Terms of Reference of JESWG

* + - 1. **General Guidance**

The below outlined Terms of Reference (TOR) for the Tanzania Joint Energy Sector Working Group (JESWG) have been based on the GBS Generic Terms of Reference for Joint Sector and Thematic Area Working Groups.

* + - 1. **Definition of a Sector / Thematic Area**
	1. A sector or thematic area constitutes a thematic entity on the basis of which policies, strategies and plans are formulated and implemented and dialogue is organised. At the same time, the term sector (or thematic area) is used to refer to a group of institutions (e.g. MDAs) that are stakeholders and engage in dialogue on the thematic entity. Examples for a sector are education, water, agriculture, etc. Examples for thematic areas are governance, public financial management, etc.
	2. Under Tanzania’s first PRS, seven priority sectors were identified. Under the MKUKUTA, the classification of sectors and thematic areas, which are underlying the three MKUKUTA clusters, has been expanded, whereby each sector has a main MKUKUTA cluster to which it belongs, despite also contributing to the other two clusters.

**3.0 Definition of Joint Sector and Thematic Area Working Groups**

Joint Sector and Thematic Area Working Groups are the structure for dialogue on sector or thematic area issues between Government (sector and thematic area MDAs), Development Partners (DPs) that are active (as defined in the JAST) in a particular sector or thematic area, and other domestic stakeholders (non-state actors). They are the underlying structure of cluster and national level dialogue on the national budget and MKUKUTA.

**4.0 Objectives of The Joint Energy Sector Working Group**

The objectives of the JESWG dialogue are to:

1. Achieve results on coherent energy sector policies, strategies and programmes in line with MKUKUTA and other national development frameworks;
2. Ensure that planning, budgeting and budget execution are in line with energy sector policies, strategies and programmes;
3. Improve public financial management and accountability;
4. Achieve results on energy sector specific JAST commitments;
5. Achieve energy sector specific GBS commitments as outlined in the PAF matrix and GBS Partnership Framework Memorandum; and
6. Enhance domestic and mutual accountability

**5.0 Functions of the Joint Energy Sector Working Group**

* 1. Inputting into and informing on both (1) policy (MKUKUTA, sector and thematic area policy, GBS, JAST) and (2) budgetary (public expenditure) issues, sectors and thematic areas are the underlying structure for the two main national processes:
1. the MKUKUTA process, and
2. the national budget / PER process.
	1. They are also the underlying structure for implementation of and dialogue on JAST and GBS issues, which are to be integrated as much as possible within the MKUKUTA and national budget / PER processes.
	2. Specifically, the JESWG serves as a forum for:
3. information sharing;
4. consultation ;
5. joint analysis and assessment of energy sector issues or performance; and
6. provision of advice on policy, budgetary and other issues

5.4 The JESWG can assign specific tasks to ad-hoc Working Groups.

**6.0 Tasks for the Joint Energy Sector Working Group**

* 1. In line with the above outlined objectives and functions, the JESWG working group members will undertake the following tasks:
1. **Policy and strategy formulation**
2. Provide comments on new energy sector policies, strategies and programmes;
3. Establish SWAp arrangements between Government and DPs in order to harmonise Government and DP processes
4. **Planning and budgeting**
	1. Analyse recommendations from previous reports (e.g. MKUKUTA Annual Implementation Report) and studies as inputs into plans and budgets;
	2. Identify strategic interventions for resource allocation / priority expenditure programmes and activities (budget priorities, quick wins) at energy sector level in line with energy sector strategies and MKUKUTA and propose them to the Cluster Working Group 1 (CWG1) and the Planning and Budget Guidelines Committee (PBGC) as inputs for budget guidelines preparation;
	3. Analyse resource requirements and predictability for implementing energy sector policies, strategies and programmes;
	4. DPs discuss and agree with MDAs on their external resource projections for the three-year (MTEF) period
5. **Monitoring and evaluation**

The JESWG will monitor, review and report on the energy sector performance in terms of the following:

1. Alignment of MDA activities with energy sector policies, strategies and programmes and MKUKUTA goals and targets;
2. Consistency of actual expenditures with plans and budgets;
3. Results (progress, challenges / constraints) in implementing energy sector policies, strategies and programmes, including service delivery ;
4. Progress on MKUKUTA goals and targets;
5. Implementation of GBS commitments as outlined in the GBS Partnership Framework Memorandum and the PAF matrix;
6. Implementation of Government and DP commitments in terms of JAST actions;
7. Implementation of recommendations from studies, reports and previous annual energy sector reviews.

For this purpose, JESWG members will gather and record reliable and timely data and information. Findings will then be fed into relevant processes and will be reported on in annual energy sector progress reports.

1. **Studies and analysis**
2. Identify strategic areas of interest for studies (PER / MKUKUTA studies) to inform policies, strategies and budget preparation and propose them to the Cluster Working Group; and
3. Discuss and review findings and recommendations of sector, cluster or national level reports and studies in order to assess their appropriateness as inputs into policy, planning and budgeting processes.
	1. In addition to the above listed tasks, an **annual review** will be undertaken with the following tasks:
4. Identify and focus on different (strategic) key issues each year;
5. Undertake more comprehensive review of a particular energy sector policy, strategy or programme at mid-term or end of their implementation in order to provide inputs for new policy, strategy or programme formulation;
6. Discuss findings and recommendations from relevant studies and reports at national, cluster or energy sector level;
7. Assess whether recommendations from the previous annual review have been implemented and recommend next steps;
8. Bring discussions and findings from ongoing dialogue throughout the year together to reach final conclusions for the year in terms of energy sector performance – identify achievements, challenges/constraints and way forward;
9. Identify priorities going forward to inform the budget guidelines and budget preparation;
10. Evaluate the quality and effectiveness of the ongoing dialogue process throughout the year, including stakeholder participation and information sharing (timeliness and appropriateness of information);
11. Evaluate the quality and timeliness of monitoring and evaluation systems and progress reporting; and
12. Produce annual review report (energy sector progress report), which will serve as input to cluster and national processes.

**6.3 Outputs**

In line with the above listed tasks, the JESWG will produce the following outputs:

1. Energy sector programmes and inputs to Energy Sector Policies and Strategies;
2. Identified strategic interventions at energy sector level, which serve as inputs to budget guidelines preparation;
3. External resource projections for the three-year MTEF period;
4. Reports on energy sector performance in terms of:
	1. MKUKUTA implementation, which serve as inputs into annual MKUKUTA progress reporting, including MKUKUTA Annual Implementation Report, biennial MKUKUTA Status Report and Poverty and Human Development Report;
	2. JAST implementation, which serve as inputs to JAST review and annual progress report;
	3. Progress against GBS PAF matrix, which serve as inputs to GBS annual review incl. CWG progress reports against PAF and GBS Annual Review Report;
5. Energy sector (PER/MKUKUTA) studies to assess energy sector performance on policy and expenditure issues and inform future policy making, planning and budgeting; and
6. Annual energy sector progress report
	1. **Membership and leadership**
	2. The JESWG is made up of both Government and DP energy sector working groups. On the Government side, this includes all MDAs that constitute the energy sector, including a lead MDA and a deputy lead MDA to support the lead. On the DP side, membership involves lead and active Partners. Non-state actors should be invited to specific meetings.
	3. The JESWG is chaired by the Government energy sector lead, who has the following responsibilities, with the help of a Secretariate:
7. Call for and organise meetings;
8. Ensure that meetings take place regularly as scheduled;
9. Ensure that energy sector meetings have optimal Government participation;
10. Coordinate and facilitate members’ contributions to energy sector dialogue;
11. Oversee and coordinate energy sector work plan implementation;
12. Serve as focal point for Government members to communicate with DPs through the DP lead;
13. Represent, together with the deputy lead MDA and the lead DP, the energy sector in the relevant CWG ;
14. Maintain all relevant energy sector information and share it with other stakeholders.
	1. Within the joint working group, the energy sector lead DP has the following responsibilities:
15. Ensure that the energy sector meetings have optimal DP participation;
16. Serve as focal point for DP members to communicate with the Government side through the Government lead;
17. Communicate, together with the Government lead, on behalf of the energy sector with the CWG and attend CWG meetings; and
18. Maintain all relevant energy sector information from DP members and share it with other stakeholders.
	1. **Participation in the annual review event**

The annual review event is attended by a wide range of stakeholders, not only working group members, but also other MDAs, Regions, LGAs, delegating Partners, and a broader range of non-state actors.

* 1. **Meeting schedule**
	2. The JESWG aims to meet Quarterly. However, meetings may be more or less frequent at different times of the annual budget cycle, depending on the agenda and required outputs. In order to allow for productive meetings with minimal transaction costs, the meetings shall be focused and well prepared and organised. The latter includes the circulation of all necessary documents one week in advance of the meeting and sufficient advance confirmation of meeting dates and times. The Secretariate shall ensure meeting regularity and predictability with advance planning for it. The Secretariate shall ensure that meeting participants are well informed when coming to a meeting and able to represent their organisation appropriately with valid contributions.
	3. The annual review event is recommended to take place in August/September in order to be able to feed into CWG progress reports, the MKUKUTA Annual Implementation Report, the MKUKUTA-PER Annual Review and the GBS Annual Review meetings in October, as well as the Budget Guidelines preparation.
	4. **Relationship to the Cluster Working Group**
	5. In carrying out its activities, the JESWG shall focus on the achievement of goals and outcomes of the CWG 1 cluster to which the energy sector belongs as well as on the contribution to goals and outcomes in the other two clusters. They take into account inter-linkages with other sectors / thematic areas in their cluster as well as with sectors/thematic areas in the other clusters.
	6. Specifically, the JESWG will:
1. Report on the energy sector performance to CWG through the Government sector lead;
2. Feed analysis and recommendations into CWG; and
3. Receive and consider feedback from CWG