



TERMS OF REFERENCE UPF INTERNATIONAL

1. Structures

1.1 The Board

1.1.1 The primary decision making body of UPF International is the **SDI Board**, comprising 7 Federation members and 2 support professionals;

1.1.2 The SDI Board is selected by the SDI Council of Federations;

1.1.3 The Board can delegate its UPF related responsibilities to a Fund Committee.

1.2 The Secretariat

1.2.1 The decisions of the Board are implemented by the SDI **Secretariat** with assistance from the SDI coordinators;

1.2.2 The Secretariat also oversees the day-to-day management of the Fund. This means that the Secretariat facilitates the application procedure, application review procedure, the drafting and signing of contracts and the reporting and monitoring procedure for all calls for funds and for all SDI supported Federation strengthening and technical assistance grants.

1.2.3 The Secretariat is appointed by the SDI Board.

1.3 The SDI Coordinators

1.3.1 The SDI coordinators ratify and (where necessary) amend Fund related decisions taken by the SDI Board;

1.3.2 The coordinators assist the Secretariat with the implementation and monitoring of projects funded in part or in total by the UPF International

1.3.3 The coordinators are appointed by the SDI Council of Federations and ratified by the SDI Board.

1.4 The Technical Advisory Team

1.4.1 The Secretariat receives advice from a **Technical Advisory Team** made up of people and institutions with direct working relationships with the Fund;

1.4.2 The Secretariat identifies members of the technical advisory team.

1.4.3 The Technical Advisory Team serves for a period of two years, with the potential for renewal.

1.5 The Board of Governors

1.5.1 The **Board of Governors** has an oversight function, checking regularly on the activities of the Fund;

1.5.2 The Board of Governors approve Fund policies and procedures so that the SDI Board can make decisions that can be implemented by the Secretariat and the Coordinators;

1.5.3 Members of the Board of Governors serve for two years, with the possibility of renewal.

1.5.4 Members of the Board of Governors are selected and can be removed by the SDI Board.

2. Responsibilities

2.1 The SDI Board (or its appointed Fund Committee)

The Board / Committee is responsible for:

2.1.1 allocating grants according to the agreed procedures for applications;

2.1.2 defining Fund priorities for the forthcoming period (eg. Size of houses, requirement for policy influence, etc.);

2.1.3 reviewing the overall allocations to date and supporting and encouraging applications as needed;

2.1.4 reviewing the reports from projects and identifying the lessons that emerge from these experiences;

2.1.5 revising the agreed procedures to achieve the objectives of the Fund;

2.1.6 agreeing the investment strategy.

To achieve this, the Board / Committee will

- meet a minimum of once every six months. Whenever possible these meetings will be in locations where affiliates are undertaking project activities;

- receive reports on a quarterly basis from the Secretariat;
- participate in exchanges to projects to learn from local experiences.

2.2 The Secretariat

The Secretariat will

- 2.2.1 prepare and notify SDI affiliates about calls for funds on a quarterly basis;
- 2.2.2 prepare responses from the affiliates for consideration by the SDI Board or the Fund Committee;
- 2.2.3 facilitate information sharing between board members;
- 2.2.4 forward recommendations of the Board to the Coordinators of SDI;
- 2.2.5 action decisions ratified by the coordinators by facilitating resource flows to the affiliates;
- 2.2.6 monitor and document planning, implementation and management of projects supported, in part or in total, by the Fund;
- 2.2.7 facilitate learning between projects.

2.3 The Coordinators

The coordinators will

- 2.3.1 consider the recommendations presented by the SDI Board and make ratifications when and if needed;
- 2.3.2 assist the Secretariat in the implementation of approved projects;
- 2.3.3 assist with the learning, reflection, recording and replication of these projects.

To achieve this, the Coordinators will

- meet a minimum of once every two months. These meetings will be in locations where affiliates are undertaking project activities;
- visit projects that are supported by the Fund on a regular basis.

2.4 The Technical Advisory Team

The Technical Advisory team will

- 2.4.1 provide institutional support and critical analysis to the Secretariat;
- 2.4.2 make recommendations and proposals about the design and management of the Fund.

To achieve this the Technical Advisory Team will

- meet twice a year;

- receive and comment on reports from the Secretariat

2.5 The Board of Governors

The Board of Governors will:

2.5.1 review the work of the Board / Fund Committee;

2.5.2 receive reports on the project allocations, financial accounts for the Fund, and selected individual project outcomes;

2.5.3 check that the project allocations are those best suited to achieve the objectives of the Fund;

2.5.4 consider how to contribute further to the work of the UPF International, for example, through meeting with government peers in the countries in which SDI groups are undertaking activities;

2.5.5 Elevate the profile of the Fund;

2.5.6 Raise capital for the Fund;

2.5.7 Represent the Fund at international events.

To achieve this, the Board of Governors will

- meet at least twice a year. Whenever possible these meetings will be in locations where affiliates are undertaking project activities;
- receive reports on a six-monthly basis from the Secretariat;

