

TERM OF REFERENCE

COUNTRY CONSULTATION MEETING

A one-day meeting to facilitate feedback on the first draft of the RPOA 2.0

1.0 BACKGROUND

PT. Hatfield Indonesia has been appointed to facilitate and engaged to develop the renewal of the Regional Plan of Action (RPOA 2.0). PT. Hatfield Indonesia has prepared a team with highly relevant experience for the purpose of optimizing engagement of key stakeholders across different countries. The team will divide the consultation tasks across team members in the CT6 to improve time- and cost-effectiveness.

A coordinated participatory approach will be utilized to deepen the level of analysis required for effective planning and development of the RPOA 2.0. Consultation interviews with key national government agencies, personnel, and development partners will be facilitated and standardized by using questionnaires that follow the principle and criteria framework described in the Inception Report.

Following the first RPOA 2.0 workshop and third priority setting workshop held in Manado, Indonesia on 30 April – 2 May 2019, additional virtual consultations are conducted via Skype/telephone and will be conducted as much as possible in groups, depending on the schedule and availability of the key stakeholders. During these virtual consultations, additional information will also be collected on the availability of relevant funding sources.

A first working draft of the RPOA 2.0 will be submitted to the RS by May 30, 2019 for review. In June, members of the consultant team will visit the CT6 countries to hold meetings to gauge feedback on the working draft and gather more information on priorities by the countries.

Throughout the month of June, reviewers can submit their comments also directly to the RS, which will then be used as the basis for preparing the second version of the RPOA 2.0 as well as its supporting documents (i.e., strategic business plan that includes the operations and resource mobilization plans, communications plan, and work plan) which is targeted for submission on July 12, 2019.

The second version of the RPOA 2.0 will then be finalized through a “write-shop” planned around July 25-26, 2019. A PowerPoint presentation of the final report, with relevant summary descriptions, will be delivered to the RS, and as required, a presentation by the team leader at the 15th CTI-CFF Senior Officials' Meeting at the date advised by the RS.

This ToR described the objective of the in-country meetings.

2.0 MEETING OBJECTIVE

The in-country meeting will comprise a 1-day workshop with the participants as recommended by the NCC. The objectives are to go through the first working draft, and to:

- identify any gaps/opportunities;
- rank member country priorities;
- consider indicators; and

- compile further recommendations and relevant information.

3.0 DETAILS AND AGENDA

Details and agenda of the meeting are suggested as follows:

Date : to be confirmed for each country

Venue : to be advised by each country (note that the consultant team have no budget for venue or consumables)

Time	Agenda
<i>9.00 – 10.00 registration</i>	
10:00 – 10:30	Introductions by NCC leader, restating the objectives
10:30 – 11:00	Brief presentations on working draft RPOA 2.0 (consultant)
11:00 – 12:30	Q&A and General Discussion
13.30 – 15:30	Four rounds of feedback on: <ul style="list-style-type: none">• Goal• Objectives• Strategies• Targets and Indicators
<i>15.30 – 15.45</i>	<i>Tea and coffee break</i>
15:45 – 16:30	Discussion
16.30 – 17.00	Next steps and closing
