

LGCDP

NATIONAL ADVISORY COMMITTEE

TERMS OF REFERENCE

Background

The Local Governance and Community Development Programme (LGCDP) is a national programme which is being implemented by the Ministry of Local Development and supported by a range of development partners.

High level oversight of LGCDP will be provided by a National Advisory Committee (NAC), the functions, workings, structure and composition of which are described in these Terms of Reference.

NAC functions

The NAC has the following functions:

- (i) To oversee LGCDP implementation by periodically reviewing programme progress.
- (ii) To approve annual work plans and budgets prepared by the Programme Coordination Unit (PCU).
- (iii) On the basis of reviews, to make recommendations to the PCU regarding the overall implementation of the programme.
- (iv) When deemed necessary and in the light of programme experience and national policy changes, to amend the LGCDP document.
- (v) To act as a joint forum within which the Government and its development partners can engage in a dialogue about local governance and community development issues.
- (vi) To provide a forum for high level policy coordination on decentralisation, local governance and community development issues between different line ministries of the Government and between them and Nepal's development partners.

NAC working processes

The NAC will work in the following ways:

- (i) NAC meetings will be convened and organised by the LGCDP National Programme Director (NPD), acting as Member-Secretary of the NAC.
- (ii) The NAC will meet regularly at least twice a year. One of these regular NAC meetings will take place one month prior to the end of the Fiscal Year; during that meeting, the PCU will submit the annual LGCDP work plan and budget for the following FY to the NAC for discussion and approval. The other regular NAC meeting will take place mid-way through the FY and will focus on implementation issues and any problems encountered.

- (iii) Other NAC meetings can be convened by the NPD in the event that: (a) there is a need for high level endorsement of a significant change in LGCDP work plan; (b) there is a particularly severe implementation problem which requires resolution by the NAC; or (c) a member of the NAC requests a special meeting.
- (iv) The NAC will, as far as possible, make any decisions on the basis of a consensus. However, in the event that the Chairperson of the NAC judges that it has not been possible to reach a genuine consensus, then the NAC's final decision will be made by a round-the-table vote.
- (v) Minutes of NAC meetings will be kept by the Member-Secretary (or a person delegated by him/her) and will be circulated to all NAC members within the seven days following any NAC meeting. In the event that NAC members disagree with the minutes or wish to add items to the minutes, they will communicate their concerns to the Member-Secretary within two weeks of the minutes being circulated. At the following NAC meeting, the minutes of the previous meeting will be discussed and formally agreed upon as the first part of the agenda.

NAC membership

MLD Secretary	- Chairperson
MLD Joint Secretaries	- Member
Sectoral ministries' representatives (Joint Secretary Level)	- Member
Representatives from MoF NPC, FCGO and OAG	- Member
DG, DoLIDAR	- Member
Donor representatives	- Member
Local Bodies Associations' Representatives (ADDCN, MuAN, NAVIN)	- Member
National Programme Director, LGCDP	- Member-Secretary

We need to be more detailed in defining the membership of the NAC – which Ministries, which DPs, etc.