



Joint Programme for Children, Food Security and Nutrition in Cambodia

Programme Management Committee

Terms of Reference

I- Background

The Program Management Committee for the Joint Programme for Children, Food Security and Nutrition in Cambodia works under the overall direction of the UN Resident Coordinator and the Council for Agricultural and Rural Development, who play the role of Co-Chair of the committee. The primary function of the Program Management Committee is technical and operational oversight of programme implementation, monitoring, evaluation and endorsing finalized programme documents for the National Steering Committee's approval.

II- Objective

To ensure successful implementation of the Joint Programme for Children, Food Security and Nutrition in Cambodia through oversight and coordination of the joint programme at a management level.

III- Key Functions

Management arrangements

1. To manage and approve the hiring of the National Programme Coordinator and Provincial Programme Coordinators;
2. To oversee management of programme resources appropriately in order to achieve the anticipated results and outcomes;
3. To revise the consolidated progress and financial reports for the programme in order to identify any points requiring attention or any deviation from the Work Plan in the implementation, and to make recommendations;
4. To address management and implementation problems;

Planning and Coordination

1. To recommend approval of the Work Plans and the Annual Budgets for annual forwarding to the National Steering Committee (NSC);

2. To suggest and recommend approval to any reallocations, adjustments or revisions of the budget required to achieve expected results;
3. To oversee coordination of the joint programme between the UN Agencies, national institutions and other participating Partners, as well as to create links with other similarly-themed programmes being implemented
4. To ensure that the technical and operational teams work together, in a coordinated way, on the programme activities and in consultation with the Programme Coordinator

Technical oversight

1. To provide technical and substantive advice on the expected results and the activities laid out in the Work Plan;
2. To verify and ensure that the activities financed by the MDG-F are in line with the national priorities approved under the United Nations Development Assistance Framework

Advocacy and Communications

1. Ensure advocacy and communication interventions that are in line with joint programme policy objectives, national priorities, and the preparation of a clear action plan for approval by NSC.
2. Ensure that JPs have identified key local actors (citizen groups or others) and recommend any relevant partnerships with civil society groups, local governments, media, youth, academia, etc
3. To monitor consistent use of the MDG-F logo

Monitoring and Evaluation

1. To oversee the establishment of programme baselines to enable sound monitoring and evaluation
2. To review the consolidated monitoring and evaluation reports of the joint programme
3. To identify the lessons learnt from the implementation and ensure that they are documented and disseminated to the Agencies and Partners of the programme

IV. Structure

A- Convening Agencies & Secretariat

The Office of the UN Resident Coordinator and the Council for Agricultural and Rural Development are responsible for convening quarterly meetings of the PMC; additional meetings can be convened on an ad-hoc basis if required. The Secretariat of PMC which is lead by the National JP Coordinator will provide secretariat services for the PMC and is responsible for the organization and documentation of PMC meetings, including setting the agenda, preparing speaking points, drafting & distributing minutes, and monitoring action points in collaboration with the JP Joint Technical Team.

B. Composition

The PMC is composed of management staff of the joint programme implementing partners who have decision making abilities:

- UN Resident Coordinator or designate in the role of UN Co-Chair
- The Chairman of the Council for Agricultural and Rural Development or designate in the role of Government Co-Chair
- Minister or designate of the Ministry of Health; Ministry of Agriculture, Forestry and Fisheries; Ministry of Education, Youth, and Sport; and the Ministry of Labour and Vocational Training;
- Head of Agency or designate of UNICEF, WHO, WFP, FAO, UNESCO, ILO; and

Observers: Representatives of non-state actors such as NGO's, civil society and the private sector such as trade unions can be invited to attend PMC meetings with prior approval from a PMC co-chair.

Note: This ToR is amended from Implementation Guidelines for MDG Achievement Fund Joint Programmes (July 2009)