

Nepal

Food Security Technical Working Group (FSTWG)

TERMS OF REFERENCE

1. Introduction

The purpose of the *Food Security Technical Working Group (FSTWG)* is to promote improved food security, agriculture, and nutrition in Nepal through enhanced coordination and cooperation between donor- and other development agencies, other relevant development partner working groups and the Government of Nepal. To that effect it will:

- Provide a forum for exchange of information and discussion of food security issues among donors and other major development partners in Nepal;
- Streamline coordination, enhance transparency and reduce the administrative burden of information sharing between the Government of Nepal and major donors and development partners in the Food Security sector –particularly in relation to policy support; and planning; and
- Promote coordination between donors and other major development partners by sharing information and experience, to avoid duplication and replication of effort, and promote a coordinated approach to food security programming.

The emphasis of the FSTWG is to provide an open forum for review and discussion of issues of common interest that relate to food security, agriculture, and related sectors such as nutrition. In this way, the group should promote the exchange of information, stimulate joint activities among its members, and harmonise approaches to national policy and planning advisory.

2. Objectives and function

Co-ordination and information sharing

- Improve coordination between members of the working group and the government, with particular emphasis at the technical level so that food security information is shared, duplication of programmes/projects is avoided and funding channels and decision-making processes are enhanced.
- Link to other development partner related working groups, such as the Food Security Cluster, Nutrition Cluster and Nepal Nutrition Group, the Utstein Group, etc. Linkages will be ensured through simultaneous membership of these groups by members of the FSTWG and through joint meetings or other efforts as appropriate.
- Serve as the main communication point and promote active engagement including information exchange, consultation and coordination of action with relevant ministries, working groups and committees of the Government of Nepal. This will include: The NPC, MoAC, MoHP, MoLD, MoCS etc.
- Maintain accurate and up to date contact and mailing lists for major food security actors in Nepal (including civil society, academia, and the private sector) for the purpose of information dissemination.
- Develop and maintain a joint platform for relevant food security documents, including policies, major evaluations, relevant research and best practice information.

Provide input for the design and development of national policies and strategies related to food security

- Be the first point of contact for the Government of Nepal and other development partner working groups when the technical input of development partners is required for food security and

agriculture policy development and planning. In doing so, as far as possible provide one voice on food security related issues and reduce the duplication of individual member meetings and input.

- Jointly present international case studies and best practice examples to the Government of Nepal to facilitate policies and planning in relation to Food Security.
- Ensure that food security, agriculture and rural development issues and strategic objectives are adequately reflected in the Three Year Plans and/or other development plans of the NPC, the UN Development Assistance Framework (UNDAF) and other country planning and programming instruments as appropriate.
- Prepare an inventory, and review on a regular basis, past, existing and projected country policies and programmes that are relevant to food security.

3. Organisation of the Working Group

Membership and Chair

- Membership of the FSTWG will be open to all major donors and bi-lateral and multi-lateral agencies and development banks that currently support the food security sector in Nepal or intend to do so. FSTWG members can invite other stakeholders as observers when relevant.
- There will be a 6 monthly revolving chair and co-chair agreed by members of the FSTWG. The Chair will be member organisation of the FSTWG that has capacity to undertake the tasks required on a timely basis. At the end of the 6 month term, the co-chair will automatically move to the chair (if they are willing to accept the position) and a new co-chair will be selected.
- Responsibilities of the Chair organisation will include:
 - Chair meetings and ensures meetings to be strategic, in line with the purpose of the group, concise, and participatory.
 - Organise and communicate the regular monthly meeting date, call irregular meetings upon member request and select the meeting venue.
 - Prepare and facilitate meeting agendas.
 - Prepare and facilitate meeting minutes within one week of the meeting and ensuring endorsement of minutes at the following meeting.
 - Maintain an accurate and complete database of key information and documents related to food security and agriculture on a joint platform.¹
 - Submit all relevant documents and meeting minutes to a central secretariat to be agreed upon.

Representation of the Working Group

- The Chair and Co-Chair will be the key representatives of the FSTWG. However other members may also be selected to represent the views of the Group in various forums. In such instances the FSTWG must approve the representation, and the views of the Working Group should be represented in a fair and un-biased manner.

¹ 'Location' where to host such database will be further discussed and agreed upon within the working group