**UNCT Results Group on Governance and Justice –**

**Terms of Reference**

9 May 2017

# I. Institutional background and purpose of the Results Group on Governance and Justice

# The One Strategic Plan (OSP) 2017-2021 represents the programmatic and operational framework for delivering United Nations (UN) support to the Government of Viet Nam over the next five years and sets out how the UN will deliver as one in support of national development priorities. The Plan is aligned with the Socio-Economic Development Strategy 2011-2020, the Socio-Economic Development Plan 2016-2020, the Sustainable Development Goals (SDGs) and Viet Nam’s international human rights commitments.

# Under the Delivering as One (DaO) Initiative, the UN has formed five Results Groups (together with different thematic/working groups) as part of its internal coordination structure (see ANNEX 1) to jointly deliver outputs and contribute to the achievement of the OSP Outcomes.

# Following the UNCT Retreat on 23-24 February 2017, the Results Group on Governance and Justice has been founded for the next 5 years, covering two outcomes of OSP 2017-2021, namely Outcome 4.1: Participatory decision-making and responsive institutions and Outcome 4.2: Human rights protection, rule of law and strengthened access to justice.

# II. Objective and expected role of the Results Group on Governance and Justice

The Results Group on Governance and Justice is a coordination mechanism organized to contribute to OSP outcomes under Focus Area 4 through coordinated and collaborative planning, implementation, monitoring and evaluation. The Results Group also contributes to the UNCT’s joint effort in resource mobilization and allocation, particularly in the area of governance and justice.

The role of the Results Group is to coordinate the above objective through the implementation of the following tasks:

* Prepare multi-year Joint Work Plans with outputs that are measurable through indicators, base­lines, targets, means of verification, and assumptions and risks. Each Joint Work Plan comes with an annualized Common Budgetary Framework.
* Undertake joint analysis of the policy environment, key development issues and emerging trends related to priority areas to ensure that the Results Group’ work plans address pressing development constraints.
* Contribute to the development of common UNCT advocacy messages and communication products, and support policy dialogue with government counterparts, civil society and other development partners with substantive inputs.
* Mainstream governance and justice issues into the design, implementation, monitoring and evaluation of the OSP, ensuring normative-opera­tional linkages while addressing national needs and priorities.
* Share information on proposed and ongoing initiatives of national and international partners in relation to the OSP priorities for improved synergy and to address gaps in programming.
* Produce sector needs assessments and identify capacity requirements of partners, including those needed for the implementation of a OSP M&E Plan.
* Track progress and reporting on results within the Joint Work Plan and contribute to the preparation of the United Nations Country Results Report.
* Contribute to the preparation of terms of reference for the mandatory OSP evaluation.
* Support planning and reporting requirements of the One Fund, if it exists.
* In cases in which United Nations entities wish to establish a Joint Programme, assist with its formulation ensur­ing that each Joint Programme is strategically aligned with One Programme priorities and is developed in accordance with UNDG guidelines.

**Role of the Results Groups Chair**

The Governance and Justice Results Group is chaired by a designated Head of Agency, who is a member of the UN Country Team and who is responsible and accountable for driving joint approaches for results as well as monitoring and reporting within a harmonized and coordinated framework. The Chair is delegated to act on behalf of the UN Country Team not as a lead agency but rather to fulfil a coordination and leadership function on behalf of the UN system.

In case of the Chair’s absence, the designated Vice Chair will act on the chair’s behalf. The decision to rotate the chair/co-chair during the OSP cycle must be taken at the UNCT level. At the time of this TOR formulation, upon the UNCT decision, the Chair is the UNDP Country Director and the Vice Chair is UNICEF Deputy Country Director.

The Chair will be responsible for the overall performance of the Results Group and will be accountable for the coordinated achievement of results stipulated in the Joint Work Plans.

The specific responsibilities of Results Groups Chair include, but are not limited to, the following:

* Lead the development and consolidation of the Joint Work Plans with the Common Budgetary Frameworks as guided in the UNCT Guidance Note on RG planning, monitoring and reporting which is in accordance with the SOPs, and its submission to the UNCT for endorsement;
* Moderate, facilitate and guide the activities of the Results Group in accordance with the normative programming principles and the Joint Work Plans;
* Ensure adequate consultations and discussions take place with all members, including Non-Resident Agencies, and national partners where relevant;
* In consultation with Results Group members, request the Resident Coordinator and UNCT to access any needed technical capacity of the United Nations system available in-country or at the regional or global levels;
* Lead preparation, consolidation and submission of Results Group’s contributions to the United Nations Country Results Report and any other document requested by the Resident Coordinator and the government;
* Support the Joint National/United Nations Steering Committee, Resident Coordinator and UNCT in resource mobilization efforts;
* Contribute to the development of TORs for the OSP evaluation;
* With support from participating United Nations entities, ensure that the Results Group has the necessary M&E support to technically guide the integration and application of results-based management principles in the planning, budgeting, monitoring, reporting and evaluation of the Joint Work Plans;
* Update the RC and the UNCT on RG progress on a quarterly basis at UNCT meetings through a quarterly RG reporting mechanism.
* Guide the mid-year and annual review process for the Joint Work Plans contributing to the United Nations Country Results Report; and
* Chair can decide where relevant, to make strategic interventions to engage other stakeholders.

IV. Monitoring and EvaluationThe Results Group designs its M&E plan based on the UNCT Guidance Note on RG planning, monitoring and reporting, which include, but are not limited to, the following M&E tasks:

* The RG will undertake active and regular monitoring of JWP progress, updating/adjusting the JWP if necessary.
* The RG will conduct an internal mid-year review (before the end of July ) and an annual review meeting (in January of the following year) each year for assessing their AJWP progress and identifying bottle-necks. Through the monitoring and review process, the RG will update/adapt management strategies (and fund-raising strategies) to address identified bottle-necks and focus on the most critical priorities and gaps
* The RG will provide inputs to the development of the OSP Annual Report with the Resident Coordinator’s Office (RCO)’s support in report consolidation. More specifically, the RGs are responsible for:
  + Updating the RG progress by the Chair to UNCT on a quarterly basis at UNCT meetings;
  + Developing an RG narrative results report against key expected results and Delivery as One (DaO) aspects before the end of January of the following year;
  + Consolidating the expenditure report (against the Common Budgetary Framework): disaggregated by output, outcome, and agency; and
  + Collecting data for Output Indicators

# V. Coordination with other Groups

* The Results Group will contribute to systematic documentation of lessons learned and sharing of good practices and their dissemination across Results and Thematic Groups, and other OSP coordination mechanisms.
* The Chair of the Results Group will ensure necessary coordination with all participating United Nations entities and other stakeholders as well as with other Results Groups for necessary programmatic alignment and synergy.

# VI. Membership and modality of the UNCT Results Group on Governance and Justice

* The governance structure and membership of the Results Group was agreed upon by the UNCT. The Governance and Justice Results Group has representation by the UN agencies contributing to the OSP outcomes (4.1 and 4.2).
* The chair of the Results Group, in consultation with the Resident Coordinator and UNCT, may request the engagement of any other expertise within the United Nations as needs arise (e.g., from the Operations Management Team, procurement expertise, expertise on the five programming principles, communications, etc.).
* There should be at least one M&E expert in the Results Group to provide necessary results-based management support in planning, budgeting, monitoring, reporting and evaluation.
* There should be at least one Gender expert in the Results Group to provide necessary support in mainstreaming of gender equity and women empowerment and meeting the minimum requirements UN Gender SWAP and Scorecard.
* The Governance and Justice Results Group will meet quarterly to ensure timely implementation, monitoring and reporting of the Joint Work Plan. For ad hoc issues requiring urgent action, the Results Groups may conduct its business electronically.

**Duration of membership**

* The chairs must ensure that the membership of the Results Group remains relevant to the underlying national needs and priorities to which the Results Group is contributing.
* If national needs require the engagement of additional United Nations capacity not available within the UNCT, the Results Group chair, in consultation with the Resident Coordinator and UNCT, will approach the relevant United Nations agency, regionally or globally.

**Accountability**

* Both chairs of the Results Group are accountable to the UNCT. In addition, the Resident Coordinator will assess the performance of the chair of the Results Group as part of the regular performance appraisal of the members of the UNCT on their contributions to effective and efficient functioning of the UNCT, in accordance with the mutual accountability principle in the performance assessment process.
* Members of the Results Group are accountable for their contribution toward the delivery of the Results under the Joint Work Plan.
* For United Nations members, all participating United Nations entities should ensure that the contributions of the staff members participating in the Results Group are adequately reflected in their performance appraisal.
* The Chair of the Results Group will provide inputs, as needed, to the performance appraisal of the members of the Results Group.

**Secretariat**

* The United Nations entity chairing the Results Group will be responsible for providing necessary secretariat support and services, with support from the Resident Coordinator’s Office, when available.

# Annex I – List of participants (Status March 2017)

| **No.** | **Results Groups** | **Chair** | **Vice Chair** | **Participating agencies** | **Nominated staff** |
| --- | --- | --- | --- | --- | --- |
| 5 | Governance & Justice | **UNDP**  Ms. Louise Chamberlain  [louise.chamberlain@undp.org](mailto:louise.chamberlain@undp.org) | **UNICEF**  Mr. Jesper Moller  [jmoller@unicef.org](file:///\\vn-fp01\data1\undpprog\DEMOCRATIC%20GOVERNANCE\Gov%20&%20Justice%20RG\jmoller@unicef.org%20)  alternate: Mr. Vijaya  [vrraman@unicef.org](mailto:vrraman@unicef.org) | UNDP, UNICEF, UNESCO, UNIDO, ILO, FAO, WHO, UNAIDS, UN-Habitat, UNODC, UNFPA, UNV, UN Women | 1. Ms. Hoang Minh Nguyet (UNESCO), [hm.nguyet@unesco.org](mailto:hm.nguyet@unesco.org)  2. Mr. Florian Beranek (UNIDO), [f.beranek@unido.org](mailto:f.beranek@unido.org)  3. Pham Ngoc Bich (UN-Habitat), [bich.pham1@unhabitatvietnam.org](mailto:bich.pham1@unhabitatvietnam.org)  4. Ms. Nguyen Thanh Van (UNAIDS), [nguyenv@unaids.org](mailto:nguyenv@unaids.org) (alternate: Ms. Huynh Lan Phuong, [huynhlanp@unaids.org](mailto:huynhlanp@unaids.org))  5. Ms. Nguyen Nguyet Minh (UNODC), [minh.nguyen@unodc.org](mailto:minh.nguyen@unodc.org)  6. Ms. Phan Thu Hien (UNFPA), [phan@unfpa.org](mailto:phan@unfpa.org)  7. Ms. Fiammetta Mancini (UNV), Programme Officer [fiammetta.mancini@undp.org](mailto:fiammetta.mancini@undp.org)  8. Ms. Thuy Thi Nguyen (UN Women) [thuyth.nguyen@unwomen.org](mailto:thuyth.nguyen@unwomen.org) (alternate: Ms. Leika Aruga, [Leika.aruga@unwomen.org](mailto:Leika.aruga@unwomen.org))  9. Ms. Socorro Escalante (WHO), [escalantes@who.int](mailto:escalantes@who.int)  10. Mr. Dennis Curry (UNDP), [dennis.curry@undp.org](mailto:dennis.curry@undp.org) (alternate: Ms. Le Nam Huong, [le.nam.huong@undp.org](mailto:le.nam.huong@undp.org))  11. Mr. Sean O’Connell (UNDP), [sean.oconnell@undp.org](mailto:sean.oconnell@undp.org)(Secretariat)  12. Nguyen Song Ha  (FAO), [SongHa.Nguyen@fao.org](mailto:SongHa.Nguyen@fao.org) (alternate: Mr. Pawin Padungtod, [Pawin.Padungtod@fao.org](mailto:Pawin.Padungtod@fao.org))  13. Mr. Nguyen Hoang Ha, ILO One UN Coordinator, [ha@ilo.org](mailto:ha@ilo.org)  14. Mr. Vijaya Ratnam Raman (UNICEF), [vrraman@unicef.org](mailto:vrraman@unicef.org)  15. Ms. Sunita Giri, Head of RCO, [sunita.giri@one.un.org](mailto:sunita.giri@one.un.org)  16. Nguyen Bui Linh (RCO, M&E Focal Point)  [nguyen.bui.linh@one.un.org](mailto:nguyen.bui.linh@one.un.org)  17. Tran My Hanh (UNDP, M&E Focal Point)  [tran.my.hanh@undp.org](mailto:tran.my.hanh@undp.org) |