

Terms of Reference
for
Local Consultative Sub-Group for the URBAN SECTOR

1. Background

The Government of Bangladesh (GoB) and its Development Partners (DPs) shall meet regularly to discuss development issues in Bangladesh. The basis for the discussions shall be the national strategy for poverty reduction and other national development plans, sectoral strategies and policies. GoB and its DPs have agreed to use the Joint Cooperation Strategy (JCS) in support of the country's national development plans, strategies and policies. The overall objective of the JCS is to improve the way GoB and its DPs work together to make aid more effective in Bangladesh. **The JCS is based on the key aid effectiveness principles agreed upon in Paris and Accra.**

The Local Consultative Group (LCG) is the main platform for GoB – DP dialogue, and it is expected that GoB and DPs will have an annual high level Bangladesh Development Forum (BDF) to take stock of progress achieved and to agree on future joint work. The LCG mechanism is underpinned by GoB-DP working groups covering the key development sectors and themes in the country.

2. Purpose

The main goal of the LCG working group for the urban sector is to contribute towards effective and coordinated implementation of national policies, strategies, plans and programmes in the urban sector in Bangladesh through joint results targets and a joint monitoring framework.

3. Scope of Work

The overall specific scope of work for the LCG sub-group for the urban sector includes:

- **coordinate work within the sector**, convene quarterly meetings or more often if required, and act as a moderator and facilitator for ongoing activities in the sector;
- **cover primarily urban themes** with a focus on Urban Governance and Urban Poverty Reduction;
- **promote and facilitate common understanding** and integration of policies (namely urban sector reform policies), approaches and efforts of DPs supported projects in the sector;
- **update** an inventory of GoB and donor activities in the sector regularly;
- **build on the NSAPR II (and in future on the upcoming 5YP) for improved coordination** according to the LCG mandate and which delimits the scope of its work;
- **promote harmonisation and alignment of activities** as well as joint work/programmes, analyses to enhance aid effectiveness, avoid duplication and encourage complementarity in programming; provide feedback to the government, concerned agencies, and the LCG plenary;
- contribute to **ensuring mutual monitoring and accountability** with GoB and amongst DPs engaged in the same sector;
- in line with the Urban Sector Strategy **works with other LCG Groups** towards identifying cross-cutting issues and bringing urban issues on their agendas, e.g.: Urban Health, Urban Energy, Rural-Urban Linkages, Urban Poverty, Urban Environment, Urban Transport, Urban Water Supply and Sanitation among others;

- support **communication and dissemination of best practice** in operational approaches/practices with demonstrable, measurable and effective impact;
- **provide regular feedback to the LCG Plenary**, and provide a one page update annually on progress and constraints in the achievement of goals set by GoB in the sector, area or theme, as outlined in a joint “development results framework”.
- **arrange joint fact-finding, joint field review and/or evaluation missions** among DPs to the extent possible.

4. Membership and Attendance

Members of the working group will be primarily representatives of development partners with an interest in urban development and management, and the GoB (chair), represented by the Local Government Division (LGD), responsible for the urban sector. A list of members, including postal and e-mail addresses and telephone numbers, will be kept by the co-chair(s) and circulated regularly. Each DP agency represented in the meeting holds one vote. When a representative of one agency leaves Bangladesh, s/he should inform the chairs of the name of her/his replacement.

Non-DP and Nongovernmental organisations with a strong interest in the activities of the working group and/or an interest in a particular agenda item can be invited by the co-chairs to attend the meeting(s). These include other urban stakeholders, academic, research and civil society organizations. Representatives can attend regularly the working group and participate actively but will not be granted the right to vote.

Representatives of urban governments can participate in the same way when invited by the LGD.

5. Meetings

The meetings of the working group will be structured but conducted in an informal manner. Guest speakers may be invited for specific agenda items.

Notification of meetings and a draft agenda will be sent at least 7 days in advance of the scheduled meeting by the co-chair. Upon the request of three or more members, the co-chair(s) in coordination with the chair will call an extraordinary meeting to discuss any specific issue. Unless the matter is extremely urgent, at least a week's notice should be given.

The draft minutes of each working group meeting with principal focus on decisions and actions will be circulated to all members of the working group, regardless of attendance, as well as the main LCG. All members that attended the meeting can comment on the draft or suggest changes. If the chair does not receive any objections within 10 days after sending the draft, the minutes are considered as approved. Non-members will be sent the record of the meeting, which they have attended. Minutes of meetings will be published on the LCG homepage together with all other relevant records of the meeting.

6. Information Sharing

The meetings will include an agenda point for sharing information about all ongoing and planned activities concerning the urban sector. Members will share information about their projects and programs, developments in the urban sector and any other matters which they feel would be of interest to other members.

In addition, longer inputs can be included as item for the AOB or published through the newsletter. Any member can contribute to the newsletter and to the exchange of other relevant information, organized through the co-chair(s). Information may be shared informally with all or

some members of the working group at each member's discretion and does not need to go through the co-chair(s).

A summary of all ongoing activities will be presented in a simple matrix format and updated regularly.

Guiding principles of information sharing sessions will be as follows:

- members should aim to be concise and outline major developments and issues but may, if they wish, provide additional documentation detailing important initiatives such as reviews or work plans;
- any member wishing to offer additional documentation should take responsibility for making and disseminating all the necessary copies;
- the onus is on each member to consult and involve their implementing or executive partners (GoB department, donor or NGO) as appropriate and reflect a joint view of progress and issues;

7. Organisational Set-Up and Administration

One chair representing the GoB and one co-chair representing the DPs will lead the working group. A second co-chair representing DPs can be nominated, if consensus is reached or the majority of members agree. In case of two co-chairs, they will agree in writing on a division of labour and circulate it in the working group. The co-chair(s) representing the DPs will act as impartial and honest broker(s). The GoB chair and the DP co-chair(s) commit to close coordination and consult each other for any sort of task or decision that lies within their responsibility as chairs of the working group.

For election of co-chair(s) nominations will be called for, and if consensus is not reached, the person/organization receiving the majority of nominations from the member agencies will be appointed for a recommended period of one or two years. Any organization should not serve for more than three years consecutively. If the members decide to have two co-chairs there should be two rounds of election, for each co-chair respectively.

The GoB chairs the meetings. In his/her absence a DP co-chair will conduct the meeting. The co-chair(s) will also be responsible to communicate with the chair, host meetings and ensure that all basic administrative tasks are done. These tasks include preparing meetings including drafting the agendas and writing minutes, composing and sending out the bi-monthly newsletters of the working group and publishing material on the LCG website. If there are two co-chairs they will take turns in hosting and chairing meetings and carrying out the administrative tasks. This will be done in close consultation with each other as well as the GoB chair. The co-chairs may request assistance from other members for specific tasks.

The GoB chair together with the co-chair(s) will represent the urban sector working group in the LCG plenary. The feedback to the LCG plenary and the bi-annual update will be jointly prepared by the co-chair(s).

The co-chairs will make a clear distinction between their role as representatives of their own agencies and their role as officers of the sub-group (where they should not push the agenda of their own agencies). Actions in the name of the working group and the usage of its logo need the prior mandate from the group.

8. Review of TOR

The TOR of the sub-group will be reviewed at the beginning of each calendar year and, if needed, revised according to the decision of the group. In addition any member may propose a revision at any time if s/he feels it is urgently needed. The revision may be agreed after due consultation.