

Project Review and Monitoring Group - Membership and ToR

1. Membership

- Chair - Deputy D-G
- Core: Division Directors (4)
- Core: Division thematic Advisers (4) - for input + back-up for Directors
- Communication Adviser as required
- Capacity Development Adviser as required
- Finance Manager/Project Accountant as required
- HR Manager as required depending on recruitment issues
- Additional division programme Advisers as required depending on thematic issue
- Ad hoc external specialists for project design/reviews as required

2. Terms of Reference

A. Project Design

- i. Oversee design and prioritization of new projects over US\$50,000 to ensure that they are aligned with Strategic Plan priorities and targets, and address donor objectives.
- ii. Ensure that major projects are integrated across technical divisions, where relevant, as well as communications and capacity development, so that projects benefit from available in-house expertise and synergies with other programmes and projects.
- iii. Ensure that environmental planning, impact assessment and management to international standards are included in relevant projects.
- iv. Design a project preparation cover sheet to accompany proposals to facilitate review by the PRMG that includes all relevant project information and space for PRMG review comments back to project proposer.
- v. Assess the need for, and identify, external specialist input for technical design of projects.
- vi. Lead in developing new cross cutting projects on an annual basis.

B. Project Review and Monitoring

- vii. Receive project tracking reports from Directors to monitor implementation progress
- viii. Review periodic project reports for major projects before they are submitted to donors.
- ix. Provide guidance to project managers and Executive on relevant issues that arise.
- x. For projects in-country, undertake periodic inspection of project implementation (tied to scheduled country visits) including discussions with national stakeholders to ensure satisfaction with project delivery and identify any issues that need to be.
- xi. Establish a PRMG M&E schedule with project manager with timelines for internal review.

C. Other

- xii. Ensure that a manual is prepared for risk assessment during project preparation and outlining procedures for monitoring and evaluating projects during implementation.
- xiii. Ensure that a manual or toolkit is developed that summarizes lessons learned from SPREP projects, which is updated regularly and acts as a sourcebook for SPREP staff for best practice.
- xiv. Develop and manage a project database that records essential information on all SPREP projects: name, location, purpose, outputs, outcomes and lessons learned.
- xv. Review and advise opportunities for increasing the funding available for SPREP Programmes

3. Operation

It is anticipated that most work of the PRMG will be done as desk reviews, at least as a first step. Large or complex projects are likely to require a meeting(s) to review the proposal with the responsible officer. It is important that project development not be delayed, so the PRMG needs to work quickly and efficiently.

Project Design

- STEP 1: new projects referred to Chair of PRMG with appropriate cover sheets with checklist (project information, internal and external collaboration details, internal and external monitoring schedule, etc).
- STEP 2: Chair distributes project document(s) to PRMG members for review.
- STEP 3: PRMG desk review turn-around 1 week with comments returned to Chair for transmittal with PRMG advice/queries to proposer as one coherent document.
- STEP 4: for simple proposals and/or with no major issues identified by PRMG, Chair approves.
- STEP 5: for complex proposals with issues, proposer addresses concerns and resubmits to PRMG to indicate how issues will be addressed - likely to require presentation to meeting of PRMG (see below).
- STEP 6: final approval by PRMG or decision not to proceed if proposal is considered deficient or not in accordance with Strategic Plan priorities/targets.

Project Monitoring

- Monitoring timeline established during project design and agreed by PRMG.
- Chair convenes PRMG meeting as needed to review projects within monitoring schedule (reports presented by project managers) as well as projects in design stage per Step 5 above.
- Chair reports regularly to D-G and SMT on status of project monitoring and development, with early identification of any major issues that need addressing, as well as any other project development priorities.