

ICE Subcommittee on Energy Sector Capacity Building Terms of Reference

The Purpose

The purpose of this process is for GIRoA to actively plan, coordinate, manage and drive Donor Capacity Building Programs to avoid duplication & identify gaps

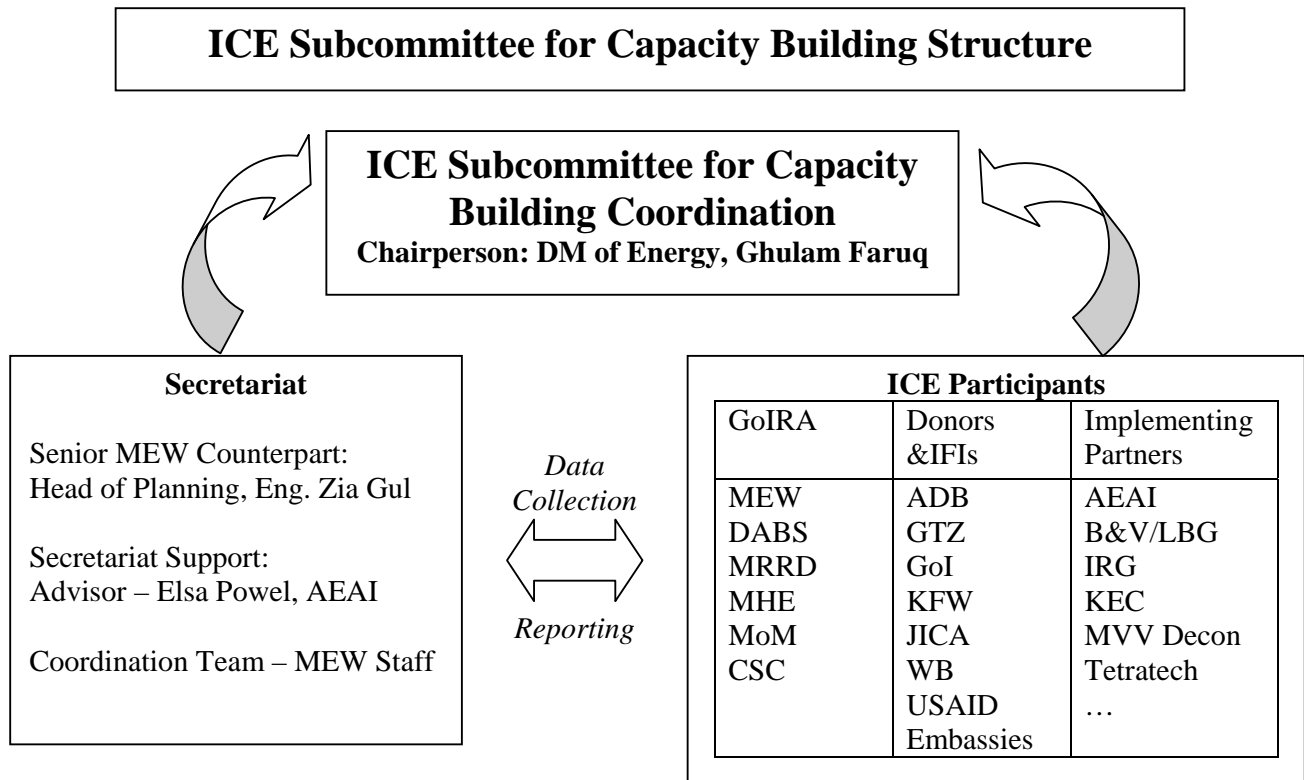
The strategy

Create a Subcommittee on Energy Sector Capacity Building under ICE to coordinate capacity building activities among organizations involved in capacity building in Afghan energy sector that include and are not limited to GIRoA, energy utilities, donors, educational institutions, etc.

Deputy Minister of Energy and Water (MEW) or his appointee will be the chairperson of this Subcommittee.

The MEW, MHE, MRRD, MoM, DABS and CSC assign their staff representatives to (one staff member from each Ministry) to coordinate Subcommittee activities.

These two “coordinators” will be coached by the USAID Afghan Energy Capacity Building Program during the first six months while it becomes fully functional. Afterwards, the Subcommittee will be functioning independently.



Sub-committee functions:

- Attend regular monthly Energy Sector Capacity Building Sub-Committee meetings
- Create GoIRA Working Groups that are supported by an Expat Advisory Group for key projects and tasks. One member of the Advisory Group will participate in each working group. The first working group should be an evaluation of the Needs Assessments, a prioritization of activities and the development of a Energy Sector Capacity Building strategy.
- Monitor, coordinate and cooperate on the projects identified in the Strategy
- Develop a CB work plan based on priorities of strategy every 6 months and manage the overall CB.
- Establish standardized processes and procedures for data capture, e.g., number of people; gender; affiliation and type of training

Coordinators functions:

- Prepare meeting agenda for Sub-committee monthly meetings
- Draft minutes of the meeting
- Track action items
- Monitor and report on all capacity building activities in the energy sector
- Increase awareness of all CB activities and ensure no overlap/duplication takes place
- Collect, analyze, and archive Capacity Building Data, documents, manuals, and other resource materials
- Provide reports to stakeholders on capacity building activities on a monthly basis

ICE Subcommittee Meetings:

The Subcommittee will be meeting once a month at MEW or the venue agreed on by the Sub-committee members.

Participants:

Below is a list of potential participants in the Subcommittee meetings. The list will be expanded as we identify new stakeholders:

Government of Afghanistan:

- MEW
- DABS
- MRRD
- Ministry of Higher Education
- Ministry of Mines
- Civil Service Commission

Donors, IFIs, & Embassies:

- USAID
- World Bank
- ADB
- GTZ, KFW
- JICA
- GoI
- Embassies (US, Germany, France, Canada, Japan)

Contractors & others:

- AEAI

- B&V/LBG JV
- Tetrattech
- Deloitte
- IRG
- MVV Decon
- KEC
- ISAF
- PRTs
- NATO
- Kabul University
- Kabul Polytechnic University
- Vocational Training Center
- Afghan Civil Service Institute
- Ohio University
- Kansas State University
- Washington State University

Data Gathering Process:

One of the major challenges for the Subcommittee will be data gathering. The information has to be collected through ICE Subcommittee meetings as well as a flexible formal data collection process. One of the options to be considered is creation of Energy Sector Capacity Building database as part of the MEW website.

The Sub-committee will prepare a form for collecting data from all stakeholders. The Coordinators will distribute the form via email to participants on a monthly basis, analyze the information received, and upload the data received to the MEW database mentioned above. If the analysis determines that there is the potential of duplication of programs, the Subcommittee will be informed in order that it may address the issues. The information will mainly cover upcoming capacity building projects as well on-going & completed training programs. .

The Energy Information Center link

It is crucial that there be a close relationship between AEIC and the Subcommittee. Having a page dedicated to the donor coordination activity under the AEIC website will be a great way to connect the two. The page will be updated by the secretariat on a periodic basis and will reflect the current information regarding different capacity building programs as well as information on upcoming training sessions and other events. This page, later on, will be expanded to house the capacity building coordination database—an interactive information warehouse on capacity building activities in the energy sector.