
Botswana UN Country Fund

**Programme Steering Committee
Terms of Reference for the United Nations
Multi Donor Trust Fund**

Programme Steering Committee Terms of Reference

Composition / Membership: The PSC will be chaired by the Permanent Secretary of the Ministry of Finance and Development Planning (MFDP) and Co-Chaired by the UN Resident Coordinator. Members will be the Chair and Co-Chairpersons of the five Component Coordination Groups, Heads of UN Participating Organizations, key Development Partners and relevant umbrella Civil Society Organizations.

Members may be co-opted based on the specific topics for discussion in the additional meetings from Ministries and Implementing Partners who are members of the CCGs.

Specific Tasks and Responsibilities

1. Oversee the preparation of the GOB-UN Programme Operational Plan through review and endorsement of the component plans submitted by the respective Component Coordination Groups and finalize for signing by the Minister of Finance and Development Planning and the UN Resident Coordinator and concerned UN Heads of Agencies;
2. Undertake annual reviews of the GOB-UN Programme and the UNDAF based on recommendations submitted by the five CCGs for policy directives on smooth programme implementation;
3. Discuss the requirements and priorities concerning programme/project management, including consistent and common approaches to programme/project costing, cost recovery, implementation modalities, result-based reporting and impact assessment;
4. Undertake mid – term and end term reviews of the UNDAF and GOB-UN Programme;
5. Maintain linkages with the NDP 10 Thematic Coordination structure for provision of inputs for overall NDP 10 implementation;
6. To define Terms of Reference and composition for the Coordination Component Groups (CCGs) or other similar review bodies;
7. Management of Botswana Country Fund
 - a. For funds earmarked by donors to CCGs or Agencies and prioritized/allocated within thematic clusters, to review and ensure the alignment of the allocations with the strategic development framework of the country and approved national priorities;
 - b. For unearmarked funds, (i) to review and approve the criteria for the allocation of available Country Fund; (ii) to allocate available resources to CCGs, making sure that the allocations are aligned with the strategic development framework of Botswana and approved national priorities;
 - c. To review and approve proposals from CCGs for funding; ensure their conformity with the requirements of the Country Fund agreements (MoUs, LoAs). To ensure the quality of proposals to receive funding from the Country Fund.
 - d. To ensure appropriate consultative processes take place with key stakeholders at the country level so as to avoid duplication or overlap between the Country Fund and other funding mechanisms;
 - e. To review findings of the summary audit reports consolidated by the internal audit service of the Administration Agent.
 - f. To highlight lessons learnt and periodically discuss follow up by Participating Agencies on recommended actions that has Country Fund impact.

Modus Operandi: The PSC will meet on an annual basis for the annual reviews. Additional meetings may be determined on a need basis according to recommendations arising from the five CCGs where policy directives may be required for the smooth implementation of the GOB-UN Programme.

The PSC makes decisions by consensus. Decisions of the PSC shall be duly recorded. Decisions on programme/project proposals will only be taken upon completion of review of the Annual Work Plans by the appropriate CCGs.

The role of the Co-chairs of the PSC include:

- i) To make sure that the decisions taken by the PSC are in accordance with the regulatory requirements and frameworks of the Participating Agencies and agreements with the programme country and donors;
- ii) To ensure that the decisions taken by the PSC are duly recorded and promptly communicated to the members of the PSC, including the Participating Agencies, the programme country, donors, as appropriate;
- iii) To monitor the implementation of the decisions of the PSC.

The UN Resident Coordinator's Office and the designated Directorate of the MFDP will provide secretariat support to the PSC.

Reporting and Accountability: The CCG co-chairs will report to the Permanent Secretary at the Ministry of Finance and Development Planning on overall linkages with NDP10 Coordination Committee. Annual and Mid-Term reporting for the UN System will be undertaken by the UN RC Office with support from the UN System, drawing on the Minutes and Reports of the PSC and the five CCGs.