



CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

Template: Sample terms of Reference – Stakeholder Advisory Group (SAG)

Brief description	This template contains sample terms of reference that set out the composition of the SAG, the profile of prospective members, and their role and responsibilities. The terms of reference may be adapted and used in the recruitment of SAG members in any city region.
Expected outcome	The SAG has the capacity and position to influence the decision-making process.
Expected output	Terms of reference
Scale of application	Project level
Expertise required	Project management
Examples of application	Antananarivo, Madagascar
Year of development	2020
Author(s)	Carmen Zuleta Ferrari
Relevant CRFS Handbook modules; related tools, examples and activities	Inception module

Stakeholder Advisory Group (SAG) – Terms of Reference

Context

The SAG will ensure that the integrated approach to assess and develop the strategy and action plan to improve the CRFS is maintained across the process. To harness the knowledge, information and participation of the different stakeholders involved in the food system, the process will be highly participatory and foster local ownership. Specifically, it will promote inclusive multi-stakeholder dialogue processes to help local governments and other stakeholders to make informed decisions on food planning, strengthen synergies, keep reduced costs, and prioritize investments. In this context, the project methodology recognizes the great importance and added value of a participatory process, balanced with the collection of information and data and the use of more quantitative evaluation tools.

To this end, the SAG will be formed at the beginning of the process, where possible. This will require the initial interest of stakeholders, participation, and engagement among food system stakeholders. The institutional set-up of the SAG can be defined at a later stage of the process, for

example after the mapping and characterization of the SARU and the mapping and analysis of stakeholders.

The SAG will involve representatives from different levels and sectors of the government and other stakeholders, including representatives of the civil society (including producers and consumers associations, NGOs), national and international organizations and institutions, academia (including local universities), the private sector and finance, media representatives and professional associations.

The SAG will support the project coordinator and the core team of institutional focal points during the assessment phase. This will help to identify priorities and critical aspects for an in-depth evaluation and for the definition of strategies targeting the improvement of the CRFS.

Key tasks and initiatives include:

- 1) Provide information about the food system, for the city region and any other relevant information and statistics on aspects related to climate impacts on infrastructure, natural impacts, impacts on nodes of the food chain (e.g. agriculture, food processing, distribution, marketing, retail, consumer) and socio-economic impacts.
- 2) Help identify priorities and recommendations to improve the CRFS during the assessment and planning process by facilitating the provision of inputs and feedback on project results by all interested stakeholders;
- 3) Ensure the construction of a participatory strategy and plan for the CRFS, leveraging the contributions and commitments of all stakeholders, including beneficiaries;
- 4) Help build a more permanent local network of key actors and broad cross-sectoral alliances;
- 5) Address communication gaps between different stakeholders and engage and support a multi-stakeholder process to promote a broader understanding of the CRFS components and governance, as well as climate-related vulnerabilities and resilience capacities.
- 6) Collaborate with other initiatives or groups to create synergies in this area of work;
- 7) Facilitate the adoption of research results into local policies, programs and institutional processes;
- 8) Provide any other necessary advice/guidance to the CRFS project team.