TERMS OF REFERENCE (ToR)
Regional Focal Organisations for GACC Local Accountability Networks (LANets)

1. Background

The Ghana Anti-Corruption Coalition (GACC) has been operating District-Level Local Accountability Networks (LANets) since 2013 to promote transparency, accountability, citizen participation, and anti-corruption action at the local level.GACC currently has **39 District-Level LANets** across **15 regions** of Ghana.

To strengthen coordination, stakeholder engagement, information sharing, and the expansion of LANets, GACC seeks to designate 16 Regional Focal Organisations (RFOs) as coordinating institutions in selected regions. These organisations will serve as a link between the GACC Secretariat and the District LANets within their respective regions.

The Regional Focal Organisation does not replace the role of District LANets or their focal organisations. Rather, it serves as a coordination and support mechanism to strengthen collaboration among District LANets, facilitate peer learning and information sharing, and improve engagement with regional-level stakeholders.

2. Purpose

The Regional Focal Organisation will support the effective functioning of District LANets within its assigned region by facilitating coordination, communication, stakeholder engagement, learning, visibility, and reporting.

3. Key Responsibilities

The Regional Focal Organisation shall:

a. Coordination and Communication

- Support coordination, communication, and information sharing between GACC and the District LANets within the assigned region.
- Maintain an updated database of District LANets and key stakeholders within the region.

b. Stakeholder Engagement

- Build and maintain relationships with Regional Coordinating Council, Metropolitan, Municipal and District Assemblies (MMDAs), traditional authorities, media, civil society organisations, faith-based organisations, youth groups, and accountability institutions to advance the objectives of LANets.
- Facilitate engagement between District LANets and relevant regional stakeholders on governance, accountability, and anti-corruption issues.
- Represent LANets at relevant regional forums and meetings where appropriate and share information arising from such engagements with District LANets and GACC.

c. Programme Implementation Support

- Support the planning and implementation of LANet and related activities within the region.
- Develop and implement an annual Regional LANet Coordination Plan in consultation with District LANets and GACC.

d. Documentation and Reporting

- Document and report on key activities, achievements, challenges, lessons learned, and emerging governance issues within the region as required by GACC.

e. Regional LANet Visibility and Sustainability

- Promote the visibility, sustainability, and effectiveness of LANets within the region.
- Support collaboration, stakeholder ownership, and opportunities to expand LANets into additional districts within the region.

4. Minimum Eligibility Requirements

Interested organisations should:

1. Be legally registered and demonstrate active operations in at least five (5) districts within the region.
2. Demonstrate experience in governance, accountability, advocacy, citizen engagement, community mobilisation, development programming, or network coordination.
3. Demonstrate established working relationships and a positive reputation among regional and district-level stakeholders.
4. Demonstrate sound financial management and accountability systems appropriate to the organisation's size and nature.
5. Designate a focal person with the requisite mandate and commitment to coordinate activities and liaise regularly with GACC and District LANets.

5. Selection Criteria

Criterion	Key Indicators	Weight
Legal Registration, Regional Presence and Experience	Evidence of legal registration, active operations, and programme implementation within the region. Additional consideration will be given to organisations demonstrating active work in more than five (5) districts.	**30%**
Stakeholder Engagement and Networks	Demonstrated working relationships with key stakeholders, particularly Regional Coordinating Councils, MMDAs, and relevant state and non-state actors within the region and operational districts.	**25%**
Financial Management Capacity	Evidence of sound financial management systems, accountability for funds, financial controls, basic record keeping, timely reporting, and responsible management of grants or project resources.	**30%**
Commitment and Responsiveness	Designated focal person with the mandate and commitment to support coordination, communication, and reporting requirements.	**15%**

6. Reporting Requirements

The Regional Focal Organisation shall provide:

- Quarterly updates on LANet coordination activities, emerging governance issues in the region, as well as Activity and Annual Reports.
- Any information reasonably requested by the GACC Secretariat to support programme implementation, monitoring, learning, and reporting.

7. Performance Indicators

Performance shall be assessed based on:

1. Timely submission of required reports and updates.
2. Evidence of stakeholder engagement and mobilisation.
3. Responsiveness to communication from the GACC Secretariat.
4. Support provided to District LANet coordination and implementation.
5. Compliance with GACC values, policies, safeguarding, and accountability requirements.
6. Effective management and accountability of any funds entrusted to the organisation.
7. Evidence of support for LANet's visibility, sustainability, and expansion within the region.

8. Duration of Appointment

The appointment shall be for an initial period of one (1) year and may be renewed based on performance, continued relevance, and availability of resources.

9. Facilitation Support

Regional Focal Organisations may receive facilitation support or reimbursement for approved activities in accordance with GACC policies and available project resources.

10. Termination

GACC may terminate the appointment for non-performance, non-compliance with reporting or accountability requirements, financial misconduct, reputational concerns, inactivity within the region, or engagement in partisan political activities. Upon termination or expiry, the Regional Focal Organisation shall hand over all relevant records, reports, assets, and outstanding programme or financial documentation to GACC.

11. Safeguarding, Protection, Inclusion and Sexual Misconduct

The Regional Focal Organisation shall ensure that all LANet-related activities are conducted in a safe, respectful, inclusive, and non-discriminatory manner. The organisation shall maintain zero tolerance for abuse, harassment, exploitation, misconduct, and discrimination, and promptly report any safeguarding concerns or incidents to the GACC Secretariat.

12. Interested applicants should click here to download and complete the application form: Application Form