

## Terms of Reference for LCG Working Groups

### Background

The Government of Bangladesh (GoB) and its Development Partners (DPs) will meet regularly to discuss development issues in Bangladesh. The basis for the discussions will be the national strategy for poverty reduction and other national development plans, sectoral strategies and policies.

The Local Consultative Group (LCG) is the main platform for GoB – DP dialogue. It is expected that GoB and DPs will have an annual high level Bangladesh Development Forum (BDF) to take stock of progress achieved and to decide on future joint work. The LCG mechanism is underpinned by GoB-DP working groups covering the key development sectors and themes in the country.

### Objectives

The objective of the individual LCG Working Groups is to contribute towards effective and coordinated implementation of national policies, strategies, plans and programmes in the relevant sector in Bangladesh through joint results targets and a monitoring framework.

### Scope of Work

The overall specific scope of work for each LCG working groups includes:

- **coordinate work within the sector**, convene quarterly meetings or more often if required, and act as a moderator and facilitator for work ongoing in the sector;
- **promote and facilitate common intentions** and integration of policies, approaches and efforts of DPs in the sector; this would include an inventory of GoB and donor activities in the sector to be updated regularly;
- **promote harmonisation and alignment of activities** as well as joint work/programmes, analyses to enhance aid effectiveness, avoid duplication and encourage complementarity in programming; provide feedback to the government, concerned agencies, and the main LCG;
- contribute to **ensuring mutual monitoring and accountability** with GoB and amongst DPs engaged in the same sector;
- **integrate key cross-cutting issues into the work of the sector**, and coordinate on these issues with working groups specifically concentrating in these areas;
- support **communication and dissemination of best practice** in operational approaches/practices with demonstrable, measurable and effective impact;
- **provide regular feedback to the LCG Plenary**, and provide a one page update bi-annually on progress and constraints in the achievement of goals set by GoB in the sector, area or theme, as outlined in a joint “development results framework”.

- **arrange joint fact-finding, joint field review and/or evaluation missions** among DPs to the extent possible.

## **Development Results Framework**

Each of the LCG working groups, led or co-chaired by GoB, will develop a results framework. The key elements in the framework are “expected outcomes/results, targets/indicators, milestones and planned actions”.

## **Membership**

Members of the individual LCG working groups are representatives of GoB and DPs involved in the sector. In addition to these regular members, resource persons will be invited from relevant organisations/agencies as appropriate.

## **Organisational Set-Up**

Two co-chairs will lead the working group, one representing DPs and the other representing GoB. The co-chair representing the DPs will act as an impartial and honest broker and will be appointed by general consensus of the members of the working group for a recommended period of one or two years. Either of the co-chairs may call for ad-hoc stakeholder or thematic meetings as required and meetings can also be held separately. The working group's Terms of Reference will be reviewed and revised as appropriate and at least every second year.

## **Functioning of individual LCG working groups**

The working group will prepare and monitor a “development results framework” and an annual action plan with clear responsibilities, calendar and outputs. The working group will meet quarterly or more often if required. Draft minutes will be circulated to all members after each meeting. Members unable to attend any or all of the meetings of the working group will be kept informed of the proceedings of the meetings, and their inputs and suggestions will be solicited as feasible.

The working group will have an action-oriented character. To help achieve its objectives, smaller thematic task teams may be formed or other activities held such as joint field trips. Relevant experts from outside the regular membership may be invited to participate. An annual plan, tentative agenda and year-end summary will be prepared by each working group and presented at the annual BDF.