

GLOBAL ALLIANCE FOR CLIMATE-SMART AGRICULTURE (GACSA)

TERMS OF REFERENCE OF THE FACILITATION UNIT (FU)

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Addendum to the Framework Document (GACSA 1)

Mandate

The Facilitation Unit (FU) will serve as the secretariat for the Alliance and will help Alliance members take action to deliver the Alliance's aspirational outcomes. For guidance and programmatic and budget planning purposes, the FU will report to the co-Chairs of the Strategic Committee (SC) of the Alliance, while complying to the administrative processes of its hosting organization, FAO, under the supervision of the FAO Deputy Director General, Coordinator for Natural Resources. Functions and activities of the FU will be scaled in accordance with available funding and in-kind support provided by Members (including secondments). Any needed adjustments to these TORs will be made by written agreement with the Strategic Committee.

A) Functions carried out under the overall guidance of the Strategic Committee

1. Knowledge collation and dissemination

- Make information, data, and knowledge relevant to the Alliance provided and collected by the "CSA Knowledge" action group and the annual scientific conference easily accessible.
- Establish and maintain a GACSA knowledge portal through a designated website, as well as other interactive media channels, with links to websites and media of other partners and stakeholders, to facilitate exchange of information, knowledge, experiences and progress.

2. Facilitation of membership, partnerships and initiatives

- Promote Alliance membership and partnerships and serve as a central point of contact for liaison purposes.
- Facilitate the engagement of all GACSA stakeholder groups building on their expertise and facilitate their collaboration with other partner organizations.
- Act as a liaison point connecting members and creating joint activities on Climate Smart Agriculture.

3. Communication

- Prepare and implement an Alliance communication strategy, approved by the SC, and develop/distribute communication products, including through maintenance of a state-of-the-art web portal.

Where appropriate, represent the GACSA at relevant international events, in line with a SC-approved communications strategy.

4. Resource mobilization and financial management

- Mobilize resources to sustain operations of the FU and the Alliance.
- The FU will be supported by FAO's financial management infrastructure and processes including the establishment and management of a multi-donor trust fund for its own operating expenses, while maintaining its own budgeting and accounting, along with an annual external audit performed at the end of each calendar year.
- The FU will not fund the activities of individual Members, nor will it manage or distribute funds that are externally raised to support activities and initiatives of individual Members or groups of Members.
- The FU may provide exceptional financial assistance to members in order to ensure their participation to the GACSA meetings, subject to approval by the SC.

5. Updates and reporting

- Compile updates from Members on individual and/or group activities, including progress against the GACSA Program of Work, and report to the membership through the SC on the status and activities of the Alliance and its Action Groups.

6. Meeting organization

- Organize and prepare Alliance and SC meetings.
- Facilitate, to the extent the capacity and financial resources allow, conferences, meetings, and science and policy sessions to promote the work of GACSA.
- Promote GACSA and its work by organizing side events or similar activities at international and regional gatherings, subject to approval by the SC.

7. Administration

- Provide support to the SC, the Action Groups, and the membership as a whole.
- Provide technical support to the AGs.
- Facilitate an open, transparent, and consultative process while encouraging all stakeholders to actively participate in the activities of, and contributions to, the aspirational outcomes of the Alliance.

B) Administrative, financial, and staffing arrangements for the Facilitation Unit

Administrative arrangements

- For administrative purposes the FU will be placed under the office of FAO's Deputy Director General, Coordinator for Natural Resources (DDG-N).

Financial arrangements

- The FU will be financially supported through a multi-donor trust-fund which will follow the administrative rules and procedures of the hosting institution (FAO).
- Members of the Alliance will be encouraged to contribute to the fund to ensure effective functioning of the FU in line with the Program of Work.
- The annual budget of the FU will be reviewed by the SC at the end of the preceding calendar year, and endorsed for approval by the Annual Forum. The activities and staffing of the FU will be scaled in accordance with the available funds in the trust-fund.

- Hosting of the FU does not constitute a commitment on behalf of the hosting institution to the implementation of the approved budget in the event of insufficient funds.
- Costs incurred by individual Members are the responsibility of those members.

Staffing arrangements

- The FU is headed by an Executive Officer (P5), supported by two administrative staff (all funded by the multi-donor Trust-fund, from available funds). In addition, it is expected that the FU will be supported by seconded staff from GACSA Members .
- The FU staff shall be recruited by FAO, following FAO rules and procedures, in consultation with the co-chairs of the Strategic Committee.

Monitoring, Evaluation and Reporting

The Programme of Work (PoW) and annual budget of the FU will be reviewed by the SC at the end of the preceding calendar year, and endorsed for approval by the Annual Forum.

The FU PoW and annual budget will contain:

- Programme of Work (PoW) and budget for the next year;
- Description of the implemented activities, results achieved and budget; and
- Identification of problems and constraints encountered and recommendations for corrective measures.

Intellectual Property

All matters related to intellectual property and the treatment thereof arising from cooperative activities of FU are addressed on a case-by-case basis within the specific context in which they appear, bearing in mind the purpose of GACSA.

Use of logos and names

The logo and name of GACSA can be used by the FU for GACSA related activities under the supervision of the SC.