AFRICAN DEVELOPMENT BANK – CIVIL SOCIETY COMMITTEE

TERMS OF REFERENCE

A. Background and Rationale

The African Development Bank (the Bank) first established a Bank-Civil Society Committee in 2000, in accordance to the Policy of Cooperation with Civil Society in 1999. In 2012, the Bank adopted the new Framework for Enhanced Engagement with Civil Society Organizations (CSOs) - CSO Engagement Framework- consistent with its Ten–Year Strategy (TYS) 2013-2022. The Bank-Civil Society Committee subsequently was revitalized, and Terms of Reference for the Committee was agreed upon in 2015.

Later in 2015, President of the Bank Akinwumi Adesina further emphasized the organization’s priorities within the Ten-Year Strategy known as the High 5 priorities:

a. **Light up and Power Africa** — bridging the energy deficit.

b. **Feed Africa** — ending Africa’s status as a net importer of food.

c. **Integrate Africa** — linking together the continent’s small and fragmented markets into a regional player.

d. **Industrialize Africa** — diversifying economies beyond commodities and raw materials to value added industries.

e. **Improve the quality of life for Africans** through training, education and social development.

The Bank also adopted a new organizational and business model to facilitate the implementation of the High 5s. The President and his team are firmly convinced that the ambitious goals for the coming years can only be achieved with the active engagement, advice and participation of CSOs and civil society more generally.

In 2016, these ToRs were revised following a consultative process. A new Bank-Civil Society were set up in 2018 under a new format.

On December 2019, the outgoing Committee discussed these ToRS again and the Civil Society and Community Engagement Division held self-assessment and evaluation exercises around the mandate and the missions of the Committee based on its operations.

The ToRs articulated below have been developed drawing on the various suggestions, propositions and scenario received during these participatory consultations. They intend to facilitate and guide the renewal process of the CSO representatives/members in the Committee.
B. Committee Mandate and Role

The mandate of the Bank -Civil Society Committee is to advise the Bank on forging stronger relations and partnerships with the CSO community and to help to hold the Bank accountable for implementation of the CSO Engagement action plan. The role of the Committee would consist of the following:

a. Provide strategic guidance for the implementation of the Bank’s CSO Engagement, including advise on priorities and steps to implement those priorities;
b. Advise the Bank on the indicators and targets for a results framework for the CSO Engagement and Action Plan;
c. Monitor the performance of the Bank against the results framework;
d. Serve as forum for dialogue on what is/is not working well and on appropriate modifications in approach;
e. Serve as a vehicle for information and experience sharing;
f. Serve as an interlocutor between the Bank and the broader CSO community, both through the Committee as a whole and through the outreach of committee members in their constituent regions;
g. Foster stronger communication between the Bank and the CSO community;
h. Help the Bank to convene the broader CSO community, including through the CSO Forum, and advice on the agenda for the CSO Forum and other meetings.

C. Composition of the Bank -Civil Society Committee

There will be a maximum of 22 Committee members in the Committee. Half of the Committee members shall be from the CSO community, half shall be from the Bank.

The term of each committee will be for a period of two years (renewable once).

As a reflection of the importance the Bank attributes to its engagement with the CSO community, the Chair of the Committee shall be the Bank’s Vice-President of the Agriculture, Human and Social Development Complex (AHVP). The Director of the Gender, Women and Civil Society Department (AHGC), who is responsible for the Bank’s engagement with Civil Society shall be a member, and the Manager of the Civil Society and Social Innovation Division (AHGC2) shall serve as the Secretariat and Convener of the Committee. CSO members will be selected as representatives of their organizations.

The CSO representatives will be invited to join the Committee by invitation of the Committee Chair, based on the selection process administered by the Bank.

The membership is disaggregated as follow:

- 5 CSO Representatives from each of the sub regions: West, Centre, East, North, South;
- 5 thematic representatives: Agriculture, Energy/climate, Gender, Youth, Governance/accountability;
- 1 CSO member will come from an international NGO/CSO active in Africa.
The Committee composition will ensure a gender balance and the representation of the youth constituency.

CSO members will serve in the capacity of a representative of his/her CSO and of the CSO community falling within his/her geographical location and, as applicable, sectorial area. As such, members will be expected to consult their constituencies in advance of Committee meetings and provide feedback to their constituencies at the conclusion of Committee meetings.

CSO members will elect a Committee Vice-Chair from among themselves. The Vice-Chair will coordinate CSO Committee members as needed.

The Committee may invite outside experts to participate in meetings as deemed useful.

**D. Criteria for Selecting CSO Members**

In addition to the Committee composition features discussed above, each member of the Committee must:

- Be the leader of or hold a senior position in a CSO;
- Come from a CSO, which is already visible, and has the capability, experience and interest to serve as a representative of a broad CSO constituency;
- Come from a CSO, which is officially recognized and duly registered in at least one regional member country;
- Come from a CSO, which can show evidence of structured good governance and accountability practices through audit reports;
- Come from a CSO, which has a track record of gender equity in its operational work.

**E. Work Plan and Deliverables**

The Committee will meet at least twice a year and more often if agreed by all members. The chair will convene the meetings at a time and place decided in consultation with the members.

Agendas for Committee meetings will be elaborated (and distributed) in advance in consultation with the members.

The secretariat will be responsible for the logistics of the meeting and for producing meeting minutes within two weeks of the meetings’ close date. These shall be circulated to the members for comments with final minutes issued within a month of the meeting’s close date.

**F. Financial Implications**

The CSO members in the Committee are appointed without financial compensation. Expenses (such as travel, lodging and per diem) for Committee meetings and other agreed activities (e.g. consultations other CSOs) will be covered by the Bank, as agreed prior to the activities and in line with the Bank’s rules and budget.