

UN-REDD Programme 2016-2020
Terms of Reference for SG, MG and Secretariat
Final approved by Strategy Group
3 April 2017

INTRODUCTION

The UN-REDD Programme is a collaborative initiative on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (hereinafter referred to as the Programme), building on the convening role and technical expertise of the Food and Agriculture Organization (FAO), the United Nations Development Programme (UNDP) and United Nations Environment (UNEP).

As per the UN-REDD Strategic Framework 2016-2020, the Programme is structured internally with a Strategy Group (SG), a Management Group and a Secretariat. The role and functions of the Secretariat will be considered at the first meeting of the Executive Board. The Head of Secretariat operates under the overall direction of and is accountable to the Strategic Group and works closely with the Management Group of which it is part of.

STRATEGY GROUP (SG)

The SG was established by the three participating UN agencies in 2011 to improve the overall performance of the UN-REDD Programme by providing strategic direction to the staff members of the UN agencies who are responsible for managing and implementing the UN-REDD Programme in support of the Partner Countries.

The membership of the SG will include one executive representative from each UN agency. They will have individual responsibility to represent their respective Head of Agency on all matters related to the UN-REDD Programme and to ensure an adequate and sustained commitment to the UN-REDD Programme by their respective agencies, including from all involved offices at the global, regional and country levels. Collectively they will have responsibility to:

- Provide strategic guidance for the successful implementation of the Programme;
- Decide in cases where the Management Group cannot reach consensus;
- Approve the workplan and supervise the performance of the Head of the Secretariat (administratively this process will be done through UN Environment channels);
- Chair Executive Board meetings on a rotational basis and provide strategic leadership of and input into the deliberations of the Executive Board;
- Review and approve Terms of Reference for the SG, MG and Secretariat, and revise them from time to time in the future, as necessary.

On rotational basis, the SG member who is the Chair of the Executive Board will chair the SG deliberations and be available for intersessional consultations with the Head of the Secretariat and MG; and will conduct regular meetings/calls, including a minimum of one in-person meeting per year and conference calls as needed, with support provided by the Secretariat.

MANAGEMENT GROUP (MG)

The Management Group (MG) comprises: one member per UN-REDD agency (the UN-REDD budget holder); one alternate per UN-REDD agency; and the Head of the Secretariat. MG calls/meetings require a quorum of at least one member or alternate from each UN-REDD agency.

The responsibility of the MG is to ensure effective coordination of Programme implementation between agencies.

The MG will conduct regularly scheduled meetings with agendas that are developed and circulated to its members in advance and with written summaries of the outcomes of those meetings circulated to the SG and all UN-REDD Programme staff in a timely manner. Each member of the MG will be responsible for consulting with their respective staff to propose items to be added to the MG agenda. The calls and meetings of the MG will be chaired by the Head of the Secretariat. For every major agenda item, an MG member will be in charge of preparing and introducing it during the MG meeting, and following it afterwards if needed. The Chair will capture decision points at the end of each call/meeting. In the event of a lack of consensus among the UN-REDD agencies on a decision point, the chair has the authority to make the final decision or, for major strategic issues, request a decision by the SG.

All MG members are responsible for ensuring that the agenda for calls/meetings are in-line with the MG's responsibilities, as set out below.

Collectively the MG will:

- Take decisions on programme management and operational issues related to the implementation of the Programme, consistent with the strategic direction provided by both the Strategy Group and the Executive Board;
- Take responsibility for ensuring the effective engagement and operational coordination of UN-REDD Programme staff at the global, regional, and national levels;
- Provide oversight and guidance to the country Lead Advisors;
- Carry out joint planning of programme human resources
- Regularly review and guide the implementation of activities in the country portfolio and the global activities, including knowledge management and communications;
- Provide management responses to audits, and programme evaluations;
- Support the Secretariat in preparations for Executive Board meetings and other UN-REDD activities led by the Secretariat in case they require resources beyond the capacity of the Secretariat.

SECRETARIAT

1. FUNCTIONS:

Overall, the Secretariat supports the UN-REDD governing bodies and the overall operations of the Fund; leads on resource mobilization for contributions to the Multi-Partner Trust Fund, advises the Executive Board on strategic priorities, programmatic and financial allocations; and organizes the programming and appraisal processes. The Secretariat acts as the central point of contact for UN-REDD and liaises with other REDD+ relevant initiatives and partnerships.

The following are the four main functions:

1. Service the UN-REDD governing bodies
2. Manage external relations,
3. Carry out resource mobilisation for the corpus of the UN-REDD Programme
4. Manage monitoring, reporting and evaluation
5. Coordinate programming

2. RESPONSIBILITIES:

a. Service the UN-REDD governing bodies

The Secretariat is responsible for supporting the governing bodies in performing their functions; specifically:

1. Assembly: organize (preparation, facilitation, follow up) Assembly meetings, if so decided by the Executive Board and in accordance with its guidance
2. Executive Board (and temporarily Interim Committee): organize EB meetings/calls/emails (preparation, facilitation, follow up); support engagement of EB representatives with their constituencies; provide advice on strategic priorities, programmatic and financial allocations
3. National Steering Committees: Ensure consistency of standards across countries notwithstanding national circumstances

b. Manage external relations

The Secretariat acts as the central point of contact and is responsible for liaising and actively engaging with initiatives, organizations, processes on issues related to REDD+ with the view to share information, promoting the programme, strengthen relationships, develop synergy and carry out resource mobilisation; specifically:

1. Liaising with relevant multilateral and bilateral initiatives (such as FCPF/BioCF/FIP, UNFCCC, Green Climate Fund, GEF, Tropical Forest Alliance, REDD Early Movers, etc.) to share information, promote/position the Programme and develop synergy
2. Liaising with relevant International Organizations to share information, promote/position the Programme and develop synergy
3. Liaising with other relevant processes (such as NDC, FLEGT, Bonn Challenge, etc.) to share information and explore strategic connections and development of synergy

c. Carry out resource mobilisation for the corpus of the UN-REDD Programme

The Secretariat is responsible for liaising with donors and carrying out resource mobilization for the corpus of the Programme as well as for coordination with the MPTF

1. Current donors (Denmark, European Union, Japan, Luxemburg, Norway, Spain, Switzerland)
2. Possible future donors (Canada, China, Germany, Italy, UK, Sweden, etc.)
3. MPTF (for coordination on Donor engagement)

d. Manage monitoring, reporting and evaluation

The Secretariat is responsible for the overall monitoring, reporting and evaluation of the programme progress and achievements against the agreed result framework; specifically:

1. Manages the finalization (and updating as needed) of the result monitoring and reporting framework and presents it to the Executive Board
2. Manages the overall financial and programmatic monitoring, ensures the consistency and accuracy of information provided by the Agencies, assesses value for money and risks and communicates them to the Executive Board

3. Manages the preparation of and presents reports to the Executive Board and provides an impartial assessment of the UN agencies' collective and individual progress in implementation of the agreed programme
4. Manages the planning and delivery of final and mid-term evaluations as needed and requested by the Executive Board.

e. Coordination of Programming

The Secretariat is responsible for the coordination of the overall programming of UN-REDD, specifically:

1. The identification, formulation and appraisal of UN-REDD joint programmes, work plans and budgets, harmonise them among the Agencies and present them to the Executive Board for consideration.
2. Facilitate MG joint planning of programme human resources
