



CAFI Secretariat Terms of Reference

Adopted at Geneva, on October 26, 2015

EB.2015.03.

As per the [Terms of Reference of the Central African Forest Initiative](#), a Secretariat will be set up to support the [CAFI Trust Fund](#) based in Geneva. It will be composed of staff specifically recruited for this purpose by UNDP and in addition, it will draw on UNDP's REDD+ expertise as well as that of other Implementing Organizations (World Bank, FAO or International Cooperation Agencies) on a case-by-case basis.

It will provide the following support functions:

1) Support the programming cycle

- a) Support the development and submission of National Investment Frameworks (NIFs) including the facilitation of dialogue between the country, the Executive Board (EB) members and observers.
- b) Organize independent reviews of NIFs.
- c) Support strategic dialogue between the country and the CAFI EB, including for example:
 - i) to support the development of the Letter of Intent (LoI);
 - ii) to support other means of collaboration among the countries that are signatories to the Joint Declaration, as well as organizations relevant in the Central African region.
- d) Support the development and submission of program documents and program portfolio documents for countries without a MPTF-administered national fund including
 - i) the facilitation of dialogue between the countries and the CAFI EB and
 - ii) the completeness check of submitted documents.
- e) Organize independent evaluation of investment programs for countries without a MPTF-administered national fund.

2) Support Monitoring and Evaluation

- a) Support progress reporting (annual and final) by consolidating Implementing Organization reports through the M&E scorecards and other tasks specified in the M&E framework.
- b) Financial reporting (annual and final) by consolidating Implementing Organization reports through the M&E scorecards.
- c) Monitoring and risk management through the risk management dash board.
- d) Organize mid-term and end-term independent evaluations of the Fund's performance.

3) Support the EB and organize EB meetings including the annual meetings to be held in Partner Countries specifically:

- a) Prepare documents
- b) Organize logistics
- c) Prepare EB meeting reports
- d) Document EB decisions
- e) Other support to EB as requested by the EB Chair (strategic advice, preparing notes, briefings for communication, fund-raising, board decision or other purposes).

4) Other support tasks

- a) Support MPTF-Office in the preparation and update of agreements between implementing agencies and CAFI.
- b) When called upon by the EB Chair, represent CAFI (attend meetings, side-events, regional fora)
- c) Support fund-raising efforts of the CAFI MPTF with the MPTF-Office and the Executive Board

5) Communications and Knowledge Management

- a) Liaise with:
 - i) EB members
 - ii) Countries affiliated to the Joint Declaration
 - iii) Potential partners
 - iv) Congo Basin Country governments
 - v) Civil society and non-governmental stakeholders in Congo Basin countries
 - vi) Implementing agencies
 - vii) Other relevant stakeholders and interested parties
- b) Maintain website and other communication tools.
- c) Support knowledge management and South-South cooperation as set out in the Joint Declaration.

6) Contract necessary service providers and vendors.

- 7) Adaptive management: continuously update any tools and processes based on internal and external evaluations and requests from the EB.

The Secretariat will be composed of the following staff:

- 1) Head of Secretariat
- 2) Programme Specialist (M&E and programme cycle support)
- 3) Programme Analyst (Communications and KM)
- 4) Programme Assistant (Administration and finance)