

Social Performance Start-up Fund for Networks

Terms of Reference for the Board Member

Role of the Board Member throughout the project

Building strong support from the Network Board for the SP activities of the network

- Act as the project ambassador at the Board meetings to ensure proper attention is given to the project within the portfolio of activities the network implements
- Update the network Board on the project progress and potential opportunities to scale-up SP project through new partnerships

Participating in the Fund events

- Participate in the regional Kick-off meeting together with SPM Coordinator¹ and local consultant
- Participate in other learning events together with network staff

Supporting project implementation with members

- Provide on-going supervision of the SP Start-up Project implementation as the Project Steering Committee Chair²,
- Participate in all project events with members to promote the project and its strategic importance to the MFIs, Network and broader industry (e.g. through delivering opening speeches),
- Delegate own MFI staff to carry out project related activities to become a show-case to other members,
- Support SPM Coordinator in communication with members' Boards and management in order to win their commitment to the project or solve problems whenever is needed.

Ensuring project continuation beyond the grant funding

- Participate in networking events on behalf of the network in order to identify further opportunities (new funding, strategic partnerships, etc) , which can help further progress SP within the network
- Lead the development of the SPM scale-up plan
- Support the SPM Coordinator and the Network Management in establishing new partnerships for SP activities beyond the grant period

¹ SPM Coordinator is a staff member of the network, designated to manage the SP Start-up Project

² Project Steering Committee role is to oversee the project implementation and to provide advice to responsible network staff. The Committee will consist of the Board Member, Executive Director, SP Start-up Fund representative and TA provider (in case the optional component is implemented by a network).

Profile

- Representative of an MFI with a strong social orientation and established position within the sector
- Recognized leader with track record of introducing innovation/performance improvements in own MFI or/and promoting new topics/agendas within the network
- Ability and commitment to make own MFI a show-case in SP improvement to other network members
- Committed to transparency demonstrated by personal efforts to make own MFI an example of transparency for peers in terms of reporting to MIX on Social Performance, disclosing SP information through e.g. MFI's web-page, annual reports and other means of communication
- Good social networks with important industry stakeholders: policy makers, donors, investors, member and non-member MFI

Level of effort

The level of effort in terms of the person involvement will include around **15 days over the course of the project**. The Board Member is expected to contribute his/her time on un-paid basis while all the travel and direct costs are to be reimbursed from the project grant.

The benefits of involvement includes promotional, networking and educational opportunities from participating in the project activities i.e. experience exchange with other grantee networks, study tour to an experienced network during the project kick-off meeting, participation in networking events opening doors for new partnership opportunities both for networks but also the MFI, the person represents.

Level of effort before obtaining the grant

3 days – supporting the network to prepare necessary documents for the grant application (helping the network to develop the project plan based on the quick decision tree tool, providing support in obtaining members' feedback on the project plan and commitment to participate, being interviewed by the Fund staff as part of grant decision-making process³)

Level of effort after obtaining the grant

4 days – study tour to an experienced network and regional kick off workshop (including travel)

4 days (12 months x 2 hour meetings) – chairing project Steering Committee meetings to oversee the project implementation

3-5 days (including travel) – participation in a conference/networking event related to SP (e.g. Task Force Meeting or regional event) to support the network in identifying partnership and new funding opportunities

1 day – providing opening/promotional speeches at project events to motivate members to participate

1-2 days – support SPM Coordinator in contacting member MFIs for problem solving if necessary

1 day – providing project updates and leading the development of the SP plan beyond grant period among the network board and membership

³ As specified by the application guidelines.

Importance of Board Member participation for the Fund

The profile and commitment of the Board Member will be assessed as part of the network project proposal evaluation during the grant selection process. The Fund considers involvement of a charismatic Board Member coming from a strong MFI an important factor increasing the likelihood of a successful implementation of the SP Start-up project.

The Fund requests to submit the Board Member CV including a short bio and description of the MFI , he/she represents as well as contact information.