

## TERMS OF REFERENCE

### REGIONAL STEERING COMMITTEE MEMBERS AND CHAIR GWP – West Africa

The Steering Committee (SC) is the governing body responsible for providing strategic direction and support to the Global Water Partnership West Africa or West Africa Water Partnership (GWP-WA). It supports the Regional Executive Secretariat and has the mandate of GWP partners to perform this important task.

The SC gives orientations and sets objectives to the Executive Secretariat of GWP-WA. The SC is chaired by the Chairperson of GWP-WA.

The SC carries out its tasks under the mandate of the GWP-WA Assembly of Partners.

The GWP-WA SC is composed of representatives nominated by the GWP partners in the region and a Chairperson who is an independent member. The composition of the SC is balanced across integrated water resources management (IWRM) related disciplines, stakeholder groups, geographic areas and gender.

The Chairperson of GWP-WA is recruited by the Steering Committee from among political, scientific or technical personalities from the West African region, with recognized experience in the fields of cooperation and networking and committed to the cause of water. The appointment shall be approved by the Assembly of Partners, in accordance with the provisions of the GWP-WA Statutes.

This TOR document should be read in conjunction with the GWP-WA Constitution and the GWP Regional Water Partnership (RWP) accreditation requirements.

#### **Role of the SC Members**

The SC is mandated by the GWP Assembly of Partners in the region. It guides and supervises the Regional Executive Secretariat which is the executive body of GWP-WA. The SC members are the custodians of the GWP name and logo in the West Africa region. The members of the SC are committed to actively participate in regular meetings and support the Regional Executive Secretariat. They are elected/appointed on the basis of merit, professional and personal competence. They must always act with a high level of professionalism, integrity, transparency and accountability.

The GWP-WA Chairperson coordinates the SC which functions as a collegial body. He/she acts as a representative of the region, as needed, and as an ambassador.

Under the coordination of the Chairperson, the SC plays a key role in the fiduciary oversight of GWP-WA operations and cooperates with the Regional Executive Secretariat and the Global Water Partnership Organization (GWPO) to ensure compliance with GWP rules and procedures.

#### **The main responsibilities of the SC members are to:**

- ensure that GWP-WA operates in accordance with the provisions set out in its constitution, the guidelines set by the GWP Network and the decisions taken by the SC;
- provide strategic direction and guidelines to GWP-WA for implementation by the Regional Executive Secretariat;
- review and approve the draft work plan and budget prepared by the Regional Executive Secretariat;
- monitor the programmatic and administrative implementation of the annual work plan and budget and evaluate achievements;

- monitor and evaluate the performance of the Regional Executive Secretary on an annual basis and provide objective and continuous feedback whenever necessary;
- maintain good communication among SC members and with the Regional Executive Secretariat and Partners;
- promote and protect the name, logo and reputation of GWP;
- ensure that the Assembly of Partners is kept informed of relevant developments in the region;
- actively support the Regional Executive Secretariat's resource mobilization efforts and promote the organization to their institutions and personal networks and contacts and assist the GWP-WA Regional Executive Secretariat in its fundraising activities with donors and strategic partners (potential and existing).
- Maintain good working relationships with the Chairs of other Regional Water Partnerships, and with the Chair of the GWPO.

#### **The Chairperson of the Steering Committee:**

- chairs the SC meetings and Assemblies of Partners or designates another member of the SC to temporarily assume this task in case of impediment in accordance with GWP-WA statutes and regulations;
- signs on behalf of GWP-WA, all documents requiring the approval of the SC;
- represents GWP-WA in regional and international events, including key meetings of the GWP Network;
- follows up on the preparation of the regional work plan and budget by the Regional Executive Secretariat and the timely submission of reports;
- monitors the work of the Regional Executive Secretariat, ensuring that it provides good quality service to GWP Network.

#### **Expected profile of the SC member**

- be a person of integrity, respect and influence, with strong social networks within government, the private sector, NGOs and donors in the region;
- be willing and able to devote in-kind time to support and guide the work of the Regional Executive Secretariat;
- have relevant expertise in issues related to sustainable development, to effectively support the application of the IWRM approach promoted by the RWP;
- have a good knowledge and show commitment to the mission, principles and values of the GWP Network;
- commit to mainstream gender into all operational aspects of GWP;
- ability to communicate effectively with small and large groups;
- be able to maintain objectivity to address regional issues without bias towards any specific issue or countries of the region;
- have experience in fundraising is considered as a major advantage;
- be a flexible, diplomatic and collaborative personality, both sensitive to regional and national, political, cultural and social differences.
- have a perfect written and spoken command of French or English and be able to work in the other language.

## **Special conditions**

Members of the SC should not carry out any paid work that arises from decisions they have made on a given assignment, as this is considered a conflict of interest. If a SC member is willing to undertake a remunerated activity, she/he should declare her/his interest and excuse herself/himself from related deliberations and decisions. In this case, the SC member in question shall not be entitled to vote on such matter and refrain from participating in the approval process of draft budgets or workplans.

It is understood that the primary interest of all those who support GWP is the improvement of the sustainable use and management of water in their countries/region. In addition to this, by holding office as a SC member, there is a number of in-kind benefits (i.e. getting access to key stakeholders, strengthening of its one's own network, getting access to local, regional and global cutting-edge knowledge in relation to sustainable water management, strengthened public and professional image within the country and internationally, etc.) that are considered to be a fair compensation for their efforts.

Therefore, all the SC members occupy an honorary position and should undertake their governance responsibilities with a voluntary spirit, as is common practice in the non-profit sector and is the practice for the global GWPO Steering Committee. In the few cases where a small compensation may be considered justified, if GWPO finds the level of compensation excessive or inappropriate, it may refuse to approve the corresponding annual budget for the GWP-WA.