
TERMS OF REFERENCE

MINISTRY OF EDUCATION - LOCAL EDUCATION GROUP (LEG)

1. Background

The Ministry of Education activated its Local Education Group (LEG) in May 2018 to facilitate the 2019-2023 Education Sector Plan (ESP) development process. LEG is an educational aid coordination and policy dialogue platform led/Chaired by the Ministry of Education and Co-chaired by an international development partner. Its composition consists of **Developing Country Partners (DCP)** and **Development Partners (DP)**. **Development Partners** in this context comprise of the Coordination Agency (UNICEF), a representative from Civil Society Organizations, Guyana Teachers' Unit (GTU a representative from Nursery Field Officers, Primary and Secondary teachers), International organizations, private sector (private school association member or a member from prominent private schools), and Grant Agent (World Bank).

Developing Country Partner is made up of the Ministry of Education, a representative from local Government (Ministry of Communities and a representative from education districts), Line Ministries (Ministry of Public Health, Ministry of Social Services, Ministry of Indigenous People Affairs) and Ministry of Finance.

In its efforts to facilitate joint sector reviews and consult on essential aspects of education strategies, policies and programs implementation, the MOE will be restructuring its LEG composition to enable more extensive consultations, partnerships and endorsement.

The Ministry of Education (MOE) is finalizing its 2021-2025 Education Sector Plan (ESP), Vision 2040; this was done through a participatory process led by the MOE and continuous consultation of LEG members as well as broader stakeholders. ESP was developed following the regional priorities (CARICOM –Human Resource Development Strategy-HRDS), the existing National Development Plan (Green State Development Strategy) and International Commitment (Sustainable Development Goals).

2. Strategic Purpose

The overall strategic purpose of this MOE LEG Terms of Reference (TOR) is to institutionalize this process and to formalize its membership; facilitate effective and coordinated development assistance within the education sector; facilitate efficient, regular, participatory, inclusive and transparent high-level and sub-sectorial strategic dialogue on the education sector.

3. Objectives

This TOR has been developed to support further aid effectiveness and strengthen coordination within the education sector.

Its objectives are to 1) strengthen the implementation of the ESP through the specification of specific roles within the LEG. 2) support modalities and joint mechanisms for review and

consultation, and 3) facilitate communication and dissemination of information beyond the scope of the LEG.

4. Scope of work

The Local Education Group will be chaired by the Permanent Secretary of the Ministry of Education or his/her designate. The Planning Unit will support it as the secretariat. The purpose of the secretariat is to provide administrative and logistical support to enable the efficient and effective functioning of the LEG and support the effective coordination and completion of the Annual Performance review process. The co-chair will **initially** be nominated from among the **development partners** with the highest education portfolio. The co-chair will serve for one year, after which the LEG will elect the co-chair at a special meeting for this purpose. Agencies accepting the responsibility of co-chair are committing to investing appropriate time and technical expertise. Agencies taking up the responsibility need to be represented by the appropriate designated staff member.

The Chair and co-chair are mandated to ensure that policy dialogue and consultative mechanisms are functioning. Through this TOR, the LEG composition will be open to all education stakeholders who support the education sector or intend to do so, either through direct budget support, technical assistance or project support. More specifically, the **Chair and Co-chair roles** are specified under the following headings:

Coordination and communication

- **The Chair** will prepare and share the draft agenda for the LEG meeting in advance of the sessions to solicit suggestions for agenda items by LEG members. He/ She will chair the meeting and ensures the meeting to be strategic, concise and participatory. The meeting should, in principle, not extend beyond the planned duration, with a maximum of two (2) hours.
- Draft Minutes of the meetings will be circulated to LEG members for their input, review, omission and correction as per the need. The revised minute will then be endorsed by the LEG members at the beginning of the next LEG meeting and finalized accordingly.
- The Chair or his/her designate will serve as the main entry point for communication and information sharing between and among LEG members on all matters related to the ESP, including the joint sector review (JSR).
- **The Co-chair** will support the Chair in preparing and organizing JSR and ensuring that development partners' inputs are coordinated.
- **The Co-chair** will foster a strong relationship, transparency and communication between development partners and the Government.

Planning and Monitoring

- **The Chair** will monitor and ensure the delivery of reports and other information as defined in any GPE grant programme and project and ensure timely distribution of the information to all LEG members.

- The Chair will organize quarterly LEG meetings to follow up on implementing education reforms, challenges, programme/project monitoring, and discussing emerging issues.
- **The Co-chair** will support the Government to carry out key sector planning processes and coordinates LEG inputs to documentation and support for capacity development when the Government identifies the need for targeted support.

5. LEG Composition and Partnership arrangement

Guyana's LEG is comprised of (1) Government of Guyana, (2) Development Partners and (3) Other stakeholder representatives. The scope of the LEG is aligned with the Education Sector Plan. The detail of these agencies/entities and their roles and responsibilities are stated below. The establishment of the Education Sector Core Planning Team led to the identification of the LEG. This document serves as the instrument which formalizes the LEG and identifies the types of members who will participate:

1. **Government**, led by the Ministry of Education, including the Regional Education Departments (ReDos) representative and in collaboration with the Ministry of Finance, Communities, Public Health, and any other line ministries on a need basis.
2. **Development Partners**, consisting of World Bank (WB), United Nation Children's Fund (UNICEF), Caribbean Development Bank (CDB), CARICOM, United Nations Educational Scientific and Cultural Organization (UNESCO) and Inter-American Development Bank (IDB) and other development partners.
3. **Civil Society and other** representatives consist of the Adult Education Association, Guyana Teachers' Union, and Private Schools/Sector Commission representatives as deemed necessary.

6. Roles and Responsibilities

The Government is responsible for developing, implementing, monitoring, and evaluating the education sector plan, currently being the Education Sector Plan 2019-2023, Vision 2040, that promotes the provision of opportunities for quality, equitable education, and lifelong learning for all. The Government is primarily accountable to its parliament and citizens, sharing the results of this accountability with the other LEG members.

The Government:

1. Implements the evidence-based education sector plan that has been developed based on broad consultation, is credible and of good quality, and is focused on equity, efficiency and learning;
2. Ensures effective implementation of the education sector plan by creating, leading and utilizing effective and inclusive mechanism for policy, strategy, and activity development, implementation, and monitoring based on reliable and disaggregated education sector data;
3. Prioritizes sufficient and equitable domestic financing for education and ensure transparent reporting of budget and expenditures;

4. Strengthens education management and information systems and prioritizes the compilation, use, and sharing of reliable and disaggregated education sector data, including on equity, efficiency, and learning outcomes;
5. Leads effective and inclusive mechanism for policy dialogue that allows for meaningful participation by stakeholders, including representatives from line ministries, civil society, teachers, private sector partners as relevant and development partners.

Development Partners:

Development partners comprise of local representative from bilateral and multilateral development partners, and other donors are expected to:

6. support the Government's efforts to achieve SDG4 and ESP goals and objectives;
7. through inclusive, Government-led policy and monitoring dialogue mechanism, provide meaningful and practical support to sector analysis and the development, implementation and monitoring of the education sector plan, bringing technical expertise, voice, innovation and experience to address the complex challenges to delivering education;
8. facilitate the independent appraisal of the education sector plan and participate in the discussion of appraisal results, actively working to help ensure the sector plan is evidence-based, of good quality and focused on equity, efficiency, and learning outcomes;
9. based on the results of the appraisal of the education sector plan, endorse such plan and, in doing so, confirm that the sector plan is of good quality and responds appropriately to needs and challenges of the education sector in the given context;
10. assist the Government in mobilizing financing on a long-term and predictable basis to complement domestic investment to fund implementation of the endorsed sector plan;
11. monitor and promote progress toward better harmonization and alignment of all financial and technical support to the education sector;
12. align philanthropy and program work with the needs and priorities of the education sector plan;
13. inform the Government on annual funding commitments and actual disbursements as well as indicative rolling expenditure/implementation plans;
14. promote transparency and proactively share evidence and lessons learned.

Civil Society comprise non-governmental organization and other association

Civil society and stakeholder organizations:

1. through inclusive, government-led policy and monitoring dialogue mechanisms, provide meaningful and practical support to the development, implementation and monitoring of the education sector plan;
2. participate in the discussion of the results of the independent appraisal, actively working to help ensure the sector plan is evidence-based, of good quality and focused on equity, efficiency, and learning outcomes;
3. based on the results of the appraisal of the education sector plan, endorse such plan and, in doing so, confirm that the sector is of good quality and responds appropriately to needs and challenges of the education sector in the given context;
4. promote transparency and proactively share evidence and lessons learned;
5. support progress towards the SDG4 and ESP goals, priorities and objectives through advocacy and dialogue on appropriate education policy and implementation with adequate financing as well as oversight and accountability mechanisms;

6. ensure the broad and representative voices are brought into the discussions regarding the development, implementation and monitoring of the education sector plan;
7. engage in policy dialogues to strengthen domestic policy and accountability gaps;
8. strengthen their internal coordination and dissemination mechanisms to represent a consolidated voice of the members within their network in policy and planning processes; and
9. align program work with the needs and priorities of the education sector plan.

Joint reviews and consultation of ESP and other Education Programmes

The LEG members will participate in collective discussion and consultations of the implementation of the education sector plans and engage in midterm and end-term reviews of these plans.

As per the Joint Sector Review, a meeting will be held quarterly and annually for a joint review of the progress made against the ESP and other sector programmes targets and indicators. This meeting will be conducted with LEG members providing input to the Government to assess overall program performance and implementation progress based on government status and progress reports.

7. Quorum and Endorsement

A quorum at any meeting will consist of 2/3 of the existing members of the LEG. Endorsement of LEG can be garnered by no less than a range of 3 – 5 agencies. LEG endorsement will be done by consensus.

8. Meeting

In addition to joint sector reviews, the group will meet quarterly to review education matters deemed necessary by the Ministry of Education.

9. Amendments

At the first meeting of the LEG, members of the LEG may make written proposals to the Chair for the amendment of the TOR. The Chair shall submit the Proposal to the next meet of the LEG. The amendment will be accepted if a majority at the said meeting is in agreement with the proposal. Thereafter the TOR shall be amended to account for the decision of the meeting. If consensus on the proposed amendments is not achieved, the Chair shall invite the Co-chair to intervene and take a position on the proposal.