

Terms of Reference

Project Steering Committee of SDC-SoLAR Phase 2

1. TERMS OF REFERENCE (TOR)

This TOR establishes the purpose and responsibilities of the Project Steering Committee (henceforth called “PSC”) of Swiss Development Cooperation- (henceforth called “SDC”) funded and the International Water Management Institute- (henceforth called “IWMI”) implemented project titled “Solar Energy for Agricultural Resilience (SoLAR) Phase 2”

The PSC is the key body within the project governance structure that is responsible for high level inputs and guidance to the Project Leader and the extended project team, so that the project meets its objectives as stated in the Proposal Document (henceforth called Pro-Doc) submitted to SDC by IWMI and as per the Project Agreement document.

2. PURPOSE

The overall purpose of the Project Steering Committee (PSC) is to review and approve annual work plans, monitor progress in project execution, provide strategic and policy guidance, and to support communication and dissemination of project outcomes. The Project Steering Committee will have decision-making authority to review the overall project development over the project life time.

3. ROLE AND RESPONSIBILITIES OF THE PSC

- Approve the Annual Project Work Plan and any changes thereto, taking into consideration its impact on timelines and deliverables in accordance with guidelines provided by SDC;
- Review the project progress and provide guidance and recommendations ensure that project goals and outcomes as set out in the Pro-Doc are met.
- Provide expert advice and guidance to the project team with setting and adjustment of project strategy and assist in identification and resolution of strategic issues and risks;
- Review and advise on interim and final project deliverables.
- Support communication and dissemination of project outcomes and policy recommendations.
- Support the project team in convening and guiding the development of partnerships with researchers, practitioners, and policy makers.

- Provide advice to the Project Leader on project outcomes, activities and deliverables;
- Address any issues that can have major implications for the project;
- Provide advice and assist in the communication and promotion of the project and its related outcomes to the sector;
- Assist with development of links between the project and other relevant sectoral networks;
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other PSC papers;
- Make recommendations for the development of related project materials and documentation;

4. MEMBERSHIP

4.1 The Project Steering Committee shall consist of 10-11 regular members and 4-5 co-opted members.

4.2 The regular members of PSC will be:

S. No.	Name	Designation	Organization	Country	Category
1	Mirjam Macchi Howell	Head of the Climate, Disaster Risk Reduction and Environment,	SDC	Bern	Co-chair
2	Mark Smith	Director General	IWMI	Sri Lanka	Co- Chair
3	P C Sharma	Joint Director	International Solar Alliance	Global	Member
4	Suman Chandra (IAS)	Deputy Secretary	Ministry of New and Renewable Energy	India	Member
5	Mohammad Sarwar Hossain	PD (SIP) & Deputy Chief Engineer	Bangladesh Agricultural Development Corporation (BADC)	Bangladesh	Member
6	S. M. Monirul Islam	Deputy CEO and CFO,	Infrastructure Development Company Limited (IDCOL)	Bangladesh	Member
7	Eng. Vincent Kabuti,	Irrigation Secretary,	Ministry of Water, Sanitation & Irrigation	Kenya	Member
8	Elias Awol	CEO, Smallholder Irrigation Development,	Ministry of Agriculture	Ethiopia	Member

9	Divya Kashyap	Deputy Head of Cooperation	SDC	India	Member
10	Darshini Ravindranath	Project Lead	IWMI	India	Member

4.3 The co-opted members of PSC will be:

S. No.	Name	Designation	Organization	Country
1	Alok Sikka	Country Representative	IWMI	India & Bangladesh
2	Abdulkarim Seid	Country Representative	IWMI	Ethiopia & Kenya
3	Vidhisha Samarasekara	Program Director	IWMI	UK
4	Muluken Adamsegad	Deputy Project Lead	IWMI	Ethiopia

5. MEETINGS AND PROCEDURES

- 5.1 The PSC will meet virtually twice a year and discuss project progress, approve project annual work plan and provide advice on course correction, if needed.
- 5.2 The PSC will be supported by the Project Leader, IWMI, who will act as the Member Secretary of this committee. The Project Leader, IWMI will be responsible for preparing and distributing agendas, the minutes of PSC meetings, project updates and other relevant and related project correspondence and do so in consultation with SDC Project Manager.
- 5.3 It is recommended meetings are scheduled half yearly as per the reporting requirements set out in the Project Agreement.
- 5.4 Meeting quorum is a minimum of five of the regular members and two of the co-opted members
- 5.5 The minutes of meetings with defined action matrix shall be circulated within two weeks of the meetings.

6. CONFIDENTIALITY CLAUSE

All verbal and written communication and project related documents, whether in whole or in part, between the project team, PSC members shall be treated as confidential. They must not be made accessible to third parties unrelated to the project nor used for purposes other than those for which they were supplied or elaborated.