

Terms of Reference for Project Steering Committee of SDC-SoLAR

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 Irrigation for Agricultural Resilience in South Asia”, henceforth referred to by its acronym “SoLAR”. This project is implemented by IWMI in partnership with Infrastructure Development Corporation (henceforth called “IDCOL”), Government of Bangladesh; Gujarat Energy Research and Management Institute (henceforth called “GERMI”), Government of Gujarat, India; Alternative Energy Promotion Centre (henceforth called “AEPC”), Government of Nepal, and Federal Water Management Cell (henceforth called “FWMC”), Government of Pakistan.

The PSC is the key body within the project governance structure that is responsible for high level inputs and guidance to the Regional 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.

The role and responsibilities of the PSC is as follows:

- approve the Annual Project Work Plan and any changes thereto, taking into consideration its impact on timelines, budget 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 strategic direction and inform the implementation of the project to achieve the utilisation plan objectives (including plans for publications)
- provide advice to the Regional Project Leader on project outcomes, activities and deliverables;
- address any issue that has 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;
- ensure the project close out procedure is completed and signed off by the Project Steering Committee.

3. MEMBERSHIP

3.1 The Project Steering Committee shall consist of six (6) regular members and five (5) co-opted members.

3.2 The regular members of PSC will be:

- a) Head, SDC, Chair
- b) Deputy Director General, IWMI – Co-Chair
- c) Regional Project Leader, IWMI – Member Secretary
- d) SDC Project Manager
- e) Country Representative, IWMI India
- f) Special Advisor to the Project (to be invited)

3.3 The co-opted members of PSC will be:

- a) Representative, International Solar Alliance, ISA
- b) Representative, IDCOL, Bangladesh
- c) Representative, GERMI, Gujarat, India
- d) Representative, AEPC, Nepal
- e) Representative, FWMC, Pakistan

4. MEETINGS AND PROCEDURES

4.1 The PSC will meet twice a year (once remotely, once during the yearly face to face meeting of all project personnel) and discuss project progress, approve project annual work plan and provide advice on course correction, if needed. The co-opted members will meet once, during the face to face meeting of the PSC, and their feedback will be sought on country components.

- 4.2 The PSC will be supported by the Regional Project Leader, IWMI, who will act as the Member Secretary of this committee. The Regional 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.
- 4.3 The minimum number of meetings for the Project Steering Committee is two per year – one face to face, and one meeting will be held remotely. It is recommended meetings are scheduled half yearly as per the reporting requirements set out in the Project Agreement.
- 4.4 Meeting quorum is a minimum of three of the regular members (for two meetings in a year) and two of the co-opted members (for one meeting in a year)
- 4.5 All members of the PSC will receive twice yearly regular updates on the status of the project and on the significant project developments from the Regional Project Leader.

5. 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.