



## Revised CAFI Secretariat Terms of Reference

Adopted at EB 16 on 25 June 2020

**EB.2020.10.**

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 expertise as well as that of other Implementing Organizations (World Bank, FAO or International Cooperation Agencies etc.) 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.
- f) Organize the evaluation of the NUNO implementing agencies' access to the fund together with the MPTF-O
- g) Prepare the Investment Strategy of the CAFI Fund and update the EB regularly including co-financing by GCF, blended model or other co-financing and result based payment etc.

- h) Develop a Fundraising strategy and support implementation
- i) Prepare the Annual cash management plan for EB approval
- j) Approve FTR and sign approved program document on behalf of CAFI EB after its approval by the EB

## 2) Support Monitoring and Evaluation

- a) Support the EB in monitoring and evaluating the achievement of the milestones in the LOI
- b) Progress reporting (annual, provisional and final) by consolidating Implementing Organization reports through the M&E scorecards and other tasks specified in the M&E framework.
- c) Financial reporting (annual and final) by consolidating Implementing Organization reports through the M&E scorecards.
- d) Monitoring of agency project delivery rate and report back to the Executive Board on agency performance.
- e) Review and approve project budgetary revision requested by agencies below 25%.
- f) Submit to the EB budgetary revision above 25%
- g) Approve tranches of payment based on agency performance and cash management plan approved by the EB
- h) Coordinate programmatic closure of Fund and potential request for project extension. Monitoring and risk management through the risk management dashboard.
- i) Gender monitoring
- j) Coordinate with the agencies any related sexual exploitation and abuse and misuse of fund allegation reporting as per the Legal framework
- k) Safeguards reporting
- l) 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.