



## **TERMS OF REFERENCE FOR THE STEERING COMMITTEE**

### **UN JOINT PROGRAMME FOR THE PREVENTION OF AND RESPONSE TO GENDER-BASED VIOLENCE IN SRI LANKA**

#### **BACKGROUND**

In response to the United Nations Common Country Assessment 2006 that highlighted the increased vulnerability of Sri Lankan women to gender disparities and Gender-based Violence (GBV), the United Nations Developmental Assistance Framework (UNDAF) 2008-2012 recognised gender extensively, both as a stand-alone pillar and a cross-cutting issue within the other three pillars of poverty, governance and peace. The UN Joint Programme for the Prevention of and Response to GBV (hereinafter referred to as JP GBV) falls under the gender pillar of UNDAF for Sri Lanka and in particular the fourth UNDAF outcome, “Women are further empowered to contribute and benefit equitably and equally in political, economic and social life.”

The participating UN agencies – ILO, UNDP, UNFPA, UNHCR, UNICEF and WHO, supported by the UN Resident Coordinator and the Chairperson of the UN Gender Theme Group – will invest their combined expertise and resources to support the achievement of the fourth UNCT outcome of the fourth UNDAF outcome, i.e. “Gender-based violence is reduced through multi-sectoral interventions, and the effective implementation of laws and policies in keeping with international standards”. The JP GBV ensures national ownership of all efforts and will align with on-going national processes and mechanisms to reduce GBV implemented by the state and non-state counterparts.

In order to mobilize funds for the JP- GBV, a proposal was developed and submitted to the UN Trust Fund in Support of Actions to Eliminate Violence against Women (hereafter the “UN Trust Fund”) which is established by UN General Assembly Resolution 50/166 in 1996 and is managed by UN Women on behalf of the UN system. The UN Women has approved to

provide USD 969,587.76 in response to GBV prevention in Sri Lanka. The project will be implemented in 12 districts in the Northern and Eastern provinces and plantation sector in the country during the period of 2011-2013. The approved funding will be distributed from UN Trust Fund to the participating UN agencies under a pass-through arrangement. UNFPA has been designated by the agencies to act as the Administrative Agent for this purpose.

### **ROLE OF JOINT PROGRAMME STEERING COMMITTEE**

Under the JP-GBV, Government of Sri Lanka has agreed to establish a coordination mechanism to facilitate the effective and efficient collaboration between the Participating UN Organizations, namely, ILO, UNDP, UNFPA, UNHCR, UNICEF and WHO, and the Government for the implementation of the JP GBV. For this purpose, a Joint Programme Steering Committee (hereinafter referred to as the Steering Committee) will be established at the outset of the programme and will provide the main platform to ensure that there is strong coordination among the different actors involved in the JP GBV and will in turn interface with the relevant government coordination structures.

### **STRUCTURE AND COMPOSITION**

The Steering Committee will be co-chaired by the leading government gender entity, i.e, the Ministry of Child Development and Women's Affairs (MCDWA) and the UN Resident Coordinator. MCDWA will take the lead in order to facilitate government ownership, continuity and sustainability in a coordinated manner. The Steering Committee will include the UN Resident Coordinator, Administrative Agent all signatories to the JP-GBV document or their designated officials. Co-chairs could appoint a designated member to chair the meetings in the event of their inability attend a meeting. Additional members may be invited from the key line ministries, civil society members, women organizations and implementing partners working closely with or supporting the JP GBV as determined by the Steering Committee.

### Core members of the Steering Committee

- i. Secretary, Ministry of Child Development and Women's Affairs (co-chair)
- ii. UN Resident Coordinator (co-chair)
- iii. Secretary, Ministry of Health
- iv. Director General, Employers' Federation of Ceylon
- v. Director UN Division, External Resources Department
- vi. Director, National Planning Department
- vii. UNFPA Representative/Administrative Agent
- viii. UNDP Country Director or Deputy Resident Representative (Programme)
- ix. UNICEF Representative
- x. UNHCR Representative
- xi. WHO Representative
- xii. ILO Director
- xiii. The gender focal points from the UN participating agencies
- xiv. At least three members from the civil society who are part of the programme recommended by UN participating agencies

- The participating representative may not be substituted by another representative of the organization or institution without prior consent of the Steering Committee.
- The Steering Committee will be assisted by a National Programme Coordinator.

### **DUTIES AND RESPONSIBILITIES OF THE STEERING COMMITTEE**

According to the Memorandum of Understanding signed between the Administrative Agent and UN participating agencies dated 29<sup>th</sup> October 2010 and the Standard Administrative Agreement between the Administrative agent and UNIFEM dated 06<sup>th</sup> of October 2010, the Steering Committee will advise and direct the overall coordination of the programme. The Steering Committee will provide strategic guidance and oversight as well as make decisions

on the effective and efficient collaboration between the Participating UN Organizations and the Government for the implementation of the JP GBV.

Specifically, the Steering Committee will review the JP GBV monitoring and evaluation framework; review the progress of implementation; focus on problem solving; review and approve consolidated financial and narrative reports submitted by the Administrative Agent and lead the annual review. Overall, the JP GBV will be managed according to the UN Joint Programme Guidelines. As and when required, technical working groups led by the lead national counterpart may be established for further inputs. A full time National Programme Coordinator will be responsible, together with the agency focal points and managers, for overall programme coordination and forwarding of regular progress reports to the Steering Committee. The National Programme Coordinator will provide coordination and support to the Steering Committee, the UN participating agencies and the technical working groups (if any).

The Steering Committee shall be responsible for overall coordination of the joint programme. The Steering Committee will discuss and approve work plans and budgets as well as any substantive or financial issues pertaining to the JP GBV. Decisions of the Steering Committee will be made through consensus.

The specific responsibilities of the Steering Committees include:

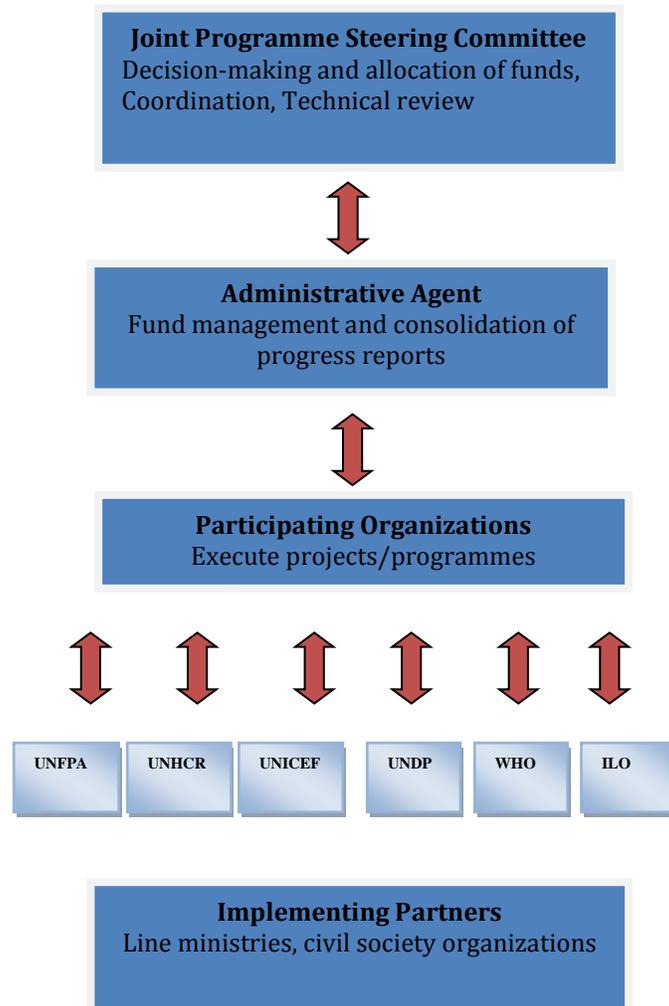
- Review and approve the Steering Committee TOR and document, update and/or modify it, as necessary;
- Provide guidance, as well as overall strategic policy and management direction to the JP GBV in accordance with the UN Joint Programme Guidelines;
- Assess the JP GBV progress during periodic reviews;
- Review the Monitoring and Evaluation Framework/Plan of the JP GBV;

- Lead the annual review and assess the progress of the JP GBV, based upon the Monitoring and Evaluation Plan, including the progress made towards making measurable impacts in terms of prevention of and response to GBV in Sri Lanka;
- Review and approve work plan and budgets of the JP GBV annually, provide strategic direction on the work plan and agreeing on funding re-allocations and budget revisions;
- Review and approve consolidated financial and narrative reports submitted by the Administrative Agent;
- Identify solutions to any problems which might be raised by any of the JP GBV partners;
- Ensure that the progress towards the outputs are in alignment with the appropriate outcomes;
- Review consolidated JP GBV annual reports of the Administrative Agent and provide strategic comments and decisions;
- Establish reporting mechanisms and operational coordination;
- Suggest corrective action to emerging strategic and implementation problems;
- Approve communication and public information plans; and identify emerging lessons learned;
- Evaluate proposals from Steering Committee members for budget re-allocation such as savings or cost increases, or for use of funds for significantly different activities;
- Request, if necessary, any of the Participating UN Organizations, to perform additional tasks in support of the JP GBV not related to the Administrative Agent functions detailed in Section I, Paragraph 2 of the Memorandum of Understanding between the Participating UN Agencies and the Administrative Agent; and subject to the availability of funds, approve the necessary funding for such tasks.
- Instruct the Administrative Agent on disbursement of funds from the JP-GBV Account in accordance with the JP GBV Document (section II, article 3; MOU)
- Review and amend the scope of the JP GBV Document including their nature, content, sequencing or the duration thereof subject to mutual agreement in writing between

the relevant UN Organization and the Steering Committee, and notify the Administrative Agent of such modifications (section III, article 2; MOU)

- Lead the Final Assessment of the JP GBV in the final year together with other stakeholders as may be required;

Structure of the Steering Committee



## FREQUENCY OF MEETINGS

- The Steering Committee will meet quarterly or at a frequency to be determined by the Steering Committee, using face-to-face meetings, conference calls and/or electronic correspondence.

- Working groups and sub-committees may be convened to address specific issues or undertake activities as required.

## **AGENDA**

The agenda of the Steering Committee meeting and all supporting documentation shall be prepared and disseminated by the National Programme Coordinator in consultation with the designated focal points of the UN Participating Agencies, MCDWA and the Resident Coordinator. Steering Committee members may make requests for items to be included on the agenda.

## **QUORUM**

A quorum of the Steering Committee shall consist of more than 50 per cent of the membership. The Steering Committee shall make decisions by consensus and is co-chaired by the Secretary to the Ministry of Child Development and Women's Affairs and/or his/her designated officer or Resident Coordinator and/or his/her designated member. In order to take decisions, presence of one co-chair is sufficient and required.