



GEF International Water Ridge to Reef Kiribati Project Steering Committee Terms of Reference

1. Role of Project Steering Committee

Consistent with provisions set out under the MOA between the SPC and Kiribati Government, the Annual Steering Committee meeting will guide the implementation and monitoring of the Initiative implementation, progress and impact.

The Project Steering Committee will provide guidance and oversight for the implementation of the project. The responsibilities of the PSC shall include, but not be limited to:

2. Terms of Reference

1. Review, approve and amend the results framework, including the Monitoring and Evaluation (M&E) framework, the budget, and the implementation plan;
2. Monitor compliance with the Project's objectives;
3. Discuss progress and identify solutions to problems facing any of the project's partners;
4. Review and approve the Annual Work Plan (AWP) and the consolidated financial and progress reports;
5. During the life of the project, review proposals for major budget re-allocation such as major savings or cost increases, or for use of funds for significantly different activities;
6. Review evaluation findings related to impact, effectiveness and the sustainability of the project;
7. Monitor both the budget and the prompt delivery of financial, human and technical inputs to comply with the work plan;
8. Ensure the participation and ownership of stakeholders in achieving the objectives of the project;
9. Ensure communication of the project and its objectives to stakeholders and the public;
10. Approve the project communication strategy and public information plans;
11. Facilitate linkages with high-level decision making; and
12. Establish and nominate members of the technical task force with objective of following up and giving technical assistance on specific national project technical issues.

3. Responsibility and Role of the Secretariat

The Secretariat comprising of Director Environment and Conservation Division and Program Manager Roles include the following;

1. Convene ordinary meetings to consider the progress made by the project;
2. Convene, if necessary, extraordinary meetings;
3. Prepare meeting agendas and meeting papers to members in advance of the meetings;

4. Frequency of Meetings

As set out in the MOA,

1. The Project Steering Committee shall meet 2 (two) times a year;
2. Special meetings can be called anytime when there are special issues or any other matters that need urgent discussion;
3. The Technical Task Force is set up to provide technical oversight and inputs into the successful implementation of the project activities; and
4. The Technical Task Force shall meet on a quarterly basis, or more frequently if needed.

5. Quorum Requirements

1. A minimum of six of Project Steering Committee members inclusive of Secretariat members is required for the meeting to be recognized as an authorized meeting for the recommendations or resolutions to be valid.
2. The quorum must contain at least four member(s) from the Project's Steering Committee members and two member(s) from the Project Team members or the Secretariat.

6. Members

Members are drawn from sectors that have direct linkages with the project objectives. These members comprise Government and NGO representatives who potentially have important roles in the implementation of the project.

No	Organisation
1.	Ministry of Infrastructure and Sustainable Energy <ol style="list-style-type: none">i. Energy Planning Divisionii. Technical Designiii. Water Unit
2.	Ministry of Finance and Economic Development <ol style="list-style-type: none">i. NEPO
3.	Ministry of Health and Medical Services <ol style="list-style-type: none">i. Environmental Healthii. Health Statistics
4.	Ministry of Fisheries and Marine Resource Development <ol style="list-style-type: none">i. Coastal Fisheries
5.	Ministry of Environment, Lands and Agricultural Development <ol style="list-style-type: none">i. Agriculture and Livestock Divisionii. Lands Management Division
6.	Ministry of Internal Affairs <ol style="list-style-type: none">i. Local Government Divisionii. Mayor, TUCiii. Mayor, North Tarawa (ETC)
7.	MWYSA <ol style="list-style-type: none">i. Women Development (Gender)
8.	National Coordinator, Kiribati Climate Action Network (KiriCAN)
9.	Chairman, Tarawa Organic Farming Market Association (TOFMA)

10.	Project Coordinator R2R STAR
11.	Secretariat Director ECD Project Manager