

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 GWP/WA Secretariat and has the mandate of GWP Partners to perform this important task.

The SC should be comprised of a majority of appointed representatives from the GWP Partners in the region, through an open and transparent process, seeking a balanced composition across relevant disciplines, stakeholder groups, geographic areas and gender. The Chair is selected by the Steering Committee among the political, scientific or technical personalities of the West Africa region, with a known experience of cooperation, networking and having the capability to convince actors, and approved by the Assembly of Partners as set out in the GWP/WA statutes.

This document shall be read in conjunction with the GWP/WA statutes and the GWP RWP Conditions for Accreditation.

Role of the SC members

The SC, mandated by the Assembly of GWP Partners in the region, has a role of supervision and guidance of the executive body of the RWP. Its members are the custodians of the name and logo of GWP in the region. The SC members must be willing and committed to actively participate in regular meetings and support the Regional Secretariat. They are elected/appointed considering their merits, professional and personal skills. They must at all times operate with a high level of professionalism, integrity, transparency and accountability.

The Chair of the GWP/WA has the role of coordinating the SC which should aim at working as a collegiate body. She/he shall act as the representative of the region when required and will be an ambassador of the RWP.

Under the coordination of the Chair, the SC plays a key role in the fiduciary control of the GWP/WA operations and cooperates with the Regional Secretariat and GWPO to ensure accountability.

Main responsibilities of the SC members

- Ensure that the GWP/WA is functioning in accordance with the provisions stated in its statutes, the guidelines set by the GWP network and the decisions reached by the SC.
- Provide the GWP/WA with strategic direction and policy guidelines, to be implemented by the Regional Secretariat.
- Revise and approve the draft work plan and budget prepared by the Regional Secretariat and follow-up the programmatic and administrative implementation of the annual work plan and budget and monitor and evaluate the achievements.
- Monitor the performance of the Regional Secretary/Coordinator on an annual basis and provide continuous objective feedback whenever required.
- Maintain good communication with the SC members, the Regional Secretariat and Partners.
- To promote and protect the name, logo and reputation of GWP.
- Ensure that the General Assembly is kept informed of relevant developments in the region.
- Actively support the resource mobilisation efforts and capacity of GWP/WA by promoting the organisation to its personal networks and contacts as well as by assisting the GWP/WA's fundraising activities toward other strategic (prospective and existing) donors and partners.

The Chair of the SC shall:

- Chair the SC meetings and the General Assemblies. When she or he is unable to attend a meeting, request the support of other members of the SC to attend in her/his place. She/he has the right to postpone a SC meeting that has been called if there are compelling reasons for such postponement, and has to keep all SC members duly informed of this decision.
- On behalf of GWP/WA, sign all documents requiring the approval of the SC.
- Represent the GWP/WA in regional and international events, including key GWP Network meetings.
- Monitor the preparation of the regional work plan and budget, and the timely delivery of reports by the Regional Secretariat.
- Monitor the work of the Regional Secretariat, ensuring that it provides the GWP Network with a good quality service.

Expected profile of the SC members

- A person of integrity, respected and influential, with strong social networks in the government, 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 Secretariat.
- Have relevant expertise in issues related to sustainable development, to effectively support the application of the IWRM approach promoted by the RWP.
- Knowledge of and commitment to the mission, principles and values of the GWP Network.
- Commitment to mainstream gender into all operational aspects of GWP.
- Ability to communicate effectively with small and large groups.
- Able to maintain objectivity to address regional issues without bias towards any specific issue or countries of the region.
- Experience in fundraising is considered a major advantage.
- A flexible, diplomatic and collaborative personality, both sensitive to regional and national, political, cultural and social differences.

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 prime interest of all those who support GWP is the improvement of the sustainable use 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. access to key stakeholders, strengthening of one's own Network, 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 RWP or CWP.