



The global fund for education in emergencies

## Education Cannot Wait – High Level Steering Group

### Terms of Reference

21 April 2020

The governing bodies of the Education Cannot Wait Fund (“the Fund”) are:

- The High-Level Steering Group (HLSG) for overall strategic guidance and leadership
- The Executive Committee (ExCom) for guidance on specific and thematic strategies, policies and decisions on allocations of funding.

These HLSG Terms of Reference are an appendix to the ECW Operational Manual and follows the structure and logic of the Operational Manual.

#### a. Membership and selection process

There is no fixed number of members to the HLSG, which may grow to benefit from the inclusion of global leaders able and willing to bring experience, political support, funding and strategic insight to the governance of ECW. The HLSG is comprised of the following:

1. Donor Representatives: All donors including bilateral and multilateral partners, private sector companies and private foundations which contribute to ECW can join the HLSG.
2. Country Constituency Representatives: Up to two senior ministers or current/former Heads of State or Heads of Government from crisis-affected countries, elected for a two-year term, renewable once, by an open, transparent and participatory process facilitated by the ECW Secretariat in consultation with the UN Office for the Coordination of Humanitarian Affairs (OCHA). In addition, the HLSG Chair may invite (non-voting) senior ministers from ECW recipient countries to advise and guide the HLSG on ECW investments in their respective countries.
3. Civil Society Constituency Representatives: At least four heads of civil society organizations, elected for a two-year term, renewable once, by an open, transparent and consultative process facilitated by the ECW Secretariat in consultation with INEE and the Global Education Cluster; those representatives should include both international as well as local or national non-state actors, including at least one representative from a youth-led CSO. If a CSO serves two two-year terms, it may re-apply for membership again after a further two years.
4. Individual Members *ex officio*, with no term limit to membership:
  - i. The Chair, as a non-voting member
  - ii. The ECW Director, as a non-voting member
  - iii. Five UN Agency Heads: OCHA, UNESCO, UNHCR, UNICEF and WFP, with flexibility to add other UN Agency Heads as partnerships develop

- iv. The Chief Executive Officer of the World Bank
  - v. The Chair of the Global Partnership for Education (GPE)
  - vi. The Director of INEE
5. HLSG members should be of the level of ministerial, agency or organization head; and contribute to the gender and geographical representative balance of the HLSG.
  6. In exceptional situations, HLSG members may nominate alternates, normally at the level of their own deputies, to attend a particular HLSG meeting or event.
  7. The HLSG Chair may invite a small number of non-voting observers to attend HLSG meetings.
  8. The names and institutional affiliations of HLSG members are published on the ECW website.

**b. Chair**

1. The Chair will serve for a period of three years, renewable once. Should the need arise, the HLSG can agree by consensus to extend the Chair for one additional year upon completion of two terms.
2. The Chair is a non-voting, independent member of the HLSG and does not represent her/his organization, government, or entity but the fund as a whole.
3. On completion of the term, HLSG members, will nominate candidates for a new chair.
4. Selection and renewal of the HLSG chair is determined by HLSG voting members
5. The Chair is the primary supervisor of the ECW Director

**c. Compensation**

1. HLSG members do not receive compensation for their services and (except for members from crisis-affected countries) meet their own costs of participating in HLSG activities.
2. HLSG members from crisis-affected countries have their reasonable expenses for attendance at HLSG meetings and for participating in other ECW activities paid or reimbursed, in accordance with UN travel regulations.

**d. Functions**

The HLSG is committed to the vision and values encapsulated in the ECW Charter (see chapter 2 of this Operational Manual). The HLSG's core functions are (i) provision of overall strategic direction to ECW; (ii) advocacy for high-level political commitment and funding for the achievement of ECW's goals and objectives; and (iii) approvals of policies and appointments of the HLSG Chair and the ECW Director.

**e. Strategic direction**

The HLSG:

1. Determines the overall strategic direction of ECW including approval of the Strategic Plan;
2. Approves Annual Results Report on the performance of ECW to deliver on its strategic plans and vision.

**f. Advocacy and resource mobilization**

The HLSG:

1. Conducts political and resource mobilization advocacy year-round for ECW and, more widely, for education in emergencies and protracted crises;
2. Approves the resource mobilization strategy supporting ECW's Strategic Plan.

### g. Decision-making on policies and appointments

The HLSG:

1. Approves policies relating to ECW's governance in alignment with the Standard Contribution Agreement;
2. Approves funding for grants that would normally be approved by ExCom, but about which ExCom chooses to escalate the decision to the HLSG;
3. Receives semi-annual updates on the use and distribution of Fund resources, and the overall performance of ECW's investments against its results framework and evaluations;
4. Hears and makes recommendations on any major issues relating to governance, fundraising, fraud, the use and management of ECW resources and investments, raised by ExCom;
5. Approves the appointment of the HLSG Chair and the ECW Director;
6. Approves ECW's hosting arrangements.

### h. Working methods

1. The HLSG meets in person twice a year, once in New York during the United Nations General Assembly in September and once in April during the World Bank Spring Meetings.
2. Each meeting is scheduled to last for at least one and a half hours.
3. The meetings focus on strategic issues and high-level decisions and approvals.
4. Virtual meetings via teleconferencing and email consultations are held as necessary.
5. The HLSG uses all reasonable efforts to make decisions by consensus. All past decisions have been taken by consensus. If no consensus can be reached, the Chair of HLSG can call for a vote, any decision of the HLSG requires a majority of members present and voting.
6. Each voting member of the HLSG has one vote.
7. A quorum is a majority of all voting HLSG members (or their alternates).
8. Each HLSG member nominates an ExCom member at senior level to support the HLSG member, receive communications from the Secretariat, advise the HLSG member in decision-making processes, and serve on ExCom to fulfil its assigned functions, as expressed in its ToR.

HLSG may decide on a threshold, such that donor members must make a minimum contribution to ECW to obtain full voting rights.

### i. Members of HLSG (April 2020)

Organization	Name	Title	Member since
United Nations Special Envoy for Global Education	<b>Gordon Brown</b>	Special Envoy	
Education Cannot Wait	<b>Yasmine Sherif</b>	Director	
United Kingdom	<b><u>Anne-Marie Trevelyan</u></b>	Secretary of State for International Development	
Norway	<b>Dag-Inge Ulstein</b>	Minister of International Development	
United States Agency for International Development	<b>Julie Cram</b>	Deputy Assistant Administrator of the Bureau for Economic Growth, Education and Environment	
Canada	<b><u>Karina Gould</u></b>	Minister of International Development	

Denmark	<b>Rasmus Prehn</b>	Minister for International Development Cooperation	
Netherlands	<b>Sigrid Kaag</b>	Minister for Foreign Trade & Development Cooperation	
UNICEF	<b>Henrietta Fore</b>	Executive Director	
European Commission	<b>TBD</b>	<b>TBD</b>	
Sweden	<b>Peter Eriksson</b>	Minister of International Development Cooperation	
Germany	<b>Gerd Müller</b>	Federal Minister of Economic Cooperation and Development	
Switzerland	<b>Manuel Bessler</b>	DDG, Agency for Development and Cooperation, Head of Humanitarian Aid Department	
UNHCR	<b>Filippo Grandi</b>	UN High Commissioner for Refugees	
OCHA	<b>Mark Lowcock</b>	Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator	
UNESCO	<b>Audrey Azoulay</b>	Director-General	
Dubai Cares	<b>Tariq Al Gurg</b>	Chief Executive Officer	
Tanzania	<b>Jakaya Kikwete</b>	Former President	
Lebanon	<b>Tarek Majzoub</b>	Minister of Education and Higher Education	
Save the Children Norway	<b>Birgitte Lange</b>	Chief Executive Officer	
Global Partnership for Education	<b>Julia Gillard</b>	Chair of the Board of Directors	
Inter-Agency Network for Education in Emergencies	<b>Dean Brooks</b>	Director	
Dutch Postcode Lottery (Novamedia)	<b>Annemiek Hoogenboom</b>	Country Director	
Plan International UK	<b>Rose Caldwell</b>	Chief Executive Officer	
Australia	<b>Marise Payne</b>	Minister for Foreign Affairs	
The World Bank Group	<b>TBD</b>	<b>TBD</b>	
LEGO Foundation	<b>John Goodwin</b>	Chief Executive Officer	
Porticus	<b>Melanie Schultz van Haegen</b>	Chief Executive Officer	

**j. Process for selecting country representatives to the HLSG**

Up to two senior ministers or current/former Heads of State or Heads of Government from crisis-affected countries may join HLSG.

Country representatives will be elected for a two-year term, renewable once, by an open, transparent and participatory process facilitated by the ECW Secretariat in consultation with the UN Office for the Coordination of Humanitarian Affairs (OCHA).

The process is under formulation.

#### **k. Process for selecting Civil Society Representatives to the HLSG**

At least four heads of civil society organizations, elected for a two-year term, renewable once, may join HLSG.

Civil Society representatives should include both international as well as local or national non-state actors, including at least one representative from a youth-led organisation.

The identification of members will be through an open, transparent and consultative process facilitated by the ECW Secretariat in consultation with INEE and the Global Education Cluster.

The process is under formulation.

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