

Annex 1

**STEERING COMMITTEE OF THE MULTI-DONOR TRUST FUND (MDTF)
Generic Terms of Reference**

Composition:

The Steering Committee (SC) is co-Chaired by the Government and the UN Resident Coordinator (RC) or the Deputy Special Representative of the Secretary General (DSRSG). Members include the UN¹ and government representatives and may also include donors. The Administrative Agent will be an ex-officio member of the Steering Committee. The agreement with the Government as well as other documentation on the MDTF should make reference to the key elements of the TOR of the Steering Committee.

Key Tasks and Responsibilities:

- To review and approve their Terms of Reference and Rules of Procedures, based on the generic SC TOR, and update and/or modify them, as necessary, in case of compelling requirements. In case of departures from the generic TOR, the TOR of the SC should be referred for endorsement to the HQs Fiduciary Management Oversight Group;
- For funds earmarked by donors to thematic clusters/sectoral groups² or Agencies and prioritized/allocated within thematic clusters, to review and ensure the alignment of the allocations with the strategic development framework of the country and approved national priorities;
- For unearmarked funds, (1) to review and approve the criteria for the allocation of available MDTF resources³; (2) to allocate available resources to thematic clusters, making sure that the allocations are aligned with the strategic development framework of the country and approved national priorities. The clusters will be responsible for the prioritization within the cluster allocation;
- To review and approve proposals from Agencies submitted (by thematic clusters/sectoral groups or otherwise) for funding; ensure their conformity with the requirements of the MDTF agreements (MoUs, LoAs). To ensure the quality of proposals to receive funding from the MDTF.

¹ The decision on the composition of the SC will be taken at country level. The UN system should be represented at least by the UN Resident Coordinator, as co-Chair, and the "lead" Agency, where applicable. The RC will consult with participating UN Agencies on all relevant issues and the design/development of proposals for consideration by the Steering Committee will involve formal consultations with all relevant agencies.

² The establishment of formal thematic clusters/sectoral groups may not be applicable to all MDTFs.

³ The SC Support Office will prepare the criteria for discussion by the SC.

- To discuss the MDTF requirements and priorities concerning, inter alia:
 - Programme/project management, including consistent and common approaches to programme/project costing, cost recovery, implementation modalities, results-based reporting and impact assessment,
 - Information management including appropriate MDTF and MDTF donor visibility;
- To define Terms of Reference and composition for the thematic clusters/sectoral groups or other similar review bodies.
- To ensure appropriate consultative processes take place with key stakeholders at the country level so as to avoid duplication or overlap between the MDTF and other funding mechanisms;
- To review and approve the periodic progress reports (programmatic and financial) consolidated by the Administrative Agent based on the progress reports submitted by the Participating Agencies⁴. To ensure consistency in reporting between clusters; Consolidated annual reports should include a section on the activity of the Steering Committee.
- To review findings of the summary audit reports consolidated by the internal audit service of the Administrative Agent. To highlight lessons learnt and periodically discuss follow up by Participating Agencies on recommended actions that have MDTF-wide impact;
- To agree on the scope and frequency of the independent "lessons-learned and review" of the MDTF commissioned by the SC, in consultation with the HQ Fiduciary Management Oversight Group.
- To review the draft/final reports on lessons learnt, ensure the implementation of recommendations and identify critical issues for consideration by the HQs Fiduciary Management Oversight Group (to be brought up to the ASG Group, if/as required).

Decisions:

The Steering Committee makes decisions by consensus. Decisions of the Steering Committee shall be duly recorded.

Prior to presenting their position on a significant issue to the SC, its UN members have to make sure that it is endorsed internally by their Agencies and is in line with their Agencies' regulatory requirements.

Decisions on programme/project proposals will only be taken upon completion of a review by the appropriate thematic clusters, sectoral working groups or other SC agreed review bodies.

⁴ The standard reporting period is as per the LoA and MoUs.

Role of the UN co-Chair/Chair of the Steering Committee:

- To make sure that the decisions taken by the Steering Committee are in accordance with the regulatory requirements and frameworks of the Participating Agencies and agreements with the programme country and donors;
- To ensure that the decisions taken by the Steering Committee are duly recorded and promptly communicated to the members of the Steering Committee, including Participating Agencies, the programme country, and donors, as appropriate;
- To monitor the implementation of the decisions of the Steering Committee;
- To report to the MDTF Fiduciary Management Oversight Group on the evolving risks and to flag issues that may affect the implementation of the decisions of the Steering Committee or otherwise impede the operations of the Fund;
- The UN co-Chair, representing the SC, is accountable to the Chair of the MDTF Fiduciary Management Oversight Group, representing the Committee, for the inter-agency fiduciary issues related to the Participating UN Agencies on issues related to funding through the UN for the MDTF activities.