

# Term of Reference (TOR) of Monitoring and Evaluation Working Group (MEWG)

## **1.0. Purpose and Tasks of the MEWG**

The primary function of the Monitoring and Evaluation Working Group (MEWG), as provided by SOM6, is to provide technical inputs and recommendations to the Regional Secretariat and the National Coordinating Committees of the CT6 in achieving the over-arching goals that have been set forth in the RPOA. Generally, as approved by the SOM6, the Working Groups shall:

- Convene Working Group meetings and discussions by creating CT6 team and partner for each theme.
- Coordinate and assist identification, compilation, and consultation of thematic issues in CT6.
- Assist regional exchange and workshop as public consultation.
- Communicate with CT6 focal points, experts, partners, and other groups on specific theme.
- Prepare technical and communication material on working group matters to be distributed to Regional Secretariat and CT countries.

Specifically, the MEWG may also perform the following functions:

1. Develop and oversee the implementation of the CTI M&E System, which will help track and report on progress on the RPOA objectives and targets including alignment to meeting CT6's commitment to international conventions such as the Convention on Biological Diversity
2. Oversee and coordinate with the CTI Regional Secretariat on the preparation of the regional State of the Coral Triangle Report
3. Coordinate with the other WGs and partners the preparation of activity status and output tracking sheets for the regional priority actions
4. Coordinate the organization and conduct of relevant regional exchanges, conferences or meetings
5. In relation to item (i), coordinate the development of a CTI Index.

## **2.0. Membership and Structure**

**2.1. Membership.** The MEWG shall be composed of at least two representatives from each of the CT6 (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands and Timor Leste), a representative from the Regional Secretariat and CTI-CFF partners. The NCC of CT6 countries shall designate representatives to the MEWG meetings. However, decision-making shall be lodged with the CT6 members.

## **2.2. Term of the Chair and Vice Chair.**

The term of the Chair and Vice Chair is two years starting on 01 January of the year, following the confirmation of the SOM. The MEWG will decide the subsequent Chair and Vice Chair.

## **3.0. Program Planning and Coordination**

### **3.1. Regular MEWG meetings.**

The MEWG shall conduct at least one meeting annually to prepare the annual report and submit to the SOM. The schedule of the meetings will take into consideration planned CTI regional events and SOM / MM meetings. In addition to the annual meeting, conference calls may be arranged among the MEWG focal points to keep the CT6 abreast with the developments on the MEWG work plans across the CT6. The Chair shall inform the TWG focal points of the CT6 at least two weeks prior to the date of the conference call and the agenda.

### **3.2. MEWG Annual Work and Financial Plan Preparation and Presentation to SOM.**

In coordination with and support from the CTI-CFF Regional Secretariat, the MEWG shall prepare an annual work and financial plan showing directions and activities leading towards the successful completion of the priority actions set forth by SOM on M&E. The MEWG shall encourage the support and participation of the CTI-CFF development partners and other TWGs in drawing the MEWG annual work plan.

Resource allocation needed to complete the activities presented in the annual work plan shall be integral in the work plan preparation. The funding sources from within the CT6 governments and development partner organizations will be identified and form part of the presentation of the work plan to SOM.

### **3.3. Collaboration with other TWGs.**

The MEWG shall coordinate and collaborate with other CTI TWGs and the Regional Secretariat in the planning and conduct of regional priority actions.

### **3.4. Collaboration with Technical Experts and Supporting Institutions and Organizations.**

The MEWG shall invite and duly recognize the technical experts and supporting institutions (e.g. academe and research organizations) as technical advisers to the TWG. The Regional Secretariat shall assist the MEWG in putting together a pool of technical advisors which will be called on for specific questions or issues. The specific functions of the technical advisors are: -

- To provide technical support in the compilation, review and analysis of data/information and provide decision support regarding issues relating to M&E of the RPOA goal and targets
- To provide technical support in the preparation of communication messages including press releases, and other information and communication materials

- To guide the preparation and/ or review of concept notes and or funding applications (grammar correction)
- To guide the preparation of reports of CTI regional activities concerning M&E

**3.5. Monitoring and Reporting of Progress.** The MEWG shall develop an M&E system and indicators to track and report on progress work plan implementation of the TWGs and the achievement of the RPOA goal and targets.

**3.6. Mechanisms to Change Indicators.** The MEWG may recommend a change in the M&E indicators, or review and endorse any change requested by another TWG to make a change in its M&E indicators. The consensus needed from the CT6 on such decisions will be coursed through the Regional Secretariat.

#### **4.0. Administrative Support to the MEWG**

The administrative support for the TWG shall be provided by the country chairing the TWG. Coordination with other CT6 countries pertaining to schedules of activities, collaboration with other countries and other related activities should be coordinated with the regional secretariat.

#### **5.0. Financial Arrangements.**

The MEWG shall provide assistance to the Regional Secretariat in mobilizing financial resources in to support to the implementation of the annual work plan as well as in the operations of the TWG.