



EXPANDED PUBLIC WORKS PROGRAMME

ENVIRONMENT & CULTURE SECTOR:

M&E SUB-COMMITTEE

TERMS OF REFERENCE

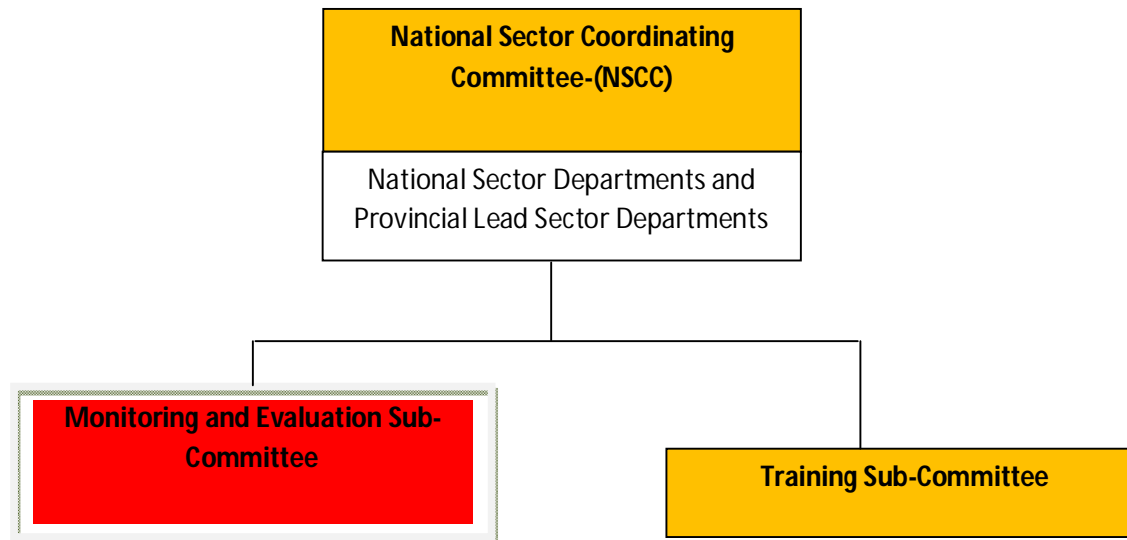
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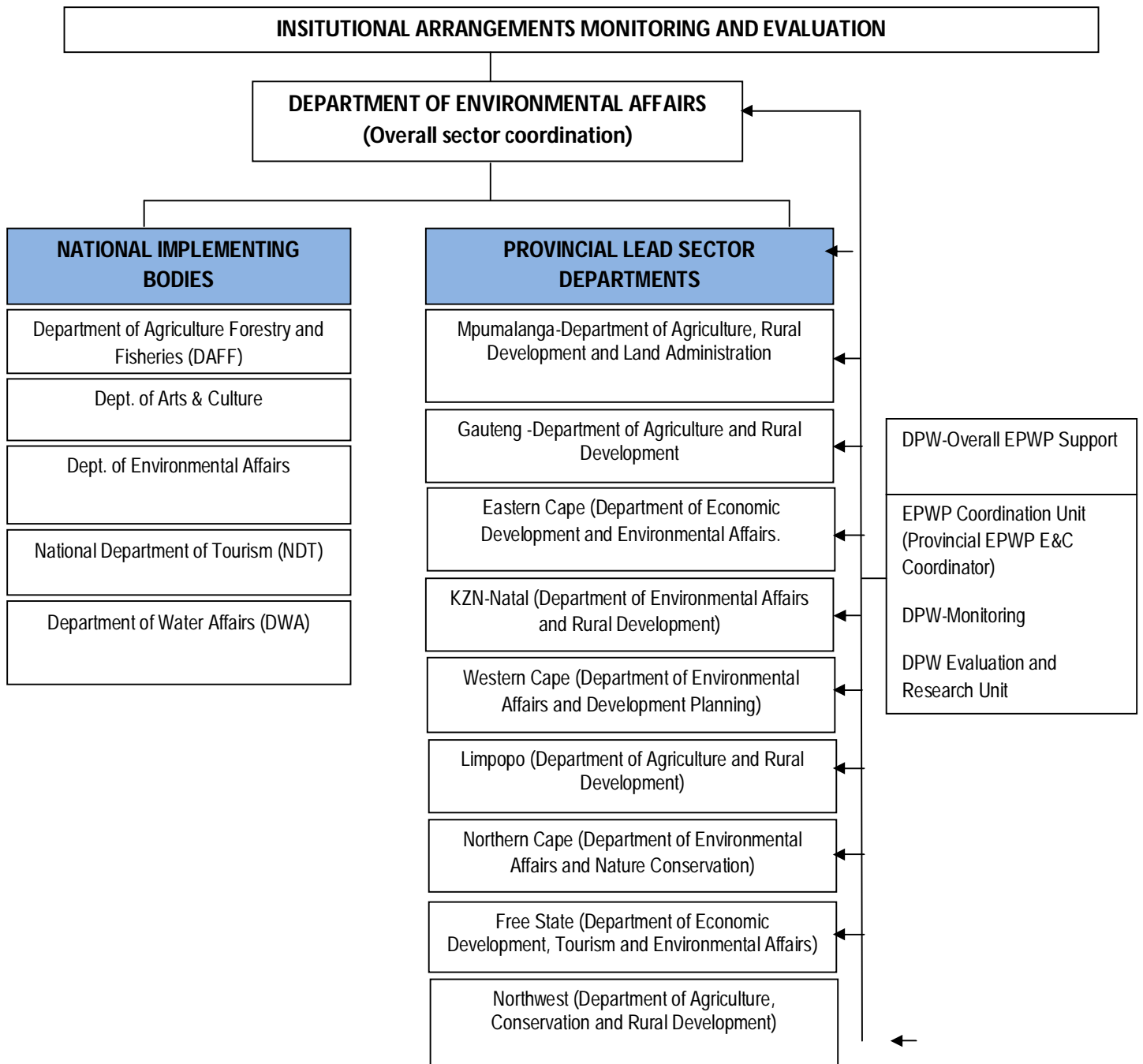
1. Background and Introduction

The National Department of Environmental Affairs is the Lead Sector Department for the Environment and Culture Sector (E&C) of the EPWP Programme, responsible for the coordination of the Environment and Culture Sector. The purpose of this terms of reference is to formalize the mandate of the Monitoring and Evaluation Sub-committee in the context of Environment and Culture Sector and ensure that there are no overlaps in terms of the roles and responsibilities of the committee with those of the other committees.

The DEA, with support from the Department of Public Works, coordinates the sector through the following platforms, of which M&E Sub-committee, is one of:



The M&E Sub-committee is composed of the following Departments (National and Provincial)



2. Membership

- All national sector Departments' implementing Environment and Culture sector programmes
- All provincial Lead sector Departments responsible for the coordinating of sector at provincial levels

- Other spheres of government to attend per invitation

3. Objectives of the Monitoring and Evaluation Sub-committee

This committee is of an operational nature and the following objectives underpin its mandate:

- To provide a platform where all issues relating to reporting of sector projects are discussed to the benefit of all participating departments
- To provide a platform where all operational and technical issues relating to sector progress reports are discussed to increase sector reporting and achieving the sector targets
- To share lessons across national and provincial departments drawing best practices that could be replicated within the sector. These may include mechanisms for coordination and reporting of each public body within the sector.
- To identify specific challenges affecting each reporting body (national, provincial and municipal) and where possible, provide support to the benefits of the sector in general
- To draw lessons and implications for the sector, from evaluation reports conducted on behalf of the sector and to identify areas of concern in terms of improving sector data quality towards achieving the sector targets.

4. Roles and responsibilities

4.1. Department of Environmental Affairs (DEA)

- Champion the Monitoring and Evaluation sub-committee in its entirety
- To facilitate all quarterly monitoring and evaluation meetings for the Environment and Culture sector
- To serve as a secretariat for all M&E subcommittee meetings and all its associated logistical arrangements (invitations, venue, minutes, etc)
- To serve as liaison office for all concern between all reporting bodies, DPW and other stakeholders

4.2. Department of Public Works: EPWP Unit

- Provide frameworks for reporting and Evaluations
- Provide regular feedback on the quarterly performance of the sector
- Mobilize support to enhance sector performance
- To provide support to the National Lead sector Department in terms of effectiveness of the M&E sub-committee

- To provide support to provincial sector lead departments in terms of reporting of E&C outputs at the provincial levels and
- To provide continuous updated information on f developments in terms of allocation of wages incentives to each implementing public bodies within the sector and the amounts earned.
- Serve as the link between the DEA and DPW: EPWP
- Issue Annexures to the Sector Coordinator in time for the meetings
- To present overall quarterly E&C sector performance in relation to allocated targets (nationally, provincially and at municipal levels)
- To present data quality challenges experienced within the reporting period (exclusion rules applied) nationally, provincially and at municipal levels
- To response to queries raised by sector departments, provinces and municipalities in terms of system performance within the reporting period
- Provide assistance in terms of how reporting challenges could be addressed.
- Deploy capacity in areas where it is mostly needs
- To provide continuous update and feedback in terms of system improvements and developments in orders to achieve sector specific circumstances
- To provide analysis of the sector's quality of data, challenges experienced within the quarter and detail necessary interventions required to improve on quarterly information
- To provide advice based on the findings on what works and/or doesn't work for the sector and areas of improvement
- To provide feedback on the impact studies conducted by DPW (Evaluation and Research) in assessing the impact of the E&C sector and its contribution toward alleviating poverty,

4.3. National Sector Departments

- To provide quarterly performance reports against targets
- To provide feedback in terms of challenges experienced within a reporting period (quarterly progress reports) and corrective actions required/support
- To provide quarterly feedback in terms of established mechanism in achieving the allocated targets
- To provide information on expansion programmes established in an effort to achieve the allocated targets

4.4. Provincial Lead sector departments

- To provide provincial quarterly progress reports in relation to the achievement of allocated provincial targets

- To provide feedback in terms of reporting challenges experienced within the reporting period and remedial action/support required
- To provide feedback in terms of the expansion strategies implemented at the provincial levels in pursuit of the allocated targets

5. Governance of the Monitoring and Evaluation sub-committee

5.1. Resolutions taken at the M&E Meetings

- All resolutions taken at the M&E sub-committee meetings shall be binding to all sector members (national sector departments, provincial sector lead departments and municipalities), irrespective of whether a member was represented or not.
- Feedback shall be provided in the succeeding M&E Sub-committee meeting on all action points allocated to individual departments as part of the resolutions taken at the M&E meetings.

5.2. Secretariat support

- The Department of Environment Affairs through the Directorate EPWP Coordination and Programme Evaluation shall be responsible for
 - (a) the issuing of the agenda and sourcing of inputs from all participating departments,
 - (b) drafting of the minutes,
 - (c) distribution of the minutes
 - (d) confirmation of the dates for all participating departments and other logistics connected to the convening of the quarterly M&E meetings.
- The Department of Environmental Affairs will issue the annual schedule for all quarterly meetings before the end of each financial year for all meetings that will take place in the following financial year.
- All members of the M & E sub-committee are expected to attend.

5.3. Drafting and issuing of the agenda

The Department of Environmental Affairs, in partnership with Directorate: EPWP: Environment & Culture Sector shall be responsible for the drafting of the agenda and circulation at least 10 days before the meetings.

5.4. Reporting templates and presentations

- Sector Departments will be required to populate the provided quarterly reporting templates (logical Framework and Sector Plans) with the required information.
- Presentations made at the M&E sub-committee meetings shall be circulated to all sector departments within 2 days after the meetings