

## Humentum Locally-Led Development Policy Working Group TOR

Purpose: To produce a useful tool for the sector that identifies and analyzes the locally-led development policies of a group of major funders

Output: A resource that outlines funder policies, statements, commitments, and practices that further locally-led development, with analysis and recommendations from the working group

Expected timeline: Final resource published in September 2024

Expected LOE: 2-3 hours per month (1 hour of meeting, 1-2 hours of independent research, reading, preparation, etc.)

Session Date	Session Topic/Goal	Agenda	Output/Outcome	To do for next session
February 6 <sup>th</sup> 2024	Getting to know each other and defining the problem	<ul style="list-style-type: none"><li>- Introductions</li><li>- Setting expectations</li><li>- Brainstorming: what information exists about funders and locally-led development? What commitments/guidelines/frameworks currently exist? What is the sector missing? Who is our audience for this output?</li></ul>	<ul style="list-style-type: none"><li>- Common expectations for working group participation and outputs</li></ul>	<ul style="list-style-type: none"><li>- Compile existing policies, guidelines, statements, analyses, etc. for group review</li></ul>
March 5 <sup>th</sup> 2024	Co-defining our output	<ul style="list-style-type: none"><li>- Recap from last meeting</li><li>- Review the resources the group compiled from last session</li><li>- Discussion: What does the sector need to know about funder policies, practices, and guidelines on locally-led development? Which set of criteria (or combination of criteria) should we benchmark funders against? How will we benchmark or score funders?</li></ul>	<ul style="list-style-type: none"><li>- List of criteria/information we will collect from each funder</li><li>- List of funders we will focus on in this cohort</li></ul>	<ul style="list-style-type: none"><li>- Review completed list of criteria and funders</li></ul>

		<ul style="list-style-type: none"> <li>- Discussion: Which funders do we have experience with in this group? Which funders would we like to focus on?</li> </ul>		
April 2 <sup>nd</sup> 2024	Information scavenger hunt	<ul style="list-style-type: none"> <li>- Recap from last meeting</li> <li>- Review completed list of criteria and funders: anything we'd like to add? Remove? Change?</li> <li>- 30 minute scavenger hunt: We'll divide the group and assign sub-groups to different funders. You'll have 30 minutes with cameras off to do research on that funder and any policies they have pertaining to locally-led development.</li> <li>- Review of what we found, and deciding on next steps</li> </ul>	<ul style="list-style-type: none"> <li>- List of information, links, resources pertaining to each funder</li> <li>- Understanding of what information exists, and what information we still need to gather</li> </ul>	<ul style="list-style-type: none"> <li>- Additional research as agreed upon</li> </ul>
May 7 <sup>th</sup> 2024	Policy vs Practice	<ul style="list-style-type: none"> <li>- Recap from last meeting</li> <li>- Review document of information—is there anything we are missing? How do we plan to acquire missing information?</li> <li>- Discussion: policy vs. practice—How much of these policies are translating into practice and real change? What personal experience do we have in this group with these funders? Do we know others who could shed light on this topic?</li> </ul>	<ul style="list-style-type: none"> <li>- Notes on policy vs. practice</li> </ul>	<ul style="list-style-type: none"> <li>- Additional research as agreed upon</li> </ul>
June 4 <sup>th</sup> 2024	Analysis and Recommendations	<ul style="list-style-type: none"> <li>- Recap from last meeting</li> <li>- Discussion: What does each funder do well? Where are there areas for improvement? Overall, are funders stronger in one area than another? What policy recommendations might we make?</li> </ul>	<ul style="list-style-type: none"> <li>- Notes from analysis and recommendations discussion</li> </ul>	<ul style="list-style-type: none"> <li>- Additional brainstorming/writing as agreed upon</li> <li>- Reviewing the draft output in advance of the July 9<sup>th</sup> meeting</li> </ul>
July 9 <sup>th</sup> 2024	Reviewing our output	<ul style="list-style-type: none"> <li>- Recap from last meeting</li> <li>- Reviewing our output: Comments,</li> </ul>	<ul style="list-style-type: none"> <li>- List of edits for output</li> </ul>	

		<p>questions, suggestions, edits—what do we need to do for this output to be useful to the sector?</p> <ul style="list-style-type: none"><li>- Discussion: How will we share this work? Webinar? Social media? Blogs?</li></ul>	<ul style="list-style-type: none"><li>- Next steps for sharing the work</li></ul>	
September 3 <sup>rd</sup> 2024	Next Steps?	<ul style="list-style-type: none"><li>- Where do we go from here? What opportunities may exist for advocacy and action?</li></ul>		