**Final draft Terms of Reference for CAADP Donor Guidelines Task Team**

The CAADP Donor Guidelines Task Team will lead the process of consultation, drafting, discussion, revision and finalization of the Guidelines for Donor engagement in and support for CAADP processes at national, sub-regional and continental levels. The guidelines should help donors and other CAADP stakeholders at country, regional, and HQ levels in supporting the implementation of National Agricultural Investment Plans (NAIP), Regional Agricultural Investment Plans (RAIP) and key tasks and components of the AU Summit Declaration.

Given the on-going discussions by African Union institutions, Regional Economic Communities (REC), and Member States related to Sustaining CAADP momentum, the African Growth and Transformation Goals (AGTG) and the CAADP Implementation Guidelines’ formulation process, the Donor Guidelines will be developed in a two-phased process composed of the following components:

* An initial phase centred on the overarching principles and general architecture of the Guidelines;
* A second phase focused on the formulation of more detailed sections providing guidance on donor engagement in the evolving processes linked to the implementation of the AGTG with clear alignment to the road map’s key actions for AU Declaration implementation.

In assuming responsibility for the aforementioned mandate, the CAADP Donor Guidelines Task Team will carry out the following tasks:

* Prepare and agree to an approach and method for carrying out the formulation process;
* Prepare and agree to a calendar for implementing the process, including dates for completing agreed upon outputs;
* Identify and contract any assistance required in support of the team’s mandate;
* Allocate responsibilities for implementing the agreed-upon formulation process, including roles in drafting, interviewing, secondary analysis, etc.
* Assure the participation of both ADWG (country-based development partners) and DPTT members, and consider their views and suggestions for the guidelines;
* Assure coherence with existing documents including Paris Declaration, CAADP Implementation Guidelines and others to be determined;
* Consider priorities and interests of African Union, NEPAD Agency, Regional Economic Communities and Member States as main beneficiaries of donor support;
* Assure that guidelines are written in a user-friendly, digestible manner.
* Produce progress reports for DPTT on a monthly basis;
* Present Guidelines to Development Partners as and when needed.

**Suggested Calendar for the CAADP Donor Guidelines Formulation Process**

**June 2014** Establish CAADP Donor Guidelines Task Team by June 30, 2014 composed of four to five members;

**July – August 2014** Task team in person meeting within 7-10 days of AU Heads of State Summit Declaration release to discuss, prepare and present guiding principles, methods and draft outline to DPTT;

Carry out initial individual and group interviews and conduct secondary analysis required to formulate the needed for Implement;

Present initial findings to DPTT with annotated outline;

**10 September 2014** Complete 1st draft of Guidelines for discussion;

Share 1st draft with development partners at country and HQ level;

**September 2014** Carry out additional interviews and analysis suggested during the review of the 1st draft, including with country-based development partners.

Conduct a formal review process with AUC/NPCA

**30 September 2014** Based on comments and suggestions received on the first draft, and additional information collected, revise and circulate 2nd draft;

**October 2014** Meet with AUC/NPCA to review 2nd draft

Submit Draft guidelines for legal review by donors

**20 October 2014** Discuss and complete 3rd draft

**November 2014** Validate CAADP Donor Guidelines at CAADP Business Meeting

Edit Guidelines for publication and dissemination