

PROJECT STEERING COMMITTEE (PSC) TERMS OF REFERENCE AS ADOPTED BY THE 1ST PSC MEETING

PROJECT: BUILDING URBAN CLIMATE RESILIENCE IN SOUTH-EASTERN AFRICA

The Steering Committee of the **BUILDING URBAN CLIMATE RESILIENCE IN SOUTH-EASTERN AFRICA** Project sponsored by the Adaptation Fund will be the governing body of the Project and will provide strategic leadership and governance oversight. The Steering Committee will have authority to make decisions that are in accord with the objectives, approach and scope of the project as set out in the Detailed/Full Project Document.

The Project Steering Committee (PSC) is the overall decision-making body in terms of project coordination and orientation. The PSC will basically be composed of the same members of the DiMSUR Executive Board¹ (DiMSUR being the umbrella institution of the project), plus representatives of the four target cities (NB: efforts will be made to ensure a gender balance) namely:

- *Chair*: DiMSUR Executive Board Chairperson²
- *Secretariat*: DiMSUR Secretariat (NB: if the DiMSUR Executive Director has not yet been recruited, UN-Habitat will play this role)
- PM / UN-Habitat
- SADC DRR Unit
- Government representatives of the four project target countries, dealing with disaster risk reduction and/or climate change adaptation and/or Chairs of the National Project Coordination Teams (see below the role of these Teams); the level of representation for each country will be decided individually ensuring the highest possible level of representation depending on the country's context
- Municipal representatives of the four project target cities, Chairs of the City Project Teams (see below the role of these Teams)
- Oxfam International, in representation of the civil society
- North-West University (South Africa), Antananarivo University (Madagascar), Malawi University of Science and Technology, Eduardo Mondlane University (Mozambique) and University of Comoros in representation of the academic sector

It will be supported by the DiMSUR Secretariat, which at the moment is an interim role fulfilled by UN-Habitat. The latter is also the main Implementing Partner of the Project.

As per the DiMSUR Charter, the PSC will be chaired by each of the member States involved in the project, in a yearly rotational manner.

ROLE AND FUNCTIONS

The Project Steering Committee (PSC) is the overall decision-making body in terms of project coordination and orientation. It will meet once a year at the regional level and will have the following responsibilities:

- Review, discuss and approve the annual work plan and budget prepared by Executing Entities;
- Define the main strategies and provide overall policy guidance, recommendations and orientations for project implementation and coordination throughout the implementation period;
- Oversee that all interventions under the Project are in line with the Project Document and that the Implementing and Executing Partners are appropriately tasked to deliver the expected results, and

¹ Please refer to the DiMSUR MoU and Charter at: <http://dmsur.org/dmsur-mou-and-charter/>.

² According to the DiMSUR Charter the chairmanship of the Executive Board is ensured by the Government Representative of one of the four countries targeted by the project and is rotational on an annual basis.

- Monitor the implementation of the Adaptation Fund Project ensuring that any strategic changes are undertaken in a timely manner so that the project achieves its goals;
- Review, discuss and provide strategic direction and main recommendations to the annual narrative reports prepared and presented by the Executing Entities during the annual PSC meetings.

Importantly, it is at the level of the PSC that coordination takes place between the participating countries. That's where the high-level project management decisions are undertaken. The annual PSC meetings will be organised back-to-back to the regional workshops where, in addition to decision-making, the countries' representatives will be able to interact from a substantive and information sharing perspective, thus learning from each other and identifying possibilities for cross-fertilisation of best practices, hence enhancing inter-country cooperation.

The functions of the PSC Secretariat will include:

- Preparation and sharing of relevant documents to the PSC members in good time for preparation for each meeting (progress reports, financial reports, workplans, etc.);
- Proposal of the meetings' agenda to be endorsed by the PSC Chairperson;
- Preparation of the PSC meetings' minutes and recording of decisions made.