



## **Terms of Reference**

### **Inter-Agency Group South Lebanon**

**March 2014**

#### **Background**

Lebanon hosts the largest Syrian refugee population in the region. Since the outset of the influx in 2011, the Government of Lebanon and UNHCR have established an Inter-Agency (IA) mechanism to coordinate the humanitarian response. It now encompasses coordination within and across all sectors in all field locations and in Beirut, and has drawn on UN agencies' and NGO comparative expertise, supported by an integrated information management system. The Inter Agency group South Lebanon is led by UNHCR and co-lead by a UN agency, NGO or government agency according to these terms of reference.

#### **Structure**

The Inter Agency Group (IA) is open to all humanitarian organisations intervening in South Lebanon, be they Government, UN/inter-governmental organisations, or non-governmental organisations (both national and international) that are abiding by established humanitarian principles in the delivery of their humanitarian interventions.

Organisations not directly involved in the humanitarian response in South Lebanon can participate in the IA meetings in the capacity of observers (i.e. UNIFIL). Observers participate in the discussions but may not vote (e.g. for the selection of the co-lead).

In addition to the chair/lead agency, the IA will appoint a UN agency, NGO or Government representative as co-lead. The co-lead must be selected through a participatory and transparent process, and by agreement of the IA members. The co-lead should be from an organization with (a) operational capacity in the geographic area covered by the IA, and (b) the willingness and capacity to commit time and resources to the co-lead responsibilities. The IA may decide to have the NGO co-lead on a rotation basis.

The co-lead among candidate agencies will be selected by a closed/anonymous vote by members through a simple majority.

#### **Objectives of the IA Group**

Consistent with the overall objectives, priorities and targets in the Regional Response Plan, sector strategy documents, and other relevant national and regional strategies, the IA Group is accountable for the:

- effective coordinated inter-agency programme implementation, supported by common needs assessments, gaps- and capacities analysis,
- coordination of a rapid response in the case of contingencies (large influx);
- prevention of overlap of interventions, and gaps; through the timely dissemination of situational reports on activities and needs in South Lebanon;

- strategic planning of the regional programs, ensuring complementarity of sector interventions;
- standardised evaluation of- and reporting on- humanitarian programs to maximize impact;
- ensuring that agreed in-country and global standards and guidelines are met;
- contingency planning, preparedness, and capacity building;
- common advocacy and resource mobilization;
- sharing information on trends, risks and security.

## **Responsibilities of the IA Lead**

### **Coordination:**

1. Call regularly scheduled meetings to set strategies and communicate clear summary action points with all members and other relevant stakeholders;
2. Call ad-hoc meetings in case of contingencies to support a rapid response;
3. Timely dissemination of IA meeting minutes, agreed action points and relevant documentation;
4. Share information about needs/gaps analysis to guarantee a common understanding by all members;
5. Encourage the use of common needs assessment and monitoring tools, and ensure timely and accurate reporting by all members;
6. Provide relevant updates from/to the National level IA; including on strategic direction;
7. Provide standard reporting and monitoring tools;
8. Identify gaps and propose a response by members;
9. Monitor humanitarian access and identify/address limitations;
10. Lead contingency planning and preparedness processes;
11. Provide updates on funding trends: lead the preparation of inputs to common national/regional funding requests (RRP);
12. Reach out to organisations that are not part of the IA to ensure coordination and to avoid duplication of interventions.

### **Outreach**

13. Ensure appropriate coordination with-, and information provision to- relevant Government counterparts, the donor community, and other relevant humanitarian and development actors;
14. Liaise with local Government counterparts and other relevant local entities on behalf of the IA, or individual members;
15. Prepare common advocacy messages and ensure that these inform discussions in inter-sector meetings, the RRP6 Steering Committee, and the HCT;
16. Prepare a South Lebanon briefing kit to support all IA members;
17. Devise common communication strategies towards beneficiaries.

## **Responsibilities of the Co-Lead**

### **Coordination:**

1. Chair regular IA meetings when needed, consult members on the issues to be discussed;
2. Co-chair regular IA meetings alongside the IA Lead;
3. Share information about needs/gaps analysis to guarantee a common understanding by all members;
4. Encourage the use of common needs assessment and monitoring tools, and ensure timely and accurate reporting by all members;
5. Provide relevant updates from national level counterparts; Government entities or NGO fora;
6. Co-lead contingency planning and preparedness processes;
7. Co-lead the preparation of inputs to the national/regional funding requests (RRP).

## **Responsibilities of the IA members**

1. Participate actively in the regular scheduled meetings;
2. Provide timely updates on humanitarian interventions and gaps to the Lead/-Co-lead, including for common outreach purposes;
3. Adhere to the (sectorial) common needs assessment formats;
4. Adhere to the agreed assessment planning- and sharing of results;
5. Report any issue(s) that could affect other organisations;
6. Adhere to established humanitarian principles (do no harm, transparency, equity, etc.);
7. Adhere to the common approaches- and policies developed through the IA.

## **Working Modalities**

1. The members of the IA will undersign the ToRs;
2. The IA will meet once a month, decisions are taken based on common agreement, in case of disagreements, a smaller group consisting of the Lead, Co-lead and relevant parties will address the issue and report back to the plenary;
3. Standard agenda format/issues is agreed upon and attached to these ToRs;
4. Minutes will reflect the agreed upon action points per agenda item and raised AOB only.

Signed:

Organisation:

CISP

Representative:

CIRO D'ACUNZO

Date:

03/04/2014

*Cirò D'Acunzo*  
CISP  
COMITATO INTERNAZIONALE PER LO  
SVILUPPO DEI POPOLI  
الجنة الدولية لتنمية الشعوب

Organisation:

INTER SOS

Representative:

FEDERICO PRELAD

Date:

03/04/2014

*Federico Prelad*

Organisation:

DRC

Representative:

Stephanie Kebbe

Date:

03/04/14

*Stephanie Kebbe*

Organisation:

World Food Programme

Representative:

Yasmine Kara

Date:

03/04/2014

*Yasmine Kara*

Organisation:

UNHCR - Civil Affairs Unit

Representative:

Habib Aziz + Estine Lemochatti

Date:

03 April 2014

Organisation:

UN-Habitat

Representative:

Tarek Osserian

Date:

3/4/2014

*Tarek Osserian*

Organisation:

UNDP

Representative:

HUSSEIN NASRAUHAH

Date:

3/4/2014

*Hussein Nasraulah*

Organisation:

NRC, Norwegian Refugee Council

Representative:


Imad Kawtharani


Date:


3-4-2014


*Imad Kawtharani*


Organisation: PREMIERE URGENCE - AIDE MEDICALE INTERNATIONALE  
Representative: HANOUARI Eladi   
Date: 3/04/2014


Organisation: UNTHAST  
Representative: Rasane Dagher  
Date: 03/04/2014 


Organisation: UNMAST  
Representative: JIHAD SAMHAT OBO PM  
Date: 03/04/2014 


Organisation: mercy Corps  
Representative: Ali Houn  
Date: 03/04/2014 

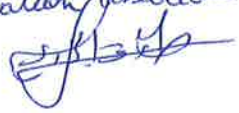
Organisation: ACTION CONTRE LA FAIM (ACFI), LIBAN  
Representative: MIGUEL MENDEZONA  
Date: 03/04/2014 


Organisation: world vision  
Representative: Amina Hareb - distribution officer  
Date: 3-4-2014 


Organisation: IOM  
Representative: Nader Allassaad  
Date: 3-4-2014 

Organisation: Solidar Suisse  
Representative: Catherine Whybrow  
Date: 3-4-2014 


Organisation: Save the children International  
Representative: Maxence Delchambre  
Date: 3/4/14 

Organisation: Development and cooperation association DCA  
Representative: Toré K. Bizéu   
Date: 3/4/2014

Organisation: TERRE DES HOMMES ITALY  
Representative: ENRICO PAPITTO   
Date: 3/4/2014

Organisation: SHEILD  
Representative: Sarah EL Hassrouny   
Date: 3/4/2014

Organisation: Health Coordinator (Conitars)  
Representative: Joyce NAHRI  
Date: 3/4/2014

Organisation: Amel Association International  
Representative: Houssam Nesr   
Date: 03/04/2014

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