



The Irish Association  
of Non-Governmental  
Development Organisations

## Terms of Reference for the Dóchas Results Working Group

### 1. Purpose

The Dóchas Results Working Group arose out of the movement towards results-based management and the need to show the effectiveness of programmes. The purpose of the group is to serve as a forum for agencies to share information and experiences on monitoring, evaluation and learning as well as donor-specific priorities around results-based management. It provides a space for open dialogue, knowledge sharing and best practice in order to improve humanitarian and development practice to ensure accountability to and from donors in programme grant processes.

### 2. Principal Objectives

- 1) Facilitate and maximise learning within and across member organisations through the exchange of ideas, knowledge and information towards delivering improved programme quality, developing an understanding of best practice in monitoring, evaluation and learning.
- 2) Proactively engage and provide a forum for sharing learning on the delivery of Irish Aid Programme Grant II and follow on grants as well as Civil Society Funding grants, including donor feedback on proposals and reports, results-based management, and identify opportunities for coordinated engagement with the Irish Government to represent issues of common interest and concern
- 3) Explore and share information on **other institutional donors with a results-based management focus** identifying opportunities to engage in learning and training events to improve policy and practice.

### 3. Responsibilities of the Group

The Working Group is required to submit an annual schedule of meetings with suggested topics relating to the above objectives to the Board for approval, and to cost any proposals, which are likely to involve expenditure. It is expected that the group will meet 4 – 6 times a year.

The Working Group is established by and responsible to the Board of Dóchas and, in between meetings, to the Director of Dóchas, but is encouraged to take initiatives and to make proposals as it sees fit. It should be clear that any proposal or project emanating from the Group is undertaken in the name of Dóchas in general rather than of the Group.

### 4. Governance

A Chair and Vice-Chair will be elected from among the group members on an annual basis by a straight majority vote. Elections shall be by the Group's members on the basis of one vote for each agency. These officers should be from at least two different member agencies. Elections shall be notified to and subject to ratification by the Dóchas Board. A quorum of four agencies needs to be present to allow meetings and voting to go ahead. A proxy vote can be submitted to the Chair in advance of the meeting by email. The Working Group shall appoint a recording secretary at each meeting.

The role of the Chairperson is to;

- Oversees, supports and leads the work of the Working Group<sup>[SOG1]</sup>;
- Sets the tone for the Group's work;
- Convenes meetings and coordinates follow up with members;
- Ensures that Working Group members have the information needed to fulfil the aims of the Working Group;
- Works closely with Dóchas staff to ensure the smooth running of the group;
- Participates in a joint-chairs' meeting, hosted by Dóchas, during the first quarter of each year, to discuss future plans and synergies between groups.

The role of the Vice-Chairperson is to;

- Perform Working Group Chairperson responsibilities when the Chairperson is not available.
- Perform other responsibilities as assigned by the Working Group members eg. Set up meetings on specific areas

## 5. Membership

Membership of the Group is open to each Dóchas member agency<sup>[1]</sup>. Member agencies are simply asked to notify the Dóchas secretariat in writing of the name (or names) of those they wish to represent them in the Working Group. The Dóchas secretariat will notify the Group's Chairperson and Secretary of new members to join the Group. Non-Dóchas organisations may participate as observers. Each year, the Chair of the Group will write to each member of the Group and will request confirmation of continued participation.

Members of the Group are expected to:

- Comply with the Terms of Reference of the Group.
- Participate, where possible and applicable, in the Group's organised events.
- Contribute appropriate expertise and information to the Group.
- Actively participate, where possible and applicable, in the Group's meetings.
- Act as representatives of their organisations, where applicable, representing the views, aims and objectives of the member organisations.
- Feedback to their organisations on the work of the Group, where applicable. Act at all times in an ethical, respectful manner.

In case of interest by certain members in specific activities, sub-working groups may be established in areas of shared interest, such sub-working groups will be responsible for establishing their own administrative and communication requirements.

Voting - Where a vote is needed, decision shall be by the Group's members on the basis of one vote for each agency participating in the Group.

Contribution(s) - From time to time, the Group may decide to seek a financial contribution from its members in order to further the workings of the Group. Such a contribution will be determined by the Group and may be in the form of a monetary payment or a payment-in-kind (such as resources, etc.). Contributions will be made to, and administered by, the Dóchas office.

Communications -

- A Mailing List is available to facilitate communication between the group and is used to arrange meetings.
- Four internal meetings will be scheduled per year. Other meetings will be held on the basis of need.

## **6. Responsibilities of Dochas**

The Dóchas secretariat will facilitate meetings by providing office space or an online platform for meetings where possible.

Dóchas will provide resources (financial, administrative, guidance) to help the Working Group achieve its principle objectives.

## **7. Term**

The Group is, in principle, established for two years, and this may be renewable subject to review by the Board

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[1] Membership Handbook, p.5

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