

TERMS OF REFERENCE

FISCAL MANAGEMENT ORGANISATION

A. Background

The CSO Partnership for Development Effectiveness (CPDE) is an open platform of civil society organisations that come from the seven (7) geographical regions and eight (8) global sectors.

In order to ensure that advocacy for development effectiveness and monitoring of the implementation progress of effective development cooperation commitments, the CPDE intends to work from the local to the global level.

CPDE, as an open advocacy platform, is loosely organised. To access funding and implement programmes, CPDE needs a financial management organisation to carry out fiduciary duties. This document outlines the roles and responsibilities, accountability, selection process, requirements for bid, and length of service.

B. Roles and Responsibilities

The Fiscal Sponsor will have the following roles and responsibilities:

- Set up the CPDE Global Secretariat that will provide support to the Platform work on advocacy engagement, external and internal communications, membership engagement, and programme management;
- Manage the relationship with CPDE donors, including:
 - Preparing and submitting proposals in behalf of the CPDE that will form the basis for consideration by donors;
 - Entering into bilateral agreements with donors for their specific financial contributions;
 - Receiving and managing the funds disbursed under each bilateral agreement, using financial management systems and procedures in keeping with international standards of accounting and procurement as required by donors;
 - Preparing and submitting narrative and financial reports and audits to donors and responding to donors' feedback in keeping with international standards of accounting and procurement;
 - Sharing information with the CPDE platform and with donors regarding external funds received for the proposals in the name of the CPDE;
 - Coordinating communication with the donors as appropriate.
- Maintain and establish relationships with existing and new donors respectively
- Liaise with the Independent Accountability Committee in the performance of the Committee's duties in relation to its monitoring of accountability of the platform, including its fiscal management organisation.

C. Accountability

The Fiscal Management CSO is accountable to the Global Council (GC) and shall provide programme and financial report in its annual meetings

In between GC meetings, the Fiscal Management CSO will report to the Coordination Committee (CC) or its duly delegated committee – the Programme and Finance Committee with regards to changes and decisions on GS personnel, donor relations, programme and finances.

D. Selection Process

The Fiscal Management CSO is selected by the GC through an open call.

The CC defines and conducts a selection process and recommends a CSO to fulfil this role to the GC.

E. Length of Service

The duration of service of the Fiscal Management CSO is co-terminus with the programme implementation of CPDE.

This term can be extended through a resolution of the GC.