

## **Annex 2: Terms of Reference for Technical Advisory Committee**

### Background

1. The Forest Carbon Partnership Facility (FCPF) was launched in 2007 as a result of strong interest of developing countries in REDD, and a clear demand from both industrialized and developing country governments for a mechanism that would help forested countries reduce emissions from deforestation and forest degradation and conduct demonstration activities to show how REDD could be implemented. The Facility has since become a global partnership of governments, businesses, civil society and indigenous peoples (IPs), with its main focus being laying the ground for future REDD+ activities, and piloting performance-based payment systems.
2. A series of regional dialogues between the FCPF and IP representatives that have taken place since the beginning of the FCPF resulted in a request to support forest-dependent IPs in building their capacity to engage in REDD+ activities at the national and regional levels. While capacity needs vary between countries and communities, a number of common priority areas have emerged; these include:
  - (i) research and publication of knowledge products on REDD+;
  - (ii) awareness raising on REDD+ policies, concepts and processes;
  - (iii) coordination, communication and information sharing systems within and across countries;
  - (iv) collaboration between Civil Society Organizations (CSOs), IPs and national REDD+ frameworks;
  - (v) recognition and respect for indigenous knowledge that is critical in climate change adaptation and mitigation; and
  - (vi) understanding of the threats to land tenure and local livelihoods in the context of REDD+. Capacity and participation needs of women and youth have been recognized as requiring affirmative action across the board.
3. The dialogue also acknowledged that efforts to enhance forest-dependent IPs and CSOs' understanding of REDD+ required strategic and systematic plan of action and funding. Consequently, a Global Action Plan was issued that provided a roadmap for the engagement of IPs in the FCPF, and the FCPF Capacity Building Program (CBP) was established to provide forest-dependent IPs, southern civil society and local communities with information, knowledge and awareness on REDD+. Phase I of the CBP (2008-2015) funded 29 projects in Asia, Latin America and Africa (including two global projects), with a total allocation of over US\$ 1.7 million, supporting awareness-raising workshops, publication of training manuals and capacity building activities.

4. In moving forward to Phase II of the CBP which will be implemented from March 2016 to June 2018 by MPIDO, the FCPF in June 2012 decided to transition the execution of the program to Small Recipient-Executed Trust Fund (SRETF) grants. It was agreed to implement the program through regional IP and civil society organizations (called Recipient Organizations), allowing the World Bank to better supervise funded activities and foster a stronger sense of ownership for beneficiaries. At the technical level, it was agreed to invest in awareness raising and capacity building of people at the grassroots; engage forest-dependent IP in all phases of REDD+; and build a knowledge base of forest-dependent IP and CSOs on climate change and REDD+, thus empowering them to translate global knowledge into actionable plans at the national level.
5. Based on an open call for proposals and an agreed set of criteria, six regional Recipient organizations were selected with each organization being responsible for selecting and supporting small capacity building projects within their regions and targeted communities. MPIDO was selected to implement the project in respect to the Pan-African Forest-Dependent Indigenous Peoples FCPF Capacity Building Program on Redd+ project for the African region.
6. The Project Development Objective (PDO) is to strengthen the knowledge of targeted forest-dependent indigenous peoples of REDD+ Readiness at the national level (Component 1) and strengthen knowledge exchange at the regional level (Component 2). The beneficiaries of the project will be forest-dependent IPs and their representative organizations and networks in the 18 FCPF eligible countries in Africa, namely Burkina Faso, Cameroon, Central African Republic, Democratic Republic of Congo, Republic of Congo, Cote d'Ivoire, Ethiopia, Gabon, Ghana, Kenya, Liberia, Madagascar, Mozambique, Nigeria, Sudan, Tanzania, Togo and Uganda, which will be eligible to participate in regional learning and exchange activities. Of the 18 countries, IP organizations/networks from eleven countries will also be eligible to participate in national-level activities namely Cameroon, Republic of Congo, Côte d'Ivoire, Ethiopia, Liberia, Madagascar, Mozambique, Nigeria, Sudan, Togo and Uganda. These countries have been prioritized for national-level activities as their respective governments have signed Readiness Grant Agreements with the FCPF, thereby allowing the project to reinforce their REDD+ Readiness efforts, they are not beneficiaries of the Global Dedicated Grant Mechanism (DGM) for Indigenous Peoples and Local Communities project of the FIP and they are countries at advanced stages to REDD+ phases, and which are piloting Emission Reduction projects/programs.

#### A. MANDATE

7. The Technical Advisory Committee (TAC) is an independent, impartial technical team of Indigenous Peoples experts selected by the Regional Recipient Organization (MPIDO) for the duration of the project in consultation with IP regional networks. The TAC will possess relevant expertise, an agreed level of education, and expressed commitment to participate in the TAC to provide a rigorous technical assessment of sub-grant requests made to the Project under its Component 1 ("National Capacity Building and Awareness Raising") and participate as needed in grievance redress for the project. The TAC's composition will reflect regional, gender and language balance considerations, including two representatives from participating Francophone countries, two representatives from Anglophone countries and one forest expert from an indigenous community in one of the participating countries.
8. The TAC serves as an advisory body to MPIDO, and fulfills its mandate as provided for in these terms of reference.
9. The TAC is responsible for assessing sub-grant funding requests from Indigenous Peoples organizations and networks in 11 countries in Africa (Cameroon, Republic of Congo, Côte d'Ivoire, Ethiopia, Liberia, Madagascar, Mozambique, Nigeria, Sudan, Togo and Uganda) against the project agreed eligibility criteria for both applicant organizations and for the proposals.
10. Subsequent to its review, the TAC will provide its recommendations to the MPIDO Secretariat, considering both the eligibility criteria and the following additional considerations:
  - a) striking a balance in the allocation of funding (in terms of amount and number of sub-grants per country) between Francophone, Anglophone and Lusophone countries;
  - b) actively seeking a balance between female and male beneficiaries;
  - c) understanding of infrastructural constraints within IPs' territories, especially those related to means and forms of communication;
  - d) linkage and avoidance of replication of past and present REDD+ capacity building programs in the applicant countries and communities, and the use to extent possible of existing manuals, training material, and other tools.
  - e) Involvement of youth and women in capacity building activities
11. Based on the TAC's recommendations, the MPIDO Secretariat sets ~~the upper ceilings for funding and~~ the parameters for the sub-grant making in order to achieve disbursement-ready grants. In the event of material changes from the TAC recommendations, the Secretariat will obtain further input from the TAC prior to making any approval of funding. Remaining differences between TAC and Secretariat recommendations will be disclosed to an appointed arbitrator prior to its funding decision.

12. The TAC will participate in grievance redress as needed and requested by MPIDO, including in grievances that concern the performance of MPIDO.
13. The TAC may perform other functions that are consistent with the principles, mandate and provisions of these terms of reference, or as otherwise requested by the Secretariat.

#### B. MEMBERSHIP, SELECTION AND GOVERNANCE

14. The TAC will comprise 5 experts as indicated above, all serving on the review panel. Members will serve in their personal capacities and will not represent their countries, employers, governments, or any other entity.
15. Once selected to serve on a review panel, these members are known as "Technical Advisory Committee", and will serve for the duration of the project from the date of appointment. In the event that a member is incapacitated and cannot continue to serve, a replacement will be selected in the same manner and process.
16. Appointment of the TAC members is the responsibility of MPIDO with the support of the regional IPs networks from the FCPF countries in Africa, and other relevant IPs networks through an open and transparent process in consultation with the countries eligible for component 1 support.
17. Collectively, TAC members shall:
  - a) represent a wide array of expertise (scientific, programmatic and operational) with a preference for those experienced in developing, implementing, and/or reviewing programs at the country level;
  - b) have geographically diverse experiences and include persons who work or have worked with a broad range of organizations across multiple countries;
  - c) Include a balance of expertise in climate change and indigenous community advocacy, as well as cross-cutting community system strengthening, human rights and gender issues relevant to climate change and REDD+.
  - d) Reflect linguistic, geographic, and ethnic and gender diversity within the FCPF countries in the African region.
18. The TAC Members shall elect a Chair and one Vice-Chair, as required, from among their membership for the duration of the project, while MPIDO will be the secretariat and support the logistics of the TAC. The Chair will guide the evaluation process and chair meetings as well as act as the liaison between the TAC and MPIDO. The Chair will communicate the decisions and recommendations of the TAC to MPIDO. The Vice Chair will act in the event that the Chair is unable to attend the meetings and review sessions. The replacement of a member of TAC who resigns will be done by MPIDO through

a similar process of calling for applications. The TAC may set internal operating rules and procedures in line with these terms of reference, to be agreed by MPIDO.

#### C. ETHICS AND CONFLICTS OF INTEREST

19. Serving TAC members must abide by the requirements of the Policy on Ethics and Conflicts of Interest of MPIDO as set out in its Operational Manual.
20. These guidelines include, but are not limited to, the restriction of TAC members from participating in the development of funding requests to the project. TAC members whose organizations apply for funding under component one of the project, shall not ~~be eligible to serve in as TAC members participate in the evaluation of such proposal/s, or their organizations applying for funding.~~
21. TAC members shall uphold the integrity of the TAC and its independence. Serving TAC members shall disclose all actual, potential or perceived conflicts of interest to the TAC Chair, who will in turn communicate these to MPIDO.

#### D. REVIEW MODALITIES

22. In general, the TAC will conduct its reviews via web-based meetings, with at least 1 physical meeting within the implementation period of the project unless otherwise agreed jointly with MPIDO. However, review and other meetings will be conducted remotely, as appropriate. The TAC may also conduct its meetings in a flexible manner alongside other planned regional activities, to reduce the cost of travel.
23. The TAC will conduct its reviews in accordance with the criteria set out in concurrence with MPIDO.
24. The TAC will review each request for funding on its own merits and, to the extent possible, consider the overall balance of priorities as indicated above.
25. The TAC will receive from the Secretariat relevant contextual, operational, and risk information concerning the funding requests under review. This may include policy guidance as well as analysis of the performance of existing programs. Additional information to be forwarded to the TAC will relate to the existing REDD+ Readiness status of the relevant country and other capacity building programs taking place or having taken place in the country, to avoid overlaps. The Secretariat is responsible for collecting this input internally and coordinating it with input from technical partners.

26. To the extent possible, recommendations will be made by consensus of the TAC Members participating in the relevant review. If the TAC Chair determines that consensus cannot be reached, then he/she may call for a decision by majority vote. Overall the projects activity eligibility criteria will guide the TAC in selecting activities/proposals to be supported. A proposal would need to be reviewed by a majority of the members of TAC (more than half of the members) and a recommendation for approval from more than two thirds of the reviewing members<sup>24</sup>. As part of its recommendation, the TAC may inter alia:

- a) identify issues that need to be addressed before the sub-grant making process and/or grant implementation to the satisfaction of the Secretariat;
- b) recommend removal of specific elements, change in prioritization and/or re-programming as appropriate; or
- c) Request the applicant to resubmit the funding request.

27. The TAC has the responsibility to share lessons learned, in particular those that may have broader policy and financial implications. These are to be submitted to the FCPF through MPIDO as appropriate.

28. The TAC will support MPIDO's Grievance and Redress Mechanism with grievances and appeals being integrated into the implementation of the project to minimize and manage risks, but also to ensure that the project achieves its goals and meets the needs of beneficiaries. The GRM will be underpinned by the following principles: simplicity and accessibility, transparency, empowering, timeliness, right of appeal and confidentiality.

29. The TAC will be involved in reviewing and providing technical backstopping for knowledge products generated within the work of the project as well as ensuring consistency and uniformity across the region.

#### E. ENGAGEMENT WITH OTHER PARTIES

30. The Secretariat shall facilitate the effective functioning of the TAC and its activities, coordinate communication with other parties and manage logistics in a manner that supports the TAC's independence, confidentiality of internal TAC deliberations and the anonymity of TAC members for specific funding requests.

#### F. OPERATIONAL COSTS

31. TAC Members will receive an honorarium for actual services provided, in addition to travel expenses. The amount of honorarium and any additional remuneration will be determined in accordance with policies approved by the FCPF Capacity Building Program and MPIDO. The work of the TAC will be facilitated under component three (3) of the project.

## G. ASSESSMENTS

32. The TAC shall undertake and submit a semi-annual assessment of its own performance to MPIDO, which will review the assessment, evaluate the TAC's effectiveness in fulfilling its terms of reference, and offer improvements. The chair will be responsible to have the report compiled and submitted to MPIDO in a timely manner.