

# **NATIONAL WOMEN'S COUNCIL**



## **NATIONAL WOMEN'S COUNCIL ACT 2016**

### **SECTION 10 (COMMITTEES)**

#### **TERMS OF REFERENCE FOR PROJECT COMMITTEE**

##### **1.0 OBJECTIVE**

The **Project Committee** has the responsibility to provide strategic orientation to **Project Proposals** geared towards the promotion of the **social, economic and political empowerment of women and gender equality** in line with the mandate of the Council as prescribed under **Section 4 (Objects of Council)** of the National Women's Council Act 2016.

Projects shall be identified, formulated and implemented by the National Women's Council and/or in collaboration with stakeholders related to the **short-term, medium-term and long-term** requirements of the society based on the local, regional and national needs, concerns and aspirations of our womenfolk and young girls through the adoption of two main approaches, namely **bottom to top approach** and **top to bottom approach**.

##### **2.0 PROJECT EXAMINATION AND RECOMMENDATIONS**

The project proposals shall be duly examined by the Project Committee for necessary **recommendations to the Board for approval** and implementation **subject to arrangements of funds**. In one hand, the Project Committee shall provide support, guidance and oversight of progress of the implementation of projects to the Board and, on the other hand, ensure **monitoring, evaluation and sustainability** of projects being implemented.

The Project Committee has the responsibility to examine/evaluate the project contents, cost estimate, cost benefit, the timeframe set for its implementation, ensure follow up/monitoring and discussions on the project progress, strengths, weaknesses, threats and opportunities.

The Project Committee may be assigned any other functions for execution as conferred by the Board.

### **3.0 CONSTITUTION OF THE PROJECT COMMITTEE**

The constitution of the Project Committee shall be as decided by the Board and in accordance with latest prevailing regulations/circulars, if any, as provided by competent regulatory instances.

The members of the Project Committee shall be appointed by the Board on such terms and conditions as it may determine **either** wholly from among its members **or** partly from among its members and partly by other persons as stated under Section 10 (2) of the Act.

The Project Committee shall be chaired by such person as the Board may determine as prescribed under Section 10 (4) (a) of the Act.

The Project Committee shall consist of **a Chairperson and three members** who have the skills, knowledge, competencies and experience in the actual field. Where the need is felt and in order to enhance the performance of the Committee, the Board may decide to nominate additional member(s) to the Committee from among the Board Members or other persons.

### **4.0 QUORUM AND MEETING**

At any meeting of the Project Committee, the **Chairperson and at least two members shall form a quorum** excluding the Secretary of the Committee. In the absence of the Committee Chairperson, the remaining members of the Committee who are present shall elect one among themselves to chair the meeting. The Secretary of the Committee shall be as approved by the Board.

#### **In Attendance**

The Manager of the National Women's Council shall be in attendance whenever such meeting is held. Other officers may be called upon to attend the meeting in attendance where deemed necessary including the Head Technical Unit and the officer responsible for projects.

### **5.0 FREQUENCY OF MEETINGS**

The Project Committee shall meet **as often as may be necessary** and at such time and place as the Chairperson may determine **or** meet **as and when required by the Board** as provided under Section 10 (4) (b) & (c) of the Act. Meetings of the Project Committee shall be called by the Secretary at the request of the Committee Chairperson.

## **6.0 MINUTES OF MEETINGS**

The Secretary of the Committee shall ensure that **a formal record of Committee proceedings and resolutions is maintained**. Following approval of the minutes by the Chairperson, they shall be circulated to all members of the Board at its subsequent meeting.

The Project Committee shall submit its report within such time as may be fixed by the Board and the report shall contain the observations, comments and recommendations of the Committee or any matter referred to it by the Board and regulate its meetings and proceedings in such matter as it may determine as stated under Section 10 (5) & (6) of the Act.

## **7.0 FEES PAYABLE**

The Chairperson, Members and the Secretary of the Project Committee shall be paid such allowance as the Board may determine as regulated under Section 10 (3) (b) and in accordance with prevailing regulations/circulars, if any, as provided by competent regulatory instances.

## **8.0 DISCLOSURE OF INTEREST**

Disclosure of Interest by any member or any person who forms part of the Committee shall be applicable as regulated under Section 11 (Disclosure of Interest) of the Act and in accordance with approved corporate governance documents adopted by the Council.

## **9.0 REPORTING PROCEDURES**

The Chairperson of the Project Committee shall report to the Board at regular intervals on the matters the latter has reviewed, making recommendations when requested or when it is considered appropriate.

**Approved by the Board at its 47<sup>th</sup> Meeting held on 10<sup>th</sup> September 2025.**

**NATIONAL WOMEN'S COUNCIL  
SEPTEMBER 2025**