



*Empowered lives.
Resilient nations.*

Global Environment Facility
Small Grants Programme
GEORGIA

Implemented by UNDP and Executed by UNOPS

**Terms of Reference and Rules of
Order of the National Steering
Committee (NSC) Georgia**

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Terms of Reference of NSC Georgia¹

The National Steering Committee (NSC) is composed of members from UNDP Country Office, government, donors, international and national NGOs and academic and scientific institutions. Membership of the NSC is on a voluntary basis. The voluntary status of the NSC is a cornerstone of SGP and guarantee of transparency.

NSC members are encouraged to participate in pre-selection project site visits and in project monitoring and evaluation.

The technical capacity of the NSC is an important criterion in determining composition, and the NSC membership should include experts in the GEF focal areas. The NSC has been asked to be more active in linking SGP's lessons learned to development practice and policy, hence, GEF Operational Focal Points have increasingly been invited to sit as a key member.

Members of the NSC of the GEF SGP Georgia²

N.	Family name and Name	Position / Sector/ Institution/
1.	Mr. George Abulashvili	Director of Energy Efficiency Center in Georgia
2.	Mr. Giorgi Tabatadze	Deputy Head of the Department for the projects to be implemented in the Regions - Ministry of Regional Development and Infrastructure of Georgia
3.	Mr. Mamuka Gachechiladze	Trainer at Women's Information Centre
4.	Mr. Tamaz Dundua	Program Manager - Biological Farming Association ELKANA
5.	Mr. Zurab Gurielidze	Ilia State University Associate professor
6.	Ms. Lali Tevzadze	National Coordinator – Transboundary Joint Secretariat
7.	Ms. Nana Gamkrelidze	Program Manager – Europe Foundation
8.	Ms. Nana Janashia	Executive Director of Caucasus Environmental NGO Network (CENN)
9.	Ms. Nino Antadze	Energy and Environment Team Leader - UNDP Georgia
10.	Ms. Nino Tandilashvili	Deputy Minister – Ministry of Environment protection and Agriculture of Georgia
11.	Ms. Nino Tkhilava	Head of Environment and Climate Change Department of the Ministry of Environment Protection and Agriculture of Georgia

¹ Please see “GEF SGP Quick NSC Reference” at the end of this document

² In alphabetical order

Criteria, Functions and Duties

These are the basic non-limited **criteria** for a membership:

- Georgian citizenship
- sound knowledge of the environmental conditions in the GEF-SGP focal areas: biodiversity, climate change, international waters, land degradation and POPs
- sound knowledge of the (environmental) problems on national and local level
- experience in preparation, implementation and monitoring/ evaluation of projects
- independency and impartiality (fairness)
- for experts: strong NGO linkages

The principal **functions and duties** of the NSC include:

1. Participation in the development, adoption, periodic revision and implementation of the Country Programme Strategy (CPS);
2. Adaptation of GEF global policies and criteria to country circumstances;
3. Establishment of mechanisms for country programme sustainability;
4. Review of the annual workplan proposed by the National Coordinator;
5. Participation in the development of Criteria and Procedures for applicability of NGOs/CBOs with Project Proposals
6. Review and approval of the Full Project Proposals, submitted to the SGP by NGOs/CBOs and pre-screened by the National Coordinator, in accordance with established criteria and procedures.
7. Monitoring of the implementation of the approved projects, where and when necessary
8. Evaluation of the results and overall projects' success as proposed and vis-à-vis CPS
9. Requesting amendments and/or halt of the projects according Monitoring and Evaluation findings, when and where necessary
10. Support the Programme in raising co-financing either on project by project basis or for the country programme as a whole;
11. Support the programme in linking its lessons learned and experiences to policy development and to improving development approaches and procedures at local and country levels.

Other Functions:

1. The NSC must do its best to ensure the technical and substantive content of SGP grants, and the administrative and financial capacity of the NGO/CBO grant recipients.
2. NSC members are encouraged to actively participate in site visits and ongoing monitoring and evaluation (M&E) activities associated with the SGP and its projects, and to provide technical assistance and advice to SGP projects and NGO/CBO project proponents.
3. NSC members are also expected to disseminate information on the SGP through their own networks and in general enhance visibility of the programme.
4. The NSC shall decide whether it will consider and approve project concepts and planning grants or will rather leave these tasks to the National Coordinator. In the case of the latter, the NC will keep the NSC informed about concepts received and approved and planning grants awarded.

Decision making by the NSC

1. Operationally, the decisions of the NSC are made by **consensus**. The decisions are considered final provided they are consistent with SGP Operational Guidelines and the Global Strategic Framework. However, neither the NSC as a body, nor its individual members, holds any legal or fiduciary responsibility for the SGP or its activities.

Terms of Office and Appointment

Members of the NSC are appointed by the UNDP Resident Representative in consultation with the NC. Appointments to the NSC are subject to ratification by the SGP Global Manager. Members may also be removed (changed) from the NSC for a cause by the UNDP Resident Representative, which is also subject to ratification by the SGP Global Manager.

The UNDP Resident Representative or his/her delegate, usually the UNDP Country Office GEF-SGP focal point, represents the UNDP on the NSC.

The SGP NC serves *ex officio* on the NSC, participating in deliberations, but not voting in the project selection process. The NC also serves as Secretariat to the NSC.

The term of office of each NSC member is for a period of **three years** (with possibility for further extension). In the event that a member fails to complete a full term of office, a new member shall be appointed by the UNDP Resident Representative, (also subject to ratification by the SGP Global Manager). Rotation of NSC members, so as to avoid changing the entire membership at one time, shall be agreed in consultations between

the NC, the SGP Global Manager and the UNDP Resident Representative.

Meetings and Rules of Order

The NSC **meets** on a regular (minimum twice in a year) basis to review and approve grant proposals and to conduct other activities within its terms of reference. Ad-Hoc meetings will be held when necessary and when needed.

Necessary and Supportive documents /materials needed for each NSC meeting will be provided to the NSC members by the NC as they are prepared, but not later than 5 days prior the meeting date. The documents /materials could be in electronic and/or hard copy-ies as appropriate. Electronic versions should be sent as they are prepared and could precede its hard copies.

The NSC members should make every effort to be present at each NSC Meeting. However, each member **could not be absent** for more than 3 (three) times during her/his mandate. If such case occurs, the mandate of concerned member will come to an end.

Venue of the meetings will be decided upon at each meeting. Members are encouraged to host NSC meetings as part of co-financing to the Programme.

Members of the NSC **serve on a voluntary basis** and without financial compensation.

Reimbursement of reasonable and necessary expenses such as **travel** to project sites and NSC meetings will be provided. Reimbursement of expenses such as travel should be approved by the NC prior to the actual expenditure and will follow standard SGP procedures. Public transport should be used as a mean of transport, when and where possible: (1) full reimbursement of the costs for public transport means (2) if there is an overnight stay, when approved by the NC, the costs for full accommodation in a hotel of max "B category" will be covered. Only original stamped and signed bills (invoices) are valid, also signed by the NC member submitting them.

The NSC meetings are chaired by **Chair Person** from among its regular members. The position of Chair is permanent. The Chair shall be chosen by the NSC amongst its regular members. However, if the Chairperson is to be absent a deputy chair is leading the NSC meetings. This applies for each meeting that the Chair is not present.

Neither the UNDP Resident Representative (nor his/her delegate) nor the SGP National Coordinator may serve as the Chair. The Chair presides at NSC meetings in accordance with the agreed and adopted **Rules of Order**, and facilitates the process of consensus-building in NSC deliberations.

The NSC operates on the basis of consensus rather than formal voting. Specific procedures and rules of order for NSC deliberations, including voting procedures and quorum requirements, should be proposed by the NC and NSC

members and adopted by the NSC prior to any substantive deliberations or determinations.

The quorum requirements are:

- **80% NSC representation of Members to take decisions/award grants**
- **60% NSC presentation of Members (with a least one NGO representative present) to conduct meetings**

Regular meetings of the NSC ordinarily include the following agenda items:

- Report on status and progress of the country and global SGP;
- Status reports and updates on projects and activities in implementation;
- Financial report on execution of grant allocation;
- Presentation of project proposals for consideration

The Working Language of the NSC is Georgian. Minutes will be prepared in Georgian as well.

NSC **Minutes** concerning meetings in which projects are approved should be as detailed and specific as possible, listing each project considered and including all NSC recommendations and/or observations about each project. **The Minutes should be ready up to 15 days following the related NSC Meeting.**

The NSC decision about each project should be clearly noted, including any reformulations required before final approval.

The list of approved projects should include the budget amount approved.

The Minutes should be signed by all present NSC members to the related Meeting. The information of the selected Project Proposals is part of the Minutes, and is a public document. More detailed evaluation information is to be considered confidential and must not be disclosed by the NSC members to the applicant-s nor to the public.

The NSC should review and sign-off on project proposals that are reformulated or adjusted after being provisionally approved by the NSC, prior to submitting them to the UNDP Resident Representative for Memorandum of Agreement signature. A formal meeting is not required, and the review may be done on a no-objection basis.

Upon accepting appointment to the NSC, members commit themselves to ensuring the complete objectivity and transparency of the NSC, both in fact and in appearance. The NSC must avoid the appearance of self-dealing, conflict of interest, or undue influence. No member of the NSC shall participate in the review or approval of any project in which that member, or an organization with which that member is associated, has an interest. In such cases, the member shall be excused from both the discussion and decision on the project.

As a matter of principle, the NSC (and the SGP as a whole) must operate in as transparent manner as possible. The NC should maintain an official record of each NSC meeting, which is available to the public. However, in order to protect NSC members from external pressures, neither the identities of NSC members, nor the attributed statements of NSC members during deliberations, shall be disclosed.

The NSC may, when necessary, revise the existing procedures governing its operation, or adopt any new procedure(s) that will enhance the role and function of the NSC and the goals of the Small Grants Programme.

National Coordinator Responsibilities:

The NC is the Secretariat for the NSC, and is responsible for managing communication between and among NSC members, for sending out notices of meetings, and for maintaining substantive records of all meetings and actions taken.

Project proposals received from NGOs and CBOs for SGP financing are short-listed by the NC. The National Coordinator presents project proposals for consideration to the members of the NSC and schedules a preliminary term for carrying out the session of the NSC for grants decision-making. In addition, the NC shall present to the NSC substantive reports on the status and progress of the SGP and its activities, as well as project proposals for consideration.

Meetings of the NSC shall be convened by the NC. Notice is to be given at least 5 days in advance of the meetings, except in the case of special or emergency meetings, for which the notice requirement may be waived. Notice shall include the agenda for the meeting, a list of all projects to be considered at the meeting, and copies of all relevant documents and proposals.

The NC shall prepare and present meeting minutes for review and signature by the NSC after every meeting. Once signed by the NSC members involved, the original should be filed in the SGP office and a copy sent to the UNDP SGP focal point.

The NC, after due consultation with other NSC members of good standing and the UNDP RR, may recommend changes in the composition of the committee to CPMT if it becomes clear that a particular member's participation is not contributing to the Programme.

Supplemental Procedures:

Alternate members should be elected and attend meetings when the NSC Member for whom they act as alternate is unable or not present at the NSC Meeting. Alternate Members can make decisions regarding approvals of project proposals, once they have been ratified as the Alternate member by the SGP Global Manager.

Sub-committees of the NSC Members shall be created for specific and strategic tasks if and when needed.

Approved and adopted by the NSC members on June, 2018.