**ANNEX 6 A**

**DRAFT TERMS OF REFERENCE – PROJECT STEERING COMMITTEE**

**SUSTAINABLE MANAGEMENT OF NAMIBIA’S FORESTED LANDS (NAFOLA) PROJECT**

1. **Project background**

The Ministry of Agriculture Water and Forestry is implementing the Sustainable Management of Namibia’s Forested Lands (NAFOLA) Project, with financial assistance from the Global Environmental Facility (GEF) through the United Nations Development Programme (UNDP).

The project aims to contribute to the safeguarding of current dry forests and ecosystem services in thirteen (13) Community Forests, in seven (7) Regions (Ohangwena, Oshikoto, Oshana, Omusati, Kunene, Otjozondjupa and Omaheke). The objective of the project is to reduce pressure on forest resources by facilitating the gazettement of CFs, and increasing the capacity for the uptake of improved agriculture, livestock and forestry management practices in the community forest areas.

The project has the following two components:

Component 1: Knowledge based land use planning and policy change hasten gazettement of eleven community forests (CFs) and mainstreaming of forest resources in productive policies

Component 2: Implementation of sustainable forest management (SFM) technologies in selected CF hotspots

1. **Duties and functions**

The PSC shall have the following duties and functions:

* Be the highest decision making body of the project
* Shall provide overall guidance and direction to the project
* Monitor and Evaluate progress through progress reports
* Overall supervision of project activities
* Provide strategic advice to the Project Management Unit (PMU) for the implementation of project activities to ensure the integration of project activities with poverty alleviation and sustainable development objectives
* Ensure coordination between the project and other relevant activities in the country
* Ensure inter-agency coordination
* Ensure full participation of stakeholders in project activities
* Provide technical backstopping for project implementation
* Review and endorse work plans and financial plans/reports

1. **Membership**

The PSC shall be chaired by a senior MAWF representative, who will also take the role of National Project Director and shall be responsible for supervising project implementation, in particular providing the policy/practice inter-phase that will guide project policies.

The PSC will comprise of the following institutions and departments:

* Ministry of Environment and Tourism
* Ministry of Urban and Rural Development
* MAWF – Directorate of Forestry
* MAWF – Directorate of Research and Development
* MAWF – Directorate of Agricultural Production, Engineering and Extension Services
* Namibian Association of Community Based Natural Resource Management Support Organisations (NACSO)
* UNDP
* Other projects on CBNRM may be co-opted to the PSC when necessary

UNDP will advise the PSC in its deliberations and may vote in cases where a majority has not been met.

1. **Meeting procedures**

* Committee meetings shall be called by the chairperson and shall take place at least twice in a year.
* Unless if circumstances dictate urgency, the Chairperson should announce and invite members for a meeting at least 14 days in advance (2 weeks).
* The secretary of the committee shall forward the agenda and all supporting documents to each member at least 5 days before the meeting (one week).
* The Secretariat (Project Management Unit – PMU) shall record minutes of the resolutions as taken by the PSC.
* The Secretariat shall forward the minutes to the members within fourteen days, and such minutes shall be approved in the subsequent meeting.
* A simple majority rule shall apply.
* The chairperson has a casting vote, in other words, a deciding vote, meaning if the votes are square (equal), the chairperson has an additional vote to decide.
* If need be the secretary may communicate to members directly.

1. **Project Advisory Committee**

The PSC may appoint a Project Advisory Committee (PAC). The PAC will meet at least four times a year. The PAC will provide technical assistance to the PMU, including:

* Review of Terms of References and make recommendations to the PSC;
* Provide input to workplans and budgets;
* Review progress reports and alert PSC of key issues and risks;
* Review and provide input to work of consultants

The PAC will be comprised of at least one staff member from the following institutions/departments:

* MAWF - DoF
* MET – CBNRM
* NACSO
* UNDP

Additionalresource persons will be invited as, and when appropriate.

1. **Resignation and non-participation**

If a member of the PSC resigns or is otherwise unable to participate in further meetings, MAWF will request the nominating institution to nominate another member to replace the said member.

If a member is unable to participate in two consecutive meetings of the PSC and is unable to perform the functions and tasks set out by the PSC, the Chair of the PSC will bring this matter to the attention of the nominating institution to seek clarification on the status of his/her membership.