

Government of Pakistan  
Ministry of Planning, Development and Reform  
(Poverty Alleviation & SDGs Section)

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Subject: **PROJECT BOARD FOR PROJECT ON “NATIONAL INITIATIVE ON SUSTAINABLE DEVELOPMENT GOALS”/ SDG SUPPORT UNITS**

The Ministry of Planning, Development & Reform and UNDP have established a Federal SDG Support Unit under a joint project with UNDP. The objective of the unit is to oversee the implementation of SDGs in Pakistan. The provincial planning and development department will have similar units. The work of the SDG Support Units, federal, provincial and regional, will be guided by a Project Board. Detailed TORs for the Project Board have been provided at Annex I. The Federal SDG Support Unit will serve as Secretariat for the Project Board. The composition of the PB is as follows:

**Co-chairs:**

- Secretary, Ministry of Planning, Development & Reform
- UNDP Country Director/ Deputy Country Director

**Members:**

1. Member Social Sector, M/o PD &R
2. Representative of Economic Affairs Division (Not below BS-20)
3. Representative, Ministry of Finance (Not below BS-20)
4. Chief Statisticians, Pakistan Bureau of Statistics
5. Chairman, Planning and Development Board Punjab
6. Secretary, Planning and Development, Gilgit-Baltistan (GB)
7. Additional Chief Secretary Sindh
8. Additional Chief Secretary Khyber Pakhtunkhwa
9. Additional Chief Secretary Balochistan
10. Additional Chief Secretary FATA,
11. Additional Chief Secretary AJK
12. Focal Persons on SDGs for Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan, FATA, AJK and GB for their respective SDG Support Units
13. Assistant Country Director / Chief, Development Policy Unit, UNDP
14. Chief, Poverty Alleviation & SDGs Section, M/o PD & R

The project managers for respective federal, provincial and regional SDG Support Units and concerned UNDP Programme Officer will participate to provide details and information as required by the PB.

**Terms of Reference:**

The Project Board (PB) meeting will be convened at least once in a year, preferably at the beginning of each year to approve the annual work plan and review progress of the preceding year. Any additional meetings of the PB could be convened as and when needed. The specific responsibilities of the PB include:

- Provide guidance and support on matters pertaining to the implementation of the project;
- Oversee the implementation of the project towards fulfillment of its objectives as stated in the project strategy document;
- Review approve and endorse the proposed work plan and budgets;
- Provide guidance to overcome any issues hampering the smooth operation of the project;
- Review and approve relevant changes to the project outputs and activities;
- Help in coordination among various public sector institutions relevant to the scope of the project and involved in the execution of project activities;
- Advise on the long-term sustainability of the project;
- Review and approve all periodic reports produced under the project;
- Provide guidance on new project risks and agree on possible countermeasures and management actions to address specific risks;
- Address project issues as raised by the project managers;
- Review the project progress and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily according to plans;
- Review combined delivery reports prior to certification by the implementing partner;
- Provide ad-hoc direction and advice for exceptional decisions when necessary;
- Assess and decide to proceed on project changes through appropriate revisions.