

**Terms of Reference**  
**LCG Aid Effectiveness Working Group**

**1. Background**

The Government of Bangladesh (GOB) and its Development Partners (DPs) meet regularly to discuss development issues in Bangladesh through the Local Consultative Group (LCG) mechanism. The basis for the discussions is the National Development Strategy and other sectoral strategies and policies. In June 2010, GoB and its DPs agreed to implement the Joint Cooperation Strategy (JCS) to improve the way GoB, DPs and other stakeholders work together in order to make aid more effective in Bangladesh. Under the JCS, it was decided to establish a LCG Aid Effectiveness Working Group (AE WG) to provide support to and monitor the implementation of the JCS Action Plan and other related aid effectiveness tasks.

**2. Objectives**

The main objective of the AEWG is to contribute towards more effective and coordinated use of development finance for the implementation of national policies, strategies and plans. To this end, GoB and DPs have agreed to implement the JCS, the principles and actions of which are drawn from the Paris Declaration 2005, the Accra Agenda for Action 2008 and Busan Partnership for Effective Development Cooperation (2011). The WG will support the government in applying and monitoring global development effectiveness principles at country level.

The LCG AE WG's activities are steered by the JCS Action Plans. The key elements in the 2012-2014 plan are based on Paris, Accra and Busan commitments and are framed with "expected outcomes/results, targets/indicators, milestones and planned actions". The JCS Action Plan will be monitored regularly by the AE WG, and progress will be reported to ERD Secretary and LCG Excomm.

### 3. Organisational Set-Up

The organisational and operational arrangements for the LCG AE WG are as follows:

- a) The AE WG is chaired by the Joint Secretary (Coord), ERD;
- b) A Co-Chair from the DPs will support the Chair in organising meetings and ensuring effective communication with all stakeholders.
- c) The DP Co-Chair is to be nominated by consensus from within the DP members of the AE WG whenever the position falls vacant. The term of position is one year with the option of one additional consecutive term if re-nominated and re-confirmed.
- d) The secretariat of the AE WG is based within the ERD Aid Effectiveness Unit (AEU). The group is able to draw human and financial resources from the, Aid Effectiveness Project, co-funded by Australia, Denmark, UK (DFID) and UNDP as well as through other channels made available by the members.
- e) ERD AEU, is responsible for organising the meetings, preparing documentation, writing the minutes of AE WG meetings, maintaining membership and task team lists, supporting the monitoring of the JCS Action Plan, and any other tasks assigned by the Chair. They will be supported by the DP Co-Chair and other members of the WGs.
- f) The AE WG will meet every three months. Ad-hoc meetings, if required, may be called for by either the Chair and/or the Co-Chair. Draft minutes will be agreed upon between the chairs, circulated to all members within 2 weeks after each meeting, and finalized and endorsed by all members at the following meeting.
- g) The strategic priorities and outputs of the AE WG are to be defined in annual work plans of the WG prepared in consultation with the WG members and approved by the Chair & Co-Chair.
- h) The ToR of the AE WG will be revised every two years under the guidance of the AE WG Chair and Co-Chair, and approved by consensus by the members of the group.
- i) In consultation with the AE WG members, the Chair may form task teams to perform specific actions within the mandate of the group.

#### 4. Tasks and Responsibilities

The tasks and responsibilities of the AE WG include the following:

- **To provide a forum for establishing consensus on aid effectiveness priorities.** The AE WG will seek ways of translating the commitments of Paris, Accra and Busan in the context of Bangladesh. To that end, the group will also take into account relevant international experiences on aid effectiveness.
- **To facilitate common understanding** and integration of aid effectiveness policies, approaches and efforts of DPs and GoB. This will require exchange of information on aid effectiveness related matters, including a regularly updated inventory of GoB and DP activities in this area.
- **To monitor and provide support for the implementation of the JCS Action Plan,** under the supervision of the ERD Secretary.
- **To prepare a consolidated annual JCS Progress Report for review by the LCG Plenary.** The annual progress report will be based on the implementation reports of the parties responsible for implementation of the JCS Action Plan. Outcome Champions and Milestone Coordinators will share the progress with the AE WG to prepare the JCS annual progress report.
- **To prepare the subsequent JCS Action Plans,** with clear responsibilities, actions, milestones and timeline.
- **To edit the JCS Action Plan** when necessary with updates in the text once the information becomes available from the JCS Outcome Champions and Milestone Coordinators. This will be done in coordination with the Aid Effectiveness Unit, ERD. It needs to be underlined that Outcome Champions and Milestone Coordinators are responsible for providing updated information - timelines, summary of progress (or lack of it), etc. - to the AE WG to ensure the JCS Action Plan remains an updated document.
- **To utilise task teams** to help achieve objectives related to the AE WG's mandate. These task teams are formed by consensus of all members, and will have a clearly defined objective and life span.

## **5. Membership**

Members of the Aid Effectiveness Working Group are representatives of GoB and self-selected DPs with an interest to work towards improved aid effectiveness in Bangladesh. In addition to the regular members, CSOs, think tanks, and private sector representatives may be invited on an ad hoc basis. A membership list is attached in Annex 1.

## **6. Annual Work Plan**

Addressing the tasks and responsibilities as defined in section 4, the work plan identifies key priorities and tasks of the AE WG and a detailed plan of action for the successful implementation of different activities contributing to the achievement of the objective of the Working Group.

## **Annex 1: Membership of LCG AE WG**

### **Government of Bangladesh**

- I. ERD, Coordination wing and aid effectiveness project
- II. FABAs, ERD
- III. PM's Office
- IV. GED, Planning Commission
- V. Finance Division
- VI. EEP, ERD
- VII. IMED
- VIII. Ministry of Commerce
- IX. Bangladesh Bank
- X. Ministry of Primary and Mass Education?
- XI. Ministry of Health and Family Welfare
- XII. Local Government Division
- XIII. Rural Development Ministry

## **Development Partners**

- I. ADB
- II. Australia
- III. Canada/DFATD-Canada
- IV. Denmark
- V. EU Delegation
- VI. Japan/JICA
- VII. Netherlands
- VIII. Spain
- IX. Sweden
- X. UK/DFID
- XI. UN RCO
- XII. UNDP
- XIII. USA/ USAID
- XIV. World Bank
- XV. Switzerland
- XVI. Germany
- XVII. KOICA