



**TERMS OF REFERENCE  
PROJECT BOARD  
Parliamentary Support Programme 2020-2022**

**1. Background and context**

The Parliament of Zimbabwe has a five (5) year Institutional Strategic Plan (ISP) 2018-2023 and in order to achieve the Strategy, Parliament has entered into a cooperation agreement with the European Union (EU) and the United Nations Development Programme (UNDP). In this regard, Parliament and its partners have agreed to establish a Project Board with the overarching objective of providing policy and strategic guidance to the implementation of the Parliamentary Support Programme as augmented in the project description and work plan. This high-level oversight body will be guided by Parliament's vision of being a Strong, Independent, people-driven, World-Class Parliament and the need to fully fulfil the Constitutional mandates of legislative, oversight and people representative roles as outlined under section 119 of the Constitution of Zimbabwe. The Project Board will ensure that the project is responsive to the new upcoming requirements and undertakes policy decisions to ensure that the Strategic Plan goals and project objectives are met, and implementation progress remains on track. Furthermore, UNDP's Strategic Plan places emphasis on inclusive and accountable governance and supporting governments to achieve the SDGs. In this regard and in support of Parliament of Zimbabwe, the Project Board will be obliged to contribute to the development aspirations of the people of Zimbabwe through some of the planned interventions.

**2. Responsibilities of the Project Board**

At the highest level, the project is guided by the Steering Committee which shall serve as the overall policy and decision-making mechanism. The Steering Committee shall be comprised of the Presiding Officers (Speaker and Deputy Speaker of National Assembly; President and Deputy President of the Senate) of the Parliament of Zimbabwe and Heads of Cooperating Partners. The Steering Committee will meet annually to discuss on strategic and policy issues of the PSP.

There shall be a Project Board comprising the Clerk of Parliament, UNDP Deputy Resident Representative (Programmes), Head of UNDP Governance and Peace Building Unit, UNDP Programme Manager, Two Parliament of Zimbabwe Deputy Clerks, Parliament Programme Coordinator and representatives of Cooperating Development Partners and representatives of CSOs.

The Board shall be co-chaired by The Clerk of Parliament and the UNDP Deputy Resident Representative (Programmes). Other stakeholders may be co-opted by the Project Board as appropriate. The Project Board shall meet every quarter. It shall be responsible for general oversight of programme activities, including financial oversight and approval of funding allocations within the overall budget as recommended by the Programme Coordinating Unit. It shall receive regular reports from the PCU, approve major activities and expenditures, reach consensus and take decisions in any change in the programme work

plan, provide on-going risk analysis, and consider funding for emerging issues. Decisions of the Project Board will be by consensus. Any matters in which consensus is not reached shall be referred to the Steering Committee for final determination. The Project Board shall be facilitated by the PCU, which shall provide secretariat services

The Project Board will contribute to the adherence of the theory of change as enunciated in the project document. Decisions and deliberations of the Project Board are guided by information programmatic analysis and recommendations made by the Joint Technical team comprising of UNDP Technical Staff and the Parliamentary Programme Coordination Unit (PPCU) and is responsible for the implementation of project ensuring that it remains on track vis-à-vis the goals, objectives, results defined in the project document, composite and project work plan. The Project Board approves the project quarterly and annual work plans budgets, narrative progress reports at a strategic level and provide strategic guidance to the implementation of the project.

A Technical team (TT) will be established to perform a quality assurance function delegated by the Project Board and to provide technical support and advice to Parliament through the PPCU. In addition, the Project Technical team will be expected to provide the Board with high level information on results, challenges etc. to enable the Board to provide strategic advice.

The Steering Committee through the Project Board provides high-level advice for attainment of results in line with the Parliament Strategic Plan, retains overall management control of the project and is accountable for resource mobilization and overall expenditure. The Board will serve as the Project's ultimate review body.

### 3. Specific Functions of the Project Board

The Project Board will be responsible for the following:

- Provide general oversight to the implementation of proposed activities including financial oversight;
- Provide project and policy implementation oversight ensuring regular context and risk analysis is done and mitigation measures are recommended and implemented;
- Provide oversight and monitoring of attainment of outcome level results, review Project Theory of Change and recommend changes as appropriate;
- Approve annual and quarterly work plans and budgets and make recommendations for any changes /improvements;
- Track the project risks and mitigations quarterly;
- Approves Quality Assurance reports, which should be shared to the Board on time.
- Based on the approved annual work plans (AWP) authorize minor deviation from the approved work plans and budgets;
- Review the Progress at outcome level and provide recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans in line with the project document;
- Consider lessons learnt including from evaluations and new knowledge generated through the projects to provide guidance for improved implementation;
- Consider recommendations from the Technical Working Group;

- Monitor progressive achievement of project objectives and provide guidance on long term sustainability of the implementation achievements and exit strategies;
- Appraise the Project Annual Review Report; Review and approve the Final Project Review Report, including lessons-learned;
- Commission project evaluation(s) when required;

#### 4. Format of Project Board Meetings

Meetings will proceed by way of presentations and discussions. Presentations on Implementation progress, proposed activities in work plans shall focus on strategic issues needing policy guidance.

#### 5. Coordination

For the purposes of coordination, the Parliament of Zimbabwe shall be the Implementation Partner (IP) for this programme. As the IP, the Parliament of Zimbabwe shall be responsible and accountable for overseeing the programme and the AWP, including the monitoring and evaluation of activities, achieving targets, outputs and outcomes. This will be achieved through the Programme Coordination Unit (PCU) which shall be responsible for the day to day implementation of the programme. The Unit shall be responsible for:

- a) Programming the project to ensure successful implementation of programme
- b) Developing quarterly and annual work plans and reports for approval by the Project Board and subsequently the Steering Committee
- c) Monitor the project progress
- d) Generate progress update report (financial and narrative) and update key stakeholders on the status of results achieved at all levels
- e) Facilitate in procurement of any goods and services that might be purchased under the PSP in line with the Development Partners regulations and Procurement Regulatory Authority Zimbabwe (PRAZ).

#### 6. Decision Making

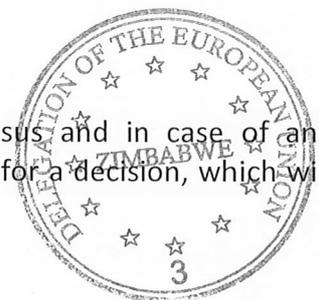
The Project Board will make decisions on the basis of consensus and in case of any disagreements only then issues will be put to the Board members for a decision, which will be governed by majority vote.

#### 7. Co-Chairs

The Board shall be co-chaired by The Clerk of Parliament and the UNDP Deputy Resident Representative (Programmes)

#### 8. Membership

There shall be a Project Board comprising the Clerk of Parliament, UNDP Deputy Resident Representative (Programmes), Head of UNDP Governance Unit, UNDP Programme Manager,



Two Parliament of Zimbabwe Deputy Clerks, Parliament of Zimbabwe Programme Coordinator and representatives of Cooperating Development Partners.

**9. Frequency of Joint Project Board Meetings**

The Project Board will convene at least once every three months. Should there be an urgent requirement for a Board decision, it may be convened as and when necessary on an ad hoc basis including virtually. The Co-chairs of the Project Board may establish sub-committees to deal with specific tasks or needs.

**10. Secretariat function**

Parliament with support from Technical Focal Points from UNDP will provide secretariat services for the Project Board by coordinating meetings, producing documentation and meeting minutes, managing correspondence, information management / dissemination and related tasks.

Documents will be made available to Project Board members at least five working days before the meeting.

**11. Quorum**

At least 5 members including Parliament constitute a quorum.

**12. Minutes and Information Sharing**

Minutes of the meetings will be circulated by the PPCU under the supervision of the Programmes Coordinator.

**13. Dissolution of the Joint Project Board**

The Project Board will be dissolved at the expiration of the projects.

