

Annex 4 Terms of Reference for the Learning and Communication Focus Group

1. Introduction

An important part of the DFGG Project is to facilitate learning of DFGG concepts and approaches, carrying out research on DFGG concepts and approaches, and disseminating lessons learned to a broad audience of practitioners and institutions so as to promote adoption of DFGG practices by state and non-state institutions. Under Subcomponent 3B of the project, the Ministry of Interior (MOI) will have responsibility for conducting awareness raising and capacity building, communication and studies programs. The MOI will engage a local Research and Training Organization (RTO) to assist with the planning and day-to-day management of these programs.

2. Objectives of the LCFG

A Learning and Communication Focus Group (LCFG) is proposed to assist the MOI in the implementation of the DFGG Project by (i) keeping track of progress and advising on the capturing, analysing and sharing of lessons by the project's Implementing Agencies (IAs); and (ii) recommending ways to improve learning and communication programs, promote knowledge and enhance interest in adoption of DFGG approaches both by the IAs and across a broader range of institutions in Cambodia.

It is expected that the LCFG will function during the entire project implementation period. Based on its effectiveness and results during the first two years of implementation, its design (objectives, scope and membership) may be reconfigured at the time of the project's Mid-term Review, in response to a changing environment and an eventual increase in interest in DFGG practices.

3. Scope of Work of the LCFG

The LCFG will have a significant role to play in suggesting the themes, priorities, and activities which may best meet the learning needs of the IAs and of the overall project. It is envisaged that the LCFG would:

- review the DFGG experiences of the IAs and advise the MOI's Learning and Communication Unit on potential lessons to be captured, on further research to be undertaken to develop an understanding of "what works, under what circumstances and why", and on dissemination of lessons within the project and for audiences beyond the project;
- help identify examples of other initiatives, tools and approaches of relevance, drawing on experience in Cambodia and elsewhere;
- share views and provide advice on the formulation of awareness raising and capacity building, communication and studies programs within the Annual Work Plans for the MOI and the other IAs; and

- assess the results and impact of these programs, and especially of the Learning Subcomponent under the responsibility of the MOI, during the course of implementation, advising on target groups and on modalities of training and communication to enhance learning outcomes and the “ripple effect” of the project.

Given the experimental and learning nature of the DFGG Project, the scope of work of the LCFG should remain flexible to accommodate evolving needs. The LCFG is thus expected to function to a large extent as a “think tank” and forum for the exchange of ideas and experience. Therefore, the LCFG members will, from time to time, decide on the agenda that they wish to pursue in furthering project objectives, with assistance from the RTO.

4. *Membership of the LCFG*

The core of the LCFG will be drawn from each of the participating institutions, including those implementing Component 2 (TAF) and Component 3 (MOI). The LCFG members from the IAs will be appointed by the respective Project Director from among the agency personnel responsible for M&E, learning, and communication activities. There will be a limit of two persons per institution. In addition to the IA core group, a small number of selected development practitioners will be invited by the MOI to participate in the LCFG in order to facilitate access to external experience and promote cross-fertilization on good governance approaches. A representative of the RTO will also be invited to attend the LCFG meetings. The DFGG Project Director will appoint a chairperson to lead the group.

5. *Meetings of the LCFG*

The LCFG will meet at least once a quarter in regular sessions and will organize ad-hoc seminars and workshops as the need arises. The RTO will be responsible for arranging the LCFG meetings and providing secretarial services. The DFGG Quarterly Progress Reports should be used as a reference for discussions of the group, facilitating the assessment of progress in learning and communication activities undertaken by the IAs and the MOI.

6. *Reporting*

The LCFG’s activities will be reported to the PMT and the IAs on a quarterly basis by means of a short document comprising: the meeting agenda and minutes; recommendations to the PMT and the IAs on specific topics; and any other special briefing notes or reports arising from internal discussion, workshops and seminars. In addition, the LCFG will review the AWP and Annual Progress Report, focusing on the learning and communication activities of the MOI and other IAs, and will provide a brief assessment and recommendations to the PMT and the IAs, highlighting experiences worth further analysis and dissemination.