

NFI Sector Working Group - Terms of Reference

Amman - Jordan

Background information

The Working Group Structure aims at improving the predictability, timeliness, and effectiveness of humanitarian response, and pave the way for recovery. It will strengthen leadership and accountability in a key sector and make the identification of humanitarian response gaps quicker.

In the context of Jordan the timely provision of Non Food Items (NFIs) is vital for both camp (30%) and urban refugees (70%), however it can be considered a life-saving priority for new arrivals who do not have easy access to the market. NFIs distributions are also carried out for host communities who are experiencing the same living conditions of the refugees and sharing their already scarce resources with them.

Objective

The objective of the NFI Sector Working Group (WG) is to enhance the coordination and effectiveness of NFIs assistance, define policies and standards to guide and support agencies active in the overall humanitarian effort for the Syrian refugee crisis in Jordan.

Responsibilities

1. Advocate that every beneficiary facing a similar set of challenges receives the same humanitarian support, irrespective of the location and the agency that he/she happens to be supported by. Devise realistic ways of achieving this and advise agencies accordingly.
2. Standardize NFIs assistance both to the existing refugee population and to newcomers, whether for ongoing support or seasonal/time-bound interventions, in terms of policy, strategy and their practical application (e.g. defining the contents of NFI kits, the specifications of items and other technical standards).
3. Establish a set of documents to guide the provision of NFIs assistance such as guidelines, standard operating procedures (SOP), targeting and vulnerability criteria, best practices collection, and liaise with the governorate level WGs and/or equivalent structures.
4. Coordinate assistance provided and gap analysis in order to ensure the greatest coverage possible given the resources available. Collect and analyze data relating to NFIs activities and identify geographical gaps in coverage. Share information about needs to guarantee a common understanding by all partners of the sector's needs and to facilitate the achievement of strategy's objectives and targets (provision of maps, and matrices showing distribution densities and coverage by item, member, and geographical area);
5. Coordinate resource mobilization, primarily through the Syria Regional Response Plan (RRP) process, but also through any other relevant mechanism such as ERF.
6. Leading the reporting exercise against the RRP6.
7. Ensure that adequate monitoring mechanisms are in place within their own organization to review outcome of programmatic interventions progress and impact against agreed action plans.
9. Improve the flow of information among agencies and to beneficiaries.

10. Facilitate linkages between stakeholders active at local level, especially civil authorities, UN partner and NGO's

Responsibilities of the co-chairs

1. Facilitate the development of a common strategic framework as well as guidelines for the NFI Sector;
2. Promote synergies with other actors active in complementary sectors (Cash and WASH in particular);
3. Ensure appropriate coordination with partners in an inclusive and transparent manner, ensure decisions are taken in a participatory way and follow up on key decisions and action points;
4. Promote the integration of gender into planning, policies and guidelines;
5. Act as focal point for inquiries on the NFI sector response plans and operations and represent the sector within Inter Sector and Interagency Coordination Meetings as well as in other humanitarian for a/platforms
6. Encourage the use of common needs assessment and monitoring tools, and ensure timely and accurate reporting by all partners;

Priorities (for the second half of the year)

7. Better coordination of the needs assessments; approval by the WG, joint gathering id information, avoid duplication and making sure of the coverage (verify, quantify, and map emergencies needs)
8. Better gap analysis; use of 3Ws, better information sharing and participation with particular focus on the Winterization exercise. Coordinate joint needs assessment and analysis.
9. Further exploration of cash as a methodology; distributing vouchers instead of NFIs, monetization of assistance
10. Operationalization of the post distribution monitoring questionnaire and analysis of the result.
11. Making sure that women –girls –boys and men have equitable access to resources.
12. Develop mechanisms to eliminate duplication of service delivery

Membership – attendance and Secretariat

- The NFI Sector is currently co-chaired by NRC and UNHCR while it is open to all humanitarian actors (National and International NGO) who are aiming to coordinate NFI assistance to Syrian refugees in Jordan. Representatives of local and national authorities and other stakeholders, such as donors can participate in the NFI WG. In general, the NFI WG members depends on the level of engagement. Active member in the NFI WG requires:
 - Regular participation at the national level and working group meetings
 - Mandatory completion of the 4W (monthly) when requested by the NFI WG
 - Share responsibilities for NFI activities, including assessing needs, developing plans, policies, evaluation and guidelines.
 - Respect and adhere to agreed principles, policies, priorities and standards
- The NFI Working group meeting takes place every second Monday at 14:00 unless decided otherwise. The venue of the meeting is UNHCR Office in Khalda, and the duration of the meeting will usually be around 1 hour regulate by an agenda circulated to NFI WG members in advance
- Extraordinary meetings and ad-hoc task forces may be created by the chairs and at the request of members of the Working Group, when this is considered necessary to address an urgent issue. These ad-hoc Task Forces and camp-based Sub-Working Groups should be time-limited and report to the NFI SWG.

- UNHCR provides Secretariat and Information Management support to the group and assists with dissemination of relevant documents, publication under the portal and other common platforms. Minutes of the meetings will be circulated in a timely manner and posted on the Syrian Refugee Response web portal available at <http://data.unhcr.org/syrianrefugees/country.php?id=107>
- The Term of Reference may be reviewed on an Annual basis or as required.

All members agree to apply the 2007 Principles of Partnership (Equality, Transparency, Results Oriented, Responsibility and Complementarity) and work together to promote and integrate the “do no harm” principle in their humanitarian response.