

Terms of Reference (Updated 06 April 2015)

Sexual and Gender-Based Violence in Emergencies Sub-Working Group Jordan



Background

Sexual and Gender-based violence (SGBV) among Syrian refugees is manifested in many forms including rape, domestic violence, early and forced marriages, sexual exploitation and abuse. Violence occurred in the country of origin and in Jordan. Women, girls, men and boys experience sexual and gender-based violence.

Objective

The Sexual and Gender-Based Violence Sub-Working Group (SGBV SWG) is a coordinating body with the objective to strengthen SGBV prevention and response in emergency settings. It works to facilitate multi sectoral, inter-agency action aimed at prevention of SGBV, and to ensure a principled approach to the provision of accessible, prompt, confidential and appropriate services to survivors of SGBV. The SGBV SWG's focus is Syrian refugees in urban contexts, camps, informal tented settlements (ITS) and other collective centers and also includes other populations affected by the emergency. The SGBV SWG develops and implements the SGBV strategy within the broader protection strategy for Jordan, and ensures, in coordination with the Community-Based Protection Working Group, the integration of SGBV in the multisectoral response. The SGBV SWG coordinates with national coordination bodies and structures.

Definition of SGBV

The working group has adopted the definition of the IASC Guidelines for SGBV Interventions in Humanitarian settings which defines SGBV as an umbrella term for *any harmful act that is perpetrated against a person's will and that is based on socially ascribed differences between males and females.*

Principles

The work of the SGBV working group is guided by the following principles:

Survivor-centered approach: A survivor-centred approach means that all those who are engaged in GBV programming prioritize the rights, needs, and wishes of the survivor. Essentially, a survivor-centred approach applies the human rights-based approach to designing and developing programming that ensures that survivors' rights and needs are first and foremost. The survivor has a right to:

- Be treated with dignity and respect instead of being exposed to victim-blaming attitudes;
- Choose the course of action in dealing with the violence instead of feeling powerless;
- Privacy and confidentiality instead of exposure;
- Non-discrimination instead of discrimination based on gender, age, ethnicity, ability, sexual orientation, HIV status or any other characteristic;
- Receive comprehensive information to help her/him make her/his own decision instead of being told what to do.

The survivor-centred approach aims to create a supportive environment in which the survivor's rights are respected and in which she/he is treated with dignity and respect. The approach helps to promote the survivor's recovery and ability to identify and express needs and wishes, as well as to reinforce her/his capacity to make decisions about possible interventions. Providers must have the resources and tools they need to ensure that such an approach is implemented.

Confidentiality: ensuring that survivors, witnesses and information sources are protected. No identifying information will be revealed in data resources, nor during discussions in coordination and other meetings, when reference is made to specific SGBV cases.

Safety: all actors will prioritize the safety of the survivor, family, witnesses and service providers at all times.

Respect: actions and responses of all actors will be guided by respect for the choices, wishes, rights and the dignity of the survivor.

Participatory approach consistent with Age, Gender, Disability Mainstreaming (AGDM) Principles: ensuring, to the extent possible, consultation with all members of the community (women, girls, boys and men) in SGBV activities/programmes.

Membership and responsibilities

The membership of the SGBV SWG is open to all national and international humanitarian organizations, agencies and donors directly working on or funding aspects of SGBV prevention and response in relation to the Syrian Refugee Emergency Response.

UNHCR and UNFPA co-chair the SGBV SWG. The organization co-chairing with UNHCR can be nominated on an annual basis among the SGBV SWG members as appropriate.

Responsibilities of the SWG Members include:

- Appointing a focal point and an alternate for attendance to meeting and managing communication from and to the group (e.g. data request, key advocacy messages);
- Coordinating planning with all other actors to avoid duplication and address gaps including geographical and programmatic gaps;
- Contribute to the implementation of the SGBV Work Plan;
- Regularly attend meetings and share information about activities and the field challenges encountered;
- Actively participate in the tasks of the working group, including leading and or participating in specific activities of the coordination group and developing common tools and approaches;
- Agree to follow guiding principles for ethical SGBV programming;
- New members should submit their membership request to the SGBV SWG coordinators including their organization profile, motivation to join and a complete 4W matrix. Existing members have the responsibilities to communicate to the SGBV coordinators any change that may occur in relation to focal point and/or alternate.

Structure of the Sub-Working Group

The SGBV SWG is a sub-WG of the Protection WG. The Sub-Working Group will meet every other Tuesday. Where necessary to address an urgent matter, extraordinary meetings and ad-hoc task forces may be called by the chairs at the request of members of the Sub-Working Group.

- The Zaatari Field SGBV SWG and other field SGBV SWG that might be established in the future on the basis of need and in relation to the scale up of the response are sub groups of the National SGBV SWG;
- The GBVIMS Task Force is a permanent Task Force created in 2012 to identify SGBV trends and gaps for programming and planning purposes.
- Ad-hoc Task Forces may be created to address urgent needs. Given the Jordanian context the Forced and Early Marriage Task Force has been operating since 2014 and is expected to continue functioning throughout 2015.

Linkages with other working groups/bodies and National Institutions

The SGBV SWG liaises through focal points with the Mental Health and Psychosocial support WG, the Health WG, the Education WG and all other sectoral coordination groups.

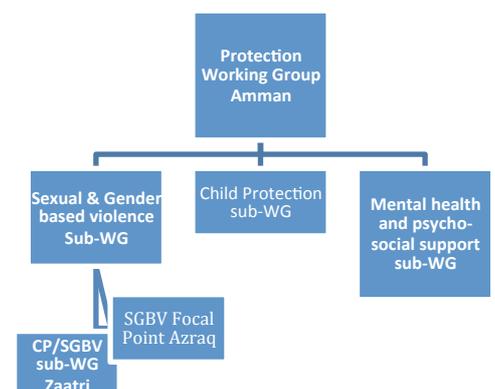
The SGBV SWG will liaise through a focal point with the National Child Protection and with the National Council for Family Affairs (NCFA), and will act as a link between the emergency and the national working group. Coordination meetings with NCFA and/or other relevant national institutions will be called on a bi-monthly basis, with the aim to:

- Facilitate communication at a national level;
- Provide the SWG with available or planned national strategies and work plans, changes in relevant roles or policies or regulations at a local level;
- Provide updates on urgent national protection issues; networks, database, accreditation process, training and funding opportunities.

Gender Focal Points

The SGBV SWG is supported by Gender Focal Points, their responsibilities include:

- Gender Mainstreaming
- Technical support



- Capacity development
- Knowledge management

Key Tasks of the SGBV SWG

1. Improving co-ordination and information sharing

- Mapping and ongoing monitoring of the 3/4Ws in all of the key areas related to SGBV prevention and response including health, psychosocial care, legal aid, gender;
- Ensure that appropriate partners are continuously engaged in working groups meetings and activities;
- Ensure regular communications flow from the field to the National SGBV SWG, the Protection Working Group and other sector coordination mechanisms, and also the flow of information from the sectors back to the field;
- Identify and document new trends, and engage with membership on challenges and new developments;
- Develop and maintain a training information matrix;
- Maintain sector information contained on the UNHCR data website and/or “Box Simple” for working documents;
- Ensure co-ordination with other sectors;
- Support and provide technical guidance to field-based working groups;
- Develop a Work Plan and revise it on a yearly basis;
- Coordinate monitoring and evaluation including sharing and harmonizing tools and reporting on sector results and response;
- Update SGBV Briefing Note on an annual basis.

2. Developing information systems and conducting assessments

- Support the safe collection of SGBV data through the implementation of the GBVIMS in connection with refugee data bases;
- Review and consolidate existing assessments on the SGBV situation and/or work with relevant humanitarian agencies, authorities of the asylum country, refugee, asylum seekers and host communities to conduct participatory assessments on SGBV;
- Identify SGBV SWG focal points for relevant assessments and coordinate participation and contribution to the assessments in relation to SGBV;
- In consultation with other coordinating fora, distribute regular and consistent reports to all stakeholders regarding the nature and extent of SGBV and how it is being addressed across the Syrian Refugee Emergency response.

3. SGBV funding

- Conduct regular partner/activity mapping to track the funds available/committed by actors for SGBV programmes through Activity Info.
- Develop inter-agency fundraising tools in consultation with the Protection Working Group and the ISWG;
- Explore other sources of funding and follow up with identification, and contact building with relevant donors;
- Represent the SWG in donor fora and inter-agency funding mechanisms (e.g. ERF,RRP) in coordination with the Protection Working Group;
- Provide necessary information to SGBV partners about funding opportunities, requirements and processes (ERF, CERF, RRP etc);
- Solicit funds to support urgent needs identified by coordination partners.

4. Mainstreaming SGBV into other refugee coordination sectors

- Regularly participate in sector meetings and raise relevant SGBV concerns;
- Enhance the participation of other sectors in the SGBV working group;
- Ensure that service providers prioritize SGBV prevention, monitoring and recommending changes as appropriate.
- Make periodic presentations in various fora such as Sector co-ordination meetings, ISWG, IATF etc.

5. Support implementation and maintenance of Standard Operating Procedures (SOPs)

- Implement and monitor SOPs for all actors involved in SGBV response;
- Implement and monitor the referral pathway to reinforce the referral system's focus on providing prompt and appropriate services to SGBV survivors;
- Coordinate, at least on an annual basis, the review of the SOPs;

6. Building capacity of SGBV partners

- Ensure application of relevant national and international standards (national protocols, existing policy guidance, etc.);
- Conduct trainings and workshops on SGBV for members of the working group;
- Support the capacity building of relevant stakeholders and service providers;
- Work with partners to develop and/or revise SGBV materials according to local context and implement relevant joint training sessions for multi-sectoral prevention and response to SGBV;
- Support the development of shared information, education, and communication materials.

7. Advocacy (in coordination / consultation with other sectors)

- Develop evidence-based, strategic messages and activities aimed at facilitating multiple agencies to speak with **one voice on** key issues;
- Support community mobilization, behavior change activities and develop\revise IEC materials;
- Sensitise and advocate for specific actions to prevent and address SGBV with local and national authorities;
- Sensitise and advocate for specific actions to prevent and address SGBV with international bodies (e.g. SRSBs and Special Rapporteurs);
- Advocate and engage across sectors to increase awareness of and strategic response to SGBV issues and concerns in coordination with the Advocacy Working Group.

Leadership and responsibilities

The National SGBV SWG in Jordan is co-chaired by UNHCR and UNFPA. The coordinating agencies have equal tasks and responsibilities at all times.

The coordinating agencies are responsible to:

- Ensure the smooth running of the SGBV working group, support co-ordination efforts in the field. A draft agenda is circulated to members of the Sub-Working Group not later than three days before the regular bi-monthly meeting, giving the members the opportunity to suggest additional items for discussion. Draft minutes are circulated within one week of the meeting.
- Facilitate final endorsement of SGBV Work Plan and their implementation;
- Identify gaps and opportunities for programming and funding;
- Ensure close and effective collaboration with members and leadership of other working groups by encouraging participation, convening regular meetings, promoting coordination and information sharing among key actors.

Reporting and Information Sharing

- The National Protection WG is the primary body for development and coordination of protection strategies related to the Syrian Refugee Emergency response in Jordan. The SGBV SWG co-chairs will participate in Protection WG meetings and regularly report on all developments related to SGBV issues.
- The SGBV SWG acts as a conduit for information to and from the Protection Working Group and other sector coordination groups, the SGBV SWG members and the community working groups
- The SGBV SWG raises issues of concern to the Protection WG and ultimately to the Refugee Coordinator (UNHCR Representative)
- The Zaatari Refugee Camp and any other future field SWG report to the National SGBV SWG.
- The GBVIMS and the Forced and Early Marriage Task Force reports to the SGBV SWG.
- Ad-hoc Task Forces report to the SGBV SWG.
- All sharing of information will be done with respect to ethical reporting and confidentiality.

Revisions

The ToR will be reviewed once a year. However, this ToR is a working document and may be revised and updated to meet the needs of all members by agreement of a majority of the members.

For further information regarding the SGBV Sub-Working Group please contact:

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Annex 1:

SGBV SWG – Jordan, Key reference documents

- Guidelines for Gender-based Violence Interventions in Humanitarian Settings: Focusing on Prevention of and Response to Sexual Violence in Emergencies, IASC, 2005.
- Sexual and Gender-Based Violence against Refugees, Returnees and Internally Displaced Persons. Guidelines for Prevention and Response. UNHCR 2003. <http://www.unhcr.org/3f696bcc4.html>
- Action against Sexual and Gender-Based Violence: An Updated Strategy, UNHCR, June 2011, <http://www.refworld.org/docid/4e01ffeb2.html>
- Handbook for Coordinating Gender-based Violence Interventions in Humanitarian Settings, 2010.
- Caring For Survivor's Training Pack, SGBV AoR, 2010.
- Caring for Child Survivors in Humanitarian Settings, IRC-UNICEF, 2012.
- http://data.unhcr.org/syrianrefugees/working_group.php?Page=Country&LocationId=107&Id=35