

# **DRAFT MODALITIES FOR SETTING UP THE JUABESO-BIA**

## **HIA IMPLEMENTATION COMMITTEE**

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### **Introduction**

The establishment of the Juabeso-Bia HIA Implementation Committee (HIC) is a critical step in the HIA development process and a key activity under the 3PRCL project. It follows establishment of the HIA Management Board, and reflects an operational and engaged Consortium of partners to the landscape. By establishing the HIC, both entities are better equipped and united to oversee and support the successful implementation of interventions and on-the-ground activities geared towards realizing the vision and goals of the HIA and the broader GCFRP.

### **Purpose**

The main purpose of the Implementation Committee is to serve as an implementation body that actively connects the HIA members, through the HMB, with the Consortium partners so as to ensure clear and open communication, planning, and implementation of key activities. In its capacity, the HIC is the body that will oversee, carry out, and/or collaborate on important actions and engagements across the HIA, in alignment with the HIA Management Plan, including but not limited to issues relevant to Benefit Sharing under the GCFRP.

### **Scope**

The work of the HIC will be to support the efficient and timely implementation of activities and actions laid out in the management plan of the HIA (or similar), as well as other initiative or efforts that may be agreed upon by HIA and Consortium stakeholders.

In particular, the HIC will support companies, NGOs and the government to effectively coordinate and implement their actions and activities across the various Sub-HIAs. It will also play a dominant role in the equitable distribution of carbon benefits (both monetary and non-monetary benefits) to farmers, communities and Traditional Authorities emanating from Sub-HIA and HIA level actions to reduce deforestation and emissions, as outlined in the Benefit Sharing Plan of the GCFRP, and in emerging documents and protocols being generated by a World Bank supported consultant to the NRS to set up the REDD+ Dedicated Account (RDA) and the Fund Flow

Mechanism (FFM), which are both critical elements of the benefit sharing process.

More specifically, the responsibilities of the HIC will include, but are not limited to:

- Maintaining communication between the HMB and the Consortium;
- Working on-the-ground with SHEC and CEC leaders and members;
- Participating in Consortium and HMB meetings (as necessary);
- Helping to plan the implementation of activities and foster strong coordination and collaboration between the various partners;
- Implementing, monitoring and reporting on the disbursement of performance-based benefits across the HIA, as prescribed in the final BSP, and as being further defined and clarified by the consultant to the NRS and supported by the World Bank;
  - o Confirmation of “registered” CSC farmers to receive benefits
  - o Managing a “call for proposals” from Sub-HIA for communities to benefit from the carbon funds;
  - o Identifying Traditional Authorities who are eligible to receive benefits;
  - o Managing the procurement, reporting and auditing processes for purchase of in-kind benefits to CSC farmers in the HIA;
  - o Managing the procurement, reporting and auditing processes for contracting of development projects in selected communities;
  - o Reporting to the RDA Board.
- Reporting to the HMB and Consortium on other relevant actions and activities related to the HIA Management Plan (including company activities, NGO activities, government activities)

## **Composition**

The HIC will be made up of representatives from the Juabeso-Bia HMB and the Consortium. It should be limited to individuals who are literate, present full-time in the landscape (or majority of time), have a proven track-record in transparent financial management, and who have the energy, capacity and knowledge to oversee the implementation of complex collaborative activities. This may include grant writing, procurement, financial and technical reporting, logistical planning, and stakeholder engagement and sensitizations.

As recommended in the GCFRP final BSD and articulated in the consultant to the NRS/World Bank’s Inception Report,

- The committee shall be made up of six members.
- Three of these members shall be from the HMB while the other three come from the Consortium (one from private sector, one from a government agency, and one from a CSO/NGO)
- Members of the HIC, especially those representing the consortium should be individuals who are present and able to be active in the Bia - Juabeso landscape on a daily basis.
- Representatives of the Consortium to the HIC will be selected at a meeting (physical/virtual) organized by the Consortium
- During this meeting, consortium member partners seeking membership to the committee must nominate themselves and make a case for the inclusion of their proposed representative (the individual who will sit on the HIC) to the other partners. The meeting will facilitate a voting and/or universally agreed selection process of the three representatives.
- The HMB, with facilitation from the Consortium, will select their three representatives to the HIC.
- The Manager (with good technical knowledge of NRM and cocoa), who shall be hired by the HMB, is an automatic representative of the HMB on the HIC.
- The selection process of the other two members shall be by consensus or election as stated in the HMB constitution.
- Fair gender representation is strongly recommended and should be prioritized in the selection of HMB representatives to the HIC

## **Roles and Responsibilities**

### **HIA Implementation Committee (HIC)**

The Roles and Responsibilities of the HIC will be to facilitate implementation of the HIA Management Plan, in accordance with the priorities and needs of the HIA and resources and planned interventions of consortium stakeholders. Roles and responsibilities specific to GCFRP Benefit Sharing will be determined by the REDD+ Dedicated Account Board and the approved Fund Flow Mechanism, in consultation with the NRA, Ministry of Finance, and in accordance with the objectives of the HIA.

Generally, the roles and responsibilities, among others, will include:

- Serving as a bridge between the HMB and the consortium to ensure quality communication, planning and implementation, and to strengthen collaboration and cross-cutting efforts.
- Supporting the HMB and consortium to identify, plan and implement activities and interventions as outlined in the management plan of the HIA.

- Overseeing the identification, prioritization and selection of community development projects as may arise from activities of the HIA.
- Initiating and lead the development of project proposals to government, private sector organizations and others for possible funding of developmental projects in the landscape
- Monitoring activities and ensure that approved projects and interventions being implemented are carried out in the spirit of best practices and in accordance with provided specifications.
- Supporting and playing a role (as necessary) in HIA monitoring, including monitoring developmental projects to track progress, monitoring of indicators under the GCFRP monitoring plan and the CFI.
- Effectively reporting on HIC activities and expenditures under the supervision of the HMB and consortium.
- Establishing a bank account to facilitate payment of benefit sharing funds for the HIA.
- Overseeing the equitable disbursement of performance-based benefits at the HIA level following the agreed operational guidelines, procedures, and practices.
- Liaising with the SHECs of the HIA to identifying and facilitating the distribution of in-kind benefits to eligible farmers engaged in CSC practices.
- Having oversight responsibility over procurement activities and the awarding of contracts and ensuring that the processes and guidelines for such activities are consistent with relevant procurement laws.

### **Leadership of HIC**

The HIC will maintain 3-leadership positions—a HIC Chairperson, Vice Chairperson and Treasurer.

### ***Committee Chair***

The committee shall be chaired by the Manager of the HIA whose job it is to oversee implementation of the HIA Management Plan.

- The Chairperson and his/her vice shall serve as the focal point of the HIC, playing a lead role in organizing meetings, preparation of relevant documents, putting in place action plans, overseeing implementation, reporting and communicating with partners.
- The Chairperson shall be a co-signatory to the HIC bank account.
- The Chairperson shall work hand-in-hand with the vice-chair and other members of the HIC to ensure that work is carried out as expected and initiated by the HMB and consortium.

- The chairperson or vice- chair and treasurer shall attend HMB and consortium meetings as and when necessary, and report on HIC activities and finances.

***Vice Chairperson:***

The Chair of the HIC shall be deputized by a vice-chair, who will be selected from the consortium representatives on the HIC and internally agreed upon by the committee.

- The Vice Chairperson shall support the Chair in carrying out all activities of the HIC.
- The Vice Chairperson represents the Chairperson in his/her absence.
- The Vice Chairperson shall maintain written records and documents of the HIC and shall produce minutes, reports and related documents as required.
- The Vice Chairperson shall work hand-in-hand with all members of the HIC, as well as the HMB and the Consortium to ensure that work is carried out as expected.

***Treasurer:***

- The Treasurer shall manage the financial transactions and financial reporting of the HIC. She/he shall be selected from the representatives of the Consortium to the HIC, as stipulated by the BSP.
- The treasurer shall be a co-signatory to the HIC bank account.
- The treasurer shall keep records of all financial transactions of the HIC.
- The treasurer shall present a financial report to the HIC as and when required, and these are shared to the HMB, Consortium, and RDA Board as requested.
- The Treasurer shall, with support from the Manager, monitor the use of any project-related funds released by the HIC.
- The treasurer with the chairperson shall attend HMB and consortium meetings as and when necessary, and report on HIC activities and finances.

**Length of Term**

The HIC is a standing committee that shall continue to exist in line with the life span of the GCFRP and/or HIA.

Members however may be changed biennially as it is with the HMB.

**Conduct of Business:**

- The HIC will be a non-voting body and will strive to build consensus on issues being discussed.
- The HIC in performing its roles and responsibilities will be guided by the principles of openness, inclusiveness and transparency at all times.
- The HIC and its membership must be seen to be engaged in honest and selfless dealings at all times.
- The HIC must ensure effective collaboration with the HMB, Consortium and all other relevant stakeholders in the Juabeso –Bia landscape.
- The HIC must be transparent in its procurement, disbursement and reporting.

### **Meetings:**

The HIC shall, as part of efforts towards meeting its targets and living up to its terms of reference organize meeting to discuss and plan issues relating to its mandate.

**Attendance:** HIC meetings will be open only to HIC members, unless otherwise decided upon by the HIC for the acceptance or admission of non-members whose expert advice or technical expertise is required for the execution of the committee’s responsibilities.

**Location:** Meetings of the HIC will be held at selected venues agreed upon by the committee within the landscape.

### **Frequency**

- The HIC is expected to meet at least on quarterly bases, or as required in instances of demonstrable need. For example, during times when benefit sharing is taking place.
- Additional meetings may be scheduled at the discretion of the HIC.
- The meeting schedule will be determined by the members of the HIC.

### **Resources:**

The cost of HIC activities will be borne by government funding related to the BSP and HIA monitoring, as well as private sector and NGO support to the HIA, either as in-kind engagement of staff onto the HIC (i.e. salaries are paid) and/or with financial support to operations and activities aligned to the Management Plan.

### **Reporting:**

The HIC will report to the Chair of the HMB and a designated focal point of the Consortium and be available to meet with the HMB and Consortium as necessary. During benefit sharing, the HIC may also need to report to the RDA Board.