



DEVELOPMENT PARTNERS COORDINATION GROUP TERMS OF REFERENCE

These terms of reference clarify the Development Partners Coordination Group (DPCG) background, its mission, leadership, membership, and define the role of the secretariat and modalities of meetings. The DPCG can amend them at any time as the need arises by a majority vote of its members.

I. BACKGROUND

The DPCG is the highest-level coordination body in-country; responsible for overseeing the entire aid coordination system (as defined by Goals and Operational Guidelines for the Aid Coordination Structures and subsequent agreements reached by the GoR and development partners). The idea of establishing the DPCG came as a result of aid forums i.e. Rome high level forum on Harmonization (February, 2003), Marrakech Roundtable on Managing for results (February, 2004) and Paris Declaration (March, 2005). These forums have recommended recipient countries to have a forum such as the DPCG where Development Cooperation issues can be addressed on a regular basis.

II. Mission

- To serve as a forum for dialogue on coordination of development aid to Rwanda in order to ensure its effectiveness and impact on achieving the national priorities of poverty reduction and international commitment to meeting the Millennium Development Goals;
- To harmonize Development Partners' programme, project and budget support to Rwanda, avoid duplication and foster aid effectiveness;
- To monitor and assist the authorities in the implementation of Economic Development and Poverty Reduction Strategy (EDPRS);
- To provide a forum for policy dialogue on broader development cooperation and cross-government issues, in context of the EDPRS implementation;
- To foster the alignment of Partners' interventions with Government of Rwanda sector strategic and action plans, to ensure that the planning, budgeting and implementation of the budget, programme and projects are aligned and reinforce each other;
- To review the progress made in the fulfilment of the commitments undertaken by Development Partners in the 2003 Rome Declaration on Harmonization and the 2005 Paris Declaration on Aid Effectiveness and 2008, Accra Agenda for Action;
- To provide a forum for review and dialogue on specific sector policy issues which may have cross-government implications on development cooperation and aid effectiveness, informed from dialogue of Sector Working Groups (SWGs).

III. Leadership

Based on its mandate and responsibilities regarding development cooperation, the Ministry of Finance and Economic Planning (MINECOFIN) is the lead government ministry for the DPCG. The Permanent Secretary and Secretary to the treasury of MINECOFIN and the UN Resident Coordinator are the co-chairs of the DPCG. The latter represents the Development Partners on the Chairmanship of the DPCG.

In support of the MINECOFIN leadership in the DPCG, the UN Resident Coordinator will assume the following responsibility as the co-chair of the DPCG, representing the Development Partners.

- Facilitate the Development Partners' coordination process and views of DPs on specific issues as agreed by the DPCG;
- Facilitate the Development Partners' inclusive and harmonious engagement/dialogue in DPCG meetings;
- Represent the views of the Development Partners when nominated by DPs on specific issues in the DPCG meetings. However, Development Partners may nominate any other DP members (i.e. Sector Co-Chairs) to speak on their behalf, if this is felt to be more appropriate. The DPCG will observe the principle of the GoR's ownership and leadership of a partnership-based development process. As such, the dialogue will be inclusive and respect for diverse views.
- Coordinate co-chairs of Sector WGs and ensure they are functional.

The Budget Support Harmonization Group (BSHG) and Sector Working Groups (SWGs) are key working groups through which the DPCG can follow-up policy decisions through targeted technical discussions and agreements. The above are government-led working groups which function under the leadership of line Ministries, with the support of External Finance and Development Planning Units in MINECOFIN.

IV. Membership

Every government ministry and donor organization in Rwanda has primary and a secondary representative to the DPCG. The primary representative is usually the in-country head of the respective donor organization or the Permanent Secretaries of his/ her respective ministry. The primary representative's responsibilities are to attend meetings, report back to his/her organization or ministry, provide input on issues directly associated to his/her organization. In the case that the primary representative is unavailable to attend a meeting, the secondary representative takes on the responsibilities outlined above, and is always informed of all correspondence sent to the primary representative.

DPCG membership includes the private sector to be represented by the Rwanda Private Sector Federation, as well as representatives of international NGOs and national NGOs networks, nominated by the respective civil society platforms. No limitation is imposed on the number of NGO/CSO participants.

Observers can be invited to the meetings of the DPCG upon approval of the co-chairs

V. Secretariat

Due to its mandate of improving aid effectiveness in Rwanda, the External Finance Unit (EFU) in MINECOFIN, acts as the DPCG Secretariat supported by UNRC. In this role EFU supports the operational functions of the DPCG and all other coordination structures in Rwanda. The DPCG secretariat supports the mission of the DPCG in close collaboration with UNRC through the follow up of its decisions, the preparation of its work plan and other documents outlining its priorities. The Secretariat is currently located in the External Finance Unit (EFU) in MINECOFIN.

VI. Meetings

DPCG meetings are held every 3 months (quarterly basis) except in occasions where Development Partners Meeting (DPM) and Development Partners Retreats (DPR) meetings are fixed. The venue

of the meetings will be MINECOFIN Conference Room. Should there be a change from this venue, the Secretariat will duly inform the DPCG members well in advance.

The agenda for each meeting is drafted by the DPCG secretariat for approval by the co-chairs, which is then forwarded to all DPCG members. During the setting of the agenda for the DPCG, the co-chairs will represent both Government and Development partners in proposing agenda points. At the beginning of every year, the DPCG will hold its first meeting at a location outside Kigali for a retreat which will provide a facilitating environment for yearly planning. The secretariat is also responsible for compiling documents, writing minutes and follow up of decisions taken for all DPCG meetings. Meeting minutes are formalized collectively by DPCG members at the next meeting, and signed by the co-chairs.