TERMS OF REFERENCE

# Development Partners Group – Water (DPG-W)

### Background

In the 1970s and 1980s there was some degree of donor coordination through a division of donors by region. Since then, development partners (DPs) have made considerable progress in facilitating greater ownership and programme implementation by the Government – although a complex mix of governance structures remain. A Sector Wide Approach (SWAp) including a single coordination mechanism led by Government and a formalized dialogue mechanism with Government, facilitation was launched at the first Joint Sector Review held in September 2006.

A DPG Water sector sub-group (DPG-W) has been operational since 2005 with agreed ToR under the Development Partner Group. The DPG-W aims to enhance DP harmonisation, support the development of the SWAp and promote Government leadership of the SWAp. Moreover, the DPG-W will enhance dialogue between Government and DPs by providing a united DP voice on sector development.

### Purpose and Objectives of the DPG-W

* 1. The purpose of the DPG-W is to promote coherence and consistency in development assistance to the water sector in support of the NWSDS and WDSP through the co-ordination and effective use of development partners’ support.
  2. The DPG-W seeks to support the Government to achieve the objectives of the National Water Sector Development Strategy (NWSDS), MKUKUTA, the Big Results Now (BRN) Initiative and the jointly appraised Water Sector Development Program (WSDP), launched in early 2007, and to be extended to a second phase starting in 2015. The DPG W sub-group will:
* update the DPG on the progress of WSDP implementation and other issues regarding the water sector;
* facilitate the harmonization of donor activities in support of the NWSDS and the WSDP/Water Basket;
* where mandated to do so, represent the collective views and position of the DPG in Government fora.
* monitor implementation of the WSDP and assess development funds flowing to the sectorthrough the joint Water Basket, and through earmark funding arrangements.

1. **Main Activities/Outputs of the DPG-W**
   1. To provide, advice and support on water and sanitation to the main DPG group.
   2. To engage in policy dialogue and analysis to support the development and reform of the water sector.
   3. Promote closer harmonisation among all DPs and ensure coherent, consistent and predictable technical and financial support to the water sector. This is also expected to facilitate enhanced intra-governmental consistency.
   4. To develop and strengthen the links between the water sector and key national processes (budget and MTEF, PER, MKUKUTA, PRBS, BRN, and the central and local government reforms).
   5. To support Government in the co-ordination of development assistance to the NWSDS and WSDP.
   6. To liaise with appropriate groups (sector, area, other) and to identify issues that need to be taken up by the DPG.
   7. To use agreed and established sector dialogue mechanisms to engage with Government on the core reforms and on future directions in the sector.
   8. Working/reference groups may be formed by the DPG-W as needed, or the group may participate in joint working groups with Government. The terms of reference, duration and representation of any such group will be discussed by the DPG-W, and group membership may extend beyond DPs.
2. **Specific Roles and Responsibilities** 
   1. The role of the DPG is to assess consistency of development assistance against MKUKUTA/Five Years Development Plan/WSDP, assess the quality of inputs to key processes, and promote Government leadership. It aims to facilitate timely, comprehensive and coordinated inputs to the budget exercise, MKUKUTA, WSDP Water Basket, sector reviews and other major processes.
3. **Membership** 
   1. DPG-W is open to all bilateral and multilateral development partners supporting the water sector, including lead, active and delegating partners. Members are understood to be countries, even where countries have several agencies. The UN system will select a limited number of its agencies to be members. Private sector and NGO representatives can be invited to participate. The secretariat will maintain a list of members and update it on a regular basis.
4. **Chair, Co-Leads and Secretariat**
   1. The chair of the group will be shared between two agencies (co-chairing arrangement). The Chairs will be DPG-W members elected by a majority of the group (one vote per member) and are expected to perform their function for one year. At the time of the annual sector reviews, their performance will be reviewed with an option of retaining their function for another year. The Chairs should represent official donor agencies with in-country presence and providing financial resources to the sector. For the sake of continuity, the annual election will consider only one chair position leaving the second chair to continue for another year They are expected to bring the following capacities to the function:

* substantial experience relevant to the sector;
* able to commit up to 1/3 of chair’s working time;
* Expectation that the individual will be available for the full period.
  1. Voting for new chairs will be carried out annually by e-mail. DPGW members will submit their nominations and cast votes to the secretariat, who will then communicate the outcomes of the voting process to the group before the annual sector review. In order to fit the budget cycle/fiscal calendar of the Government, elections will be held before June and new Chairs will be announced by beginning of July. All members of the DPG – Water (bilateral and multilateral agencies) have equal opportunity to be elected as Chair/Co-chair of the group for as long as they are interested and willing to take up the leading role.
     1. The co-chairs will:
* Set the agenda for DPG-W meetings in consultation with members and circulate five days in advance of the meetings.
* Chair DPG-W meetings.
* Liaise with the secretariat to ensure finalisation and circulation of the minutes within one week of the meeting.
* Consult on routine issues with Government, the DPG or other appropriate organisations.
* Represent DPG-W at the DPG and in other fora as agreed by members.
  1. Co-Leads will be:
* The Heads of the TWGs on the part of DPG-Water. Elected by DPG-Water based on their areas of support/expertise to the water sector and will be responsible for day-to-day follow-ups with their counter-parts on the part of GoT on issues coming from TWG meetings and updating the same during DPG-Water meetings.
* Updating co-Chairs on pending or pressing issues that need further intervention by MoW management (PS and/or Minister).
* Briefly reporting on preceding TWG meetings and initiating discussions during DPG-Water meetings on agenda matters following under their respective TWGs.
* Focal persons on the part of DPG-Water on technical matters falling under their respective TWGs and coordinate information-sharing with their TWGs.
* Providing technical inputs or opinions on issues falling under their respective TWGs that needs to be communicated to GoT counterparts by the Secretariat.
  1. A secretariat will be provided by DPs and coordinated by the elected co-chairs.
     1. The secretariat will:
* Call meetings and circulate required agendas and reports.
* Record meetings.
* Share relevant information among members.
* Maintain and update relevant information on group members
* Maintain a full record of DPG-W correspondence.
* Facilitate other activities as required.
* Liaise with and support government Programme Coordination Unit on day to day programme management issues

1. **Meeting schedule**
   1. The DPG-W will meet at 2 PM on the first Thursday of every month.
   2. The DPG-W will meet with Government in a dialogue arrangement as stipulated in the Enhanced WSDP Dialogue Mechanism and according to the timelines specified in the dialogue calendar. The dialogue arrangement includes the Technical Working Groups (TWGs), Steering Committee (SC), Joint Supervision Mission (JSM) and the Joint Water Sector Review (JWSR).
2. **Communication**
   1. All correspondence amongst DPG-W members shall be conducted by e-mail. .
   2. Relevant written correspondence with Government shall be shared with the rest of the sub-group and archived by the co-chairs and secretariat for record purposes.
   3. External communication, for example from consultants, researchers, other development agencies and institutions etc., shall be shared amongst the DPG-W as and when the chairs deem this necessary.
3. **Work Planning Process**
   1. The DPG-W shall prepare an annual work-plan that conforms to the Government fiscal calendar and budget cycle.
4. **Working Principles**
   1. All members of the DPG-W will work together in a spirit of transparency, openness, and consultation. The DPG-W will strive for consensus in all decision-making.
   2. Information sharing is critical, as is constructive engagement.
   3. Discussions will take place in the context of mutual respect and collegiality, and under the principle of accountability for statements and actions.
   4. It is assumed that the representative of a development partner is authorised to represent their government/agency, and will be explicit on the limits of their mandate.
   5. All GoT funding requests to DPs will be shared with DPG-W.

DPG-W

April 2007-

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