



Jordan Basic Needs Working Group – National Level Terms of Reference

1.) Background

The Basic Needs Working Group (WG) at national level exists to provide operational coordination among agencies supporting refugees in Jordan with non-food item and multi-sectoral (i.e. unconditional) cash assistance.

This Terms of Reference (ToR) should be revised annually or as required.

2.) Objectives

- a) To define needs-based standards to guide and support agencies active in the refugee response in Jordan;
- b) To mitigate against duplication and identify ways of continuously improving complementarity, including inter-sectoral complementarity;
- c) To develop evidence-based tools that help inform appeal formulation, project design and prioritisation to best assist the affected population;
- d) To guide and facilitate annual planning for appeals and ensure timely reporting against operations (3RP in 2015);
- e) To connect with and support government-led policy-making structures engaged in the Jordan Response Plan;
- f) To provide technical guidance to other sectoral Working Groups.

3.) Outputs

- a) Advocate that every crisis-affected person facing a similar set of challenges receives the same humanitarian support, irrespective of their location and the agency he/she is supported by. Undertake this advocacy with regular and timely reports including the Basic Needs Dashboard;
- b) Deliver planning, reporting and advocacy inputs related to the 3RP process;
- c) Advocate for and guide resource mobilisation through relevant mechanisms such as ERF or calls for proposal from donors such as BPRM and ECHO.
- d) Develop guidelines, standards and SOPs for the assignation, delivery and monitoring of Basic Needs sector assistance, including seasonal assistance.
- e) Ensure effective use of existing referral SOPs (e.g. CP/SGBV referral pathways) and develop sector specific referral structures while updating existing tools and service mapping.

4.) Modalities

- a) Membership of the Basic Needs WG is open to operational actors aiming to coordinate humanitarian assistance in Jordan. Representatives of local and national authorities and other stakeholders, such as donors, are encouraged to participate.



- b) At least one representative of each camp-based and field level Basic Needs WGs or Committees should attend meetings, and it is encouraged that at least one representative of relevant ad-hoc coordination structures also attend.
- c) The WG is co-chaired by two agencies' representatives who are elected annually or more frequently as required.
- d) The group will meet on a monthly basis, or more frequently as required, notification of which will be sent by email to participants a minimum of five calendar days beforehand.
- e) Minutes of the meetings will be circulated for approval within one week.
- f) Meetings will be structured such that national issues which also affect the camps will be addressed in the first part of the meeting, and national issues affecting only the urban sector will be addressed in the second part of the meeting.
- g) Technical or thematic tasks may be assigned by the co-chairs to Task Groups, with defined memberships, remits and timeframes.
- h) Decisions shall be taken in consensus.

5.) Responsibilities of the members

- a) To participate regularly at working group meetings, to the degree possible by the same individual(s) and with an appropriate level of decision-making authority.
- b) To share responsibilities for WG activities, including needs identification, planning and the development of sectoral tools.
- c) Proactively to share best practices and findings from assessments, monitoring and evaluations (especially related to gender, age, disability).
- d) To engage fully and in a timely manner with standard planning and reporting processes, including responding within 72 hours to queries on duplication and adherence to standards.
- e) To disseminate the guidance, decisions and tools developed in the WG within their organisations.
- f) To ensure structured handover in case they are replaced as focal points by their organizations.

6.) Responsibilities of the co-chairs

- a) Facilitate the development of a common strategic framework as well as guidelines for the Basic Needs Sector.
- b) Promote synergies with other actors active in complementary sectors (with particular regard to Protection, FSL, Shelter).
- c) 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.
- d) Promote the integration of gender, age and disability into planning, policies and guidelines.
- e) 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 fora/platforms.

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.



Annexes

1 – Structure of the Basic Needs Sector

2 – ToR of Basic Needs Groups for (a) Basic Needs and Food Security Working Group (Zaatari), (b) CRI Committee (Azraq) and (c) Urban

3 – Compendium of SOPs

4 – 2015 Workplan

5 – Guidelines and commitments on communication