



## Terms of Reference – Refugee Coordination Group (RCG)

### Administrative Structure

1. The Refugee Coordination Group is chaired jointly by ARRA and UNHCR, with the participation of national Sector Chairs/Co-Chairs and representatives of humanitarian partners providing humanitarian services to refugees within the Ethiopia operation.
2. Participation from representatives of development agencies and donor partners in RCG meetings will be extended, in coordination with the CRRF National Coordination Office (NCO), and in line with the defined agenda and operational necessity.
3. The RCG meeting will be convened on a quarterly basis each year; March, June, September and December.

### Objectives/Activities

4. Share information on the humanitarian contexts, needs and capacities to support joint planning.
5. Optimise coverage and implementation of humanitarian services by identifying operational gaps and removing overlaps.
6. Effective coordination with CRRF NCO to ensure that development interventions benefiting refugees are reflected in humanitarian response planning.
7. Analyse data, identify inter-sector priority issues and propose solutions.
8. Make decisions, prioritise, set parameters and plan to guide policy, strategy and operational implementation.
9. Harmonise common standards and approaches to service delivery.
10. Pool capacities, resources and facilitate shared learning.

### Outputs

11. Information management products, incl. maps, 3Ws, situational analysis.
12. Joint assessments, demographic data and projections.
13. SOPs, endorsed strategy documents and technical guidelines.
14. Appeals, and Annual Ethiopia Refugee Response Plan.
15. Ethiopia Refugee Response Plan Annual Report.
16. Financial contribution tracking for comprehensive refugee response.
17. Shared capacities and resources – technical capacity exchange, training and mentoring.

### Methods

18. Ethiopia Data Portal.
19. Harmonized Mail Chimp information dissemination to govern inter-sector, working groups and sub-working group coordination.
20. Joint missions, assessments and planning exercises, including annual Country Operations Planning.
21. Joint fundraising processes; regional and country-based refugee response plans.
22. LoU Tracking Tool.
23. OPS Tracking Tool.
24. Networking. (i.e. informal contacts, bi-lateral meetings and exchanges)
25. Cross-agency training, shared experts and “trouble-shooting” visits.
26. Input from Sector Working Groups.

## Refugee Coordination Model: Ethiopia National Structure – 02 April 2018

