC in its policy dialog with development partners in the TWG-Forestry Reform including strategy development, national sector planning and monitoring, networking, promoting of transparency and good governance and mobilization of resources administrative tasks. For further information refer to TOR of TWG-FR.

MANDATE, SCOPE AND FUNCTIONS

The TWG-FR is lead and managed by the Ministry of Agriculture, Forestry and Fisheries and, which has nominated Director General of Forestry Administration as the Chairman. The Donor community has nominated a Donor Coordinator.

The principal function of the TWG-FR Secretariat is to provide managerial, logistic and technical advice in a supportive and facilitative role to enable the TWG-FR in fulfilling its mandate. In pursuance of this, the TWG-FR Secretariat links as appropriate and practical with other TWG's Secretariats for lessons learned and exchange of experiences in the facilitation of policy dialogues.

The Secretariat also assists the TWG-FR Chairman in translating high-level policy goals into sector-related programs and conversely, ensures identification of policy goals that are realistic. This helps all stakeholders to fully participate in forest conservation and development dialogue.

With the Chair's leadership the Secretariat assists the TWG-FR in identifying sector priorities, harmonizing activities inclusive Civil Society dialogue, improving the utilization and mobilization of resources and support efforts to strengthen the sector's capacity to contribute to growth and to include the poor people in this process.

The Secretariat will assist the working group in its function as a forum and networking on forestry reform related issues involving more than one line ministry and multiple stakeholders.

The TWG mandate requires that RGC technical staff with relevant technical expertise be included and where relevant supported by long or short term technical advisers, with analytical skills and logistic and managerial capacity. At present the EU delegation is assisting the TWG-F&E Secretariat with a Coordinator and some secretarial expenses. But further support will be needed.

The RGC staff and where appropriate International technical advisers assigned to the TWG-FR Secretariat will assist the RGC in policy development and links to high-level policy goals and sector-related programs and, conversely, ensure identification of policy goals that are realistic. It is of importance that advisers/consultants and technical staff assigned to the Secretariat maintain their

professionalism and independence in their advisory role and other work with the TWG-FR.

This requires the TWG-FR Secretariat to assist and advise the Chair on his mandate as follows:

1. Assist the Chairman of the TWG-FR in his high-level policy dialogues and in providing a policy platform for coordinating donor and civil society efforts with Government plans.
2. Assist and advise in developing Governmental Action Plans and Benchmarks for the coming years
3. Assist in translating high-level policy goals into sector-related actions.
4. Assist in identifying sector wide priorities, harmonizing activities, improving the utilization and mobilization of resources and support efforts to strengthen the sector's capacity to contribute to economic growth and to include the poor in this process.
5. Appraise the sector progress against set criteria, to which the government and donors have committed during the CDCF meeting in previous years including any outstanding issues.
6. Assist and advise in developing Joint Monitoring Indicators
7. The Secretariat will assist in facilitating Donor – NGO - Government plan alignments
8. Liaise with other TWG's Secretariats for lessons learned and exchange of experiences in policy development
9. Provide a mechanism for Government-donor-private sector-civil society coordination in the Forestry sector.
10. Organize TWG-FR meetings, all inclusive.

ORGANIZATION

The TWG-FR Secretariat is planned to be staffed by:

1. A Senior Staff that is mandated as representative of the Forestry Administration (facilitate linkages to FA).
2. Additional long or short term consultant(s)/adviser(s) as required to be recruited under the mandate of the Chairman of the TWG-FR.
3. A Coordinator who is mainly responsible for the day-to-day work including the timely preparation and sending out of agendas and minutes, and organizing meetings all inclusive. Preparing reports, compiling information, and making assessments as required, writing up annual TWG work plans, evaluation and all logistics. This is considered to be a full time position operating from an office in the FA.

Existing TA within the FA/GDANCP whom should be encouraged by their home offices to support the TWG-FR secretariat (technical advice, policy/analytical/technical contribution and facilitating Donor – Civil Society -Government plan alignments and coordination and helping with developing and writing up action plans, TORs, appraisals, benchmark evaluations etc.). This will increase donor alignment and harmonization and also build up capacity within the sector

*It is noted that the work for the Government staff and technical advisers in the TWG Secretariat is additional to their ordinary duties and consequently work load should deliberately be kept at a manageable level.

This ToR has been discussed and endorsed in the 35th TWG-FR Meeting on 28th February 2013