

Terms of Reference
Sub-Group on Capacity Building
Local Consultative Group on Climate Change and Environment,
Bangladesh
October 2013

Background

The Local Consultative Group (LCG) Working Group on Climate Change and Environment is the forum for joint consultation and decision-making between the key stakeholders on climate change and environmental issues in Bangladesh. The LCG is co-chaired by the Secretary of the Ministry of Environment and Forests (MoEF) and a donor or implementing agency. Members include representatives from different government ministries, bilateral and multilateral donors, NGOs, UN agencies, and civil society.

The MoEF, as the focal point for the GoB on climate change, aims to ensure a collective vision and approach on capacity building on climate change in Bangladesh to promote maximum effectiveness, efficiency, and added value. It was recognised by the co-chairs early in 2013 that, given the complexity of the issue and the number of stakeholders involved, and in light of some of the blockages and delays that were occurring, a different approach was desirable. A new approach needed to achieve the following objectives:

1. To enable a way to navigate through multiple initiatives, projects, funding sources and stakeholders.
2. To expedite undergoing and planned initiatives within a collective platform that is shared and understood.
3. To develop a mechanism of managing different initiatives in the absence of a detailed institutional framework while building a path for the GoB to be supported towards that end.
4. To develop the basis for a management tool for the GoB and partners to map, connect, leverage, and align different capacity building initiatives.

At the LCG meeting of 15 May 2013, Government officials and development partners endorsed the ‘common platform’ approach for capacity building on climate change aiming to deliver against those objectives.

The common, shared platform approach consists of four elements:

- I. A **SET OF AGREED PRINCIPLES** to underpin the platform, in line with the Bangladesh Climate Change Strategy and Action Plan (BCCSAP) which set out parameters for joint working on capacity building. Capacity building initiatives can be checked for consistency against these principles. The ten principles were agreed at the LCG meeting on 15 May 2013. They are:

Ten Principles for Capacity Building on Climate Change, May 2013

1. Capacity building initiatives should **align with, and strengthen the implementation of, the BCCSAP as the overarching country strategy on climate change.**
 2. **The MoEF and the GoB will be responsible for determining the overarching institutional framework** on climate change in Bangladesh.
 3. **Donors and implementing partners should ensure that their programming and technical assistance support the GoB's institutional framework.**
 4. Capacity building initiatives should **ensure that the MoEF, as the current agreed government hub on climate change, is enabled to fulfill its primary policy and technical functions.**
 5. At the same time, capacity building should be developed to support other branches of the GoB to fulfill their role and responsibilities on climate change, e.g.:
 - a. To support **sector ministries** embed the climate change pillars of the BCCSAP in their projects as well as their institutional and organisational development.
 - b. To support the **Ministry of Finance and Planning Commission** to ensure maximum results and targeting of climate change funding across the GoB portfolio.
 6. Capacity building should include work at **horizontal levels** – e.g. to support whole of government approaches, and cross-ministry partnerships; and at **vertical levels** – e.g. to support the MoEF and other sector ministries to work through their departments and to work through division, district and sub-district levels.
 7. Wherever possible, donors **should agree to align efforts to maximise the complementarity of climate change capacity building, to minimise gaps, and overlaps.** If there is a will to experiment and pilot initiatives in different ways, donors and the GoB (especially represented by the MoEF as the focal point) will aim to conduct such **initiatives in a systematic way, evaluate results, and implement lessons learned** into next phases of programmes and projects.
 8. New capacity building initiatives should aim to **build upon work already undertaken** by the GoB and donors (e.g. CDMP I and II, ADB sector support, UNDP PECM) to support capacity development in climate change.
 9. These principles **can be used as a yardstick** against which to measure the proposed capacity building initiatives underway and planned in future.
 10. These principles can be revised by the LCG in the future.
- II. A **SET OF FUNCTIONS** where capacity building support is needed. This aims to be comprehensive, including project management support, climate change technical support, fiduciary support and so on. The draft functions were presented at the LCG meeting and subsequently finalised during a LCG workshop with key stakeholders on 20 May 2013.

The nine agreed functions which have capacity building components are: Climate Financing; Technical Knowledge on Climate Change; Project Development, Implementation and Evaluation; Policy Support; Co-ordination between GoB and donors, civil society, academia and private sector; External Representation/ Relations;

Knowledge Management; Communications & Advocacy; and Institutional Strengthening. The final set of functions was endorsed by the LCG meeting on 2 October 2013.

- III. An **AGREED PROCESS** for the development of a common platform around capacity building for climate change with all key partners. Existing and proposed capacity building initiatives can be incorporated into, and strengthened by, this common platform. Key to the process was the establishment of a technical sub-group on capacity building for the LCG, which was endorsed in principle on 15 May 2013. The Terms of Reference for the sub-group were endorsed by the LCG meeting on 2 October 2013.
- IV. The MoEF/GoB will determine the **INSTITUTIONAL FORMS** in which capacity building for climate change will be embedded. There is no timeframe on this element, as, in order for the Government to determine the best institutional form for Bangladesh, it is expected that there may need to be significant discussion and preparation within the Government and between the Government and key LCG stakeholders.

The LCG workshop on 20 May 2013 discussed the potential role and function of a technical sub-group on capacity building. At the workshop, there was a high level of consensus among participants in their proposals for the size, form and function of the proposed LCG technical sub-group. These proposals have been incorporated into the ToR.

Terms of Reference (ToRs)

Sub-Group on Capacity Building for Climate Change

Local Consultative Working Group on Climate Change and Environment, Bangladesh

October 2013

1. Name

The sub-group shall be known as the ‘Sub-Group on Capacity Building for Climate Change’.

2. Objectives of the Sub-Group on Capacity Building for Climate Change

- a. To provide advisory support for the Local Consultative Working Group (LCG WG) on Climate Change and Environment (CCE). This includes reporting to, and presenting at, the full LCG WG CCE.
- b. To provide technical inputs for policy formulation on capacity building for climate change.
- c. To engage in strategic planning on capacity building for climate change.
- d. To provide technical inputs for programme management on capacity building for climate change. In particular, to review and monitor progress on capacity building using the agreed functional areas as the basis of a management tool.
- e. To develop key result areas against the functions and to monitor and evaluate progress against these results areas.
- f. To consider any gaps in the support for capacity building, and to identify how to fill such gaps through new capacity building initiatives.
- g. To act as hub for lesson learning and sharing of information and ideas.
- h. To promote leveraging of activities and results across components and agencies, and to promote efforts to avoid or minimise duplication on capacity building.

3. Scope of Activities

- a. Capacity building aspects of climate change that fall under the responsibilities of the LCG WG CCE. Aspects relating only to environment are not in the scope of the sub-group, unless they also directly relate to climate change. This aims to prevent an over-ambitious scope for the sub-group.
- b. The scope is restricted to capacity building rather than broader climate change initiatives. It includes stand-alone initiatives (e.g. development of knowledge portals) and substantial and substantive capacity building initiatives that are incorporated into climate change projects (e.g. support for institutional strengthening of a specific organisation as part of a project). It does not include other climate change activities which are not specifically around capacity building (e.g. infrastructure investment).
- c. The sub-group will primarily focus on the functions in which there are capacity building components for climate change. The LCG WG CCE will set the number of functions and the different elements under each. Initially, there are nine agreed functions.

4. Institutional and Administrative Arrangements

a. Chairmanship

The Sub-Group will be convened and chaired by two co-chairs: one senior representative from the Ministry of Environment and Forests (MoEF) and a high-ranking representative of the donor partners.

The donor co-chair will be elected for a period of one year from the development partner (DP) members of the LCG WG CCE by majority vote with the option of a one year extension by consensus from DP members. The donor co-chair may apply for the position and/or be nominated by the DP members of the WG.

b. Meetings

The Sub-Group on Capacity Building for Climate Change will strive to meet at least every two months in the first year and as frequently as needed. Either of the co-chairs may call for ad-hoc stakeholder or thematic meetings as required, provided approval has been obtained from the other co-chair.

Meetings will be held primarily at either the MoEF or the office of the donor co-chair. They can also be held at any other location agreed by the co-chairs.

The co-chairs will typically take it in turn to chair the meetings.

The co-chairs will be responsible for organising the meetings, setting of the agenda, preparing documentation, writing the minutes within 10 working days of the meeting, maintaining membership lists, and any other tasks deemed necessary. After each meeting, the co-chairs will prepare and agree on the minutes and will request them to be posted on the LCG Website under the section of the LCG WG CCE. All Sub-Group and LCG WG CCE members will be informed about the posting of the documents and presentations on the LCG website.

c. Reporting Arrangements

The Sub-Group is formally a part of the Local Consultative Group Working Group on Climate Change and Environment, to which it has reporting responsibilities. Reporting will be primarily through the LCG WG CCE co-chairs and, secondarily, to the LCG WG CCE.

The sub-group is expected to report to the LCG WG CCE at least once every six months, in either written and/or verbal format.

d. Work Plan

The co-chairs, supported by, and incorporating suggestions from, all Sub-Group members, will prepare an annual or bi-annual work plan in which the intended goals, targets and topics of the meetings will be outlined. The work plan is considered as a living document and can be adjusted in accordance with needs and requirements that might arise.

e. Secretariat Function

In the short-term, the donor co-chair will assume the secretariat role of the sub-group, and will conduct the administrative tasks in close consultation with the GoB co-chair. The co-chairs may request assistance from other members of the sub-group or the

LCG WG CCE for specific tasks (e.g. briefings, presentations, data collection).
The donor co-chair - in close consultation with and support of the LCG Secretariat - will also be responsible for updates of the LCG WG webpage.

As the institutional arrangements become clearer within the GoB, and as capacity grows, it is envisaged that the secretariat functions will be transferred to the GoB co-chair.

5. Membership and Size

The core membership of the Sub-Group shall be no more than 12 people, including the two co-chairs. In order to achieve the objectives of the sub-group, members need to have a high level of technical expertise, and the overall membership needs to be limited.

The GoB shall nominate five GoB representatives from: the Bangladesh Climate Change Resilience Fund (BCCRF), the Bangladesh Climate Change Trust (BCCT), the Planning Commission and two representatives from sector ministries most involved in climate change capacity building.

The remaining five members shall be elected by the LCG WG CCE and can include any of the following: donor partners, the private sector, implementing agencies; civil society; think tanks; universities, or individual technical experts. The five members will be elected for a period of one year by the LCG WG CCE by majority vote with the option of a one year extension by consensus from the LCG WG CCE. The member in question may apply for the position and/or be nominated by the other members of the LCG WG CCE. Members should be technically competent in their respective areas.

It is envisaged that technical experts and representatives of ministries and implementation agencies will be regularly invited to the Sub-Group based on the subject matter under discussion to support the fulfilment of the functions and contribute to the discussion and outcomes of the Sub-Group.

Given that implementing agency members will frequently be asked to attend various meetings based on the subject matter, and to ensure maximum representation from a broader group of stakeholders, implementing agencies should take no more than two of the five DP positions on the Sub-Group.

6. Information Management

The Sub-Group will provide access to all relevant documents, links and related activities. The website to be used: <http://www.lcgbangladesh.org/>

7. Review of the ToRs

The ToRs of the Sub-Group for capacity building on climate change will be reviewed and revised by the LCG WG CCE as appropriate, and at least every second year.