

## Terms of Reference - Livelihoods Core Group

The National Livelihoods Core Group has been established for more in-depth review and guidance on matters of concern to the WG, and to enhance strategic direction, planning and inclusive decision-making. The **Core Group (CG)** serves as the strategic, technical and decision-making body within the sector, ensuring that strategies, policies, and plans align with sector priorities and the overarching LRP. **The Livelihoods Sector Core Group is led by MoSA, and comprised of MoL, MoET, UNDP and UNHCR (permanent membership)**, along with 4 representatives each from UN agencies, INGOS and Local NGOs which are selected on a yearly basis.

The CG members must be selected through a participatory and transparent process, and by wide agreement of the WG partners. The Livelihoods Core Group composition will be reviewed on a yearly basis.

Usually in the first quarter of the year, the national coordinator asks WG members to express their interest in being part of the CG. Following an expression of interest, a survey will be launched to elect new CG members.

The process of electing Core Group is listed below, whereas the existing group and sector leads can propose changes before constituting the group for a particular term:

- The National Coordinator will launch the survey, attaching to the email the applications received by different organizations during the Expression of Interest.
- All INGOS, L/NGOs, including WROs/WLOs/OPDs, and UN agencies who are members of the Livelihoods WG are eligible to vote.
- Voting is limited to one person per organization.
- INGOS are requested to only vote for INGOS. They will find under the INGOS section the names of the organizations that have applied. Each organization must place **5 votes** and failure to do so will lead to disqualification from the process. Note that organizations can vote for themselves only once.
- L/NGOs are requested to only vote for L/NGOs. They will find under the L/NGOs section the names of organizations that have applied. Each organization must place **3 votes** and failure to do so will lead to disqualification from the process. Note that organizations can vote for themselves only once.
- UN agencies can only vote for UN agencies. They will find under the UN agencies section the names of the organizations that have applied. Each organization must place **3 votes** and failure to do so will lead to disqualification from the process. Note that organizations can vote for themselves only once.
- Once all the votes have been received and the voting is closed, the votes will simply be added up for each organization.
- The organizations that receive the highest number of votes (per constituency) will be elected to the Core Group.
- In the event that there is a dead heat for the last place the sector leads agree together to re-launch a re-voting only for the organizations that have received the same number of votes (per constituency).

## 1. Membership Criteria

- **Eligibility:**

- Core group members should be drawn from LRP appealing partners and has an Operational and technical relevance in the overall response in Lebanon. The members should have operational presence in one or more governorates in Lebanon.
- Members must be representatives of organizations actively contributing to the livelihoods sector and should have proven technical expertise or decision-making authority within their organization.
- The organizations and their designated focal points could dedicate time and resources to CG activities.
- Willingness to adhere to humanitarian principles and sector guidelines.
- In line with IASC guidance, specific efforts will be made to ensure inclusive and participatory decision-making at the highest-level of coordination structures and promote the participation of NGOs, that are women-led, youth-led, and/or focusing on women's rights or the rights of people with disabilities.

## 2. Roles and Responsibilities

- **Technical Expertise:** Provide subject-matter expertise to guide decisions.
- **Strategic Input:** Contribute to the design and review of sector strategies and work plans.
- **Participation:** Actively participate in meetings, provide feedback, and contribute to deliverables.
- **Decision-Making:** Engage in collective decision-making, ensuring transparency and alignment with humanitarian principles.
- **Inclusivity and Gender-Responsiveness:** Ensure a gender-responsive and inclusive approach in decision-making, coordination, and designing of sector intervention.

## 3. Composition of Core Group for Livelihood Sector (2025)

- National sector coordinator (UNDP) and NGO Co-Coordinator
- Line Ministries: MoSA, MoET and MoL
- UN agencies: UNDP, UNHCR, ILO, Unicef, UN Women
- INGOs: Oxfam, ACTED, Mercy Corps, ACF
- L/NGOs: Al Majmouaa THE LEE EXPERIENCE Michel Daher Social Foundation (MDSF), Caritas Lebanon

## 4. Scope of Work

The Core Group will take part in the following key responsibilities of Livelihood Sector.

- Participate actively in the development of the sector strategy/review and agree on key priorities and advise the WG on operational and strategic decisions.
- Provide strategic oversight on the prioritization of resources within the sector and the division of labor amongst the sector's partners.

- Participate in the drafting and approval of sector guidelines, SOPs and policies. Ensure sector activities are based on best practices and meet agreed humanitarian and sector-specific standards, in addition to gender mainstreaming through the contributions of gender experts.
- Monitor implementation of the sector's objectives against the LCRP sector results frameworks and assist in the identification of significant gaps.
- Provide specialized input on thematic areas (e.g., gender, protection, cash assistance).
- Validate common processes related to the sector's response, such as contingency planning, transition from in-kind to cash interventions, targeting, or use of common data collection and information management tools.
- Support internal and external evaluation of the sector and sharing of lessons learned.
- Act as back-up to the sector leads in representing the sector at the request of the co-leads as required.
- Contribute to the draft of CGs and National WGs agenda.
- Ensure that respective constituents (L/NGOs, INGOs and UN agencies) are informed and kept up to date on the work done at CG level.
- Allow for the review and adjustment of membership based on sector needs and member performance.
- Lead for the mainstreaming of gender in the sector's interventions in close collaboration with the Gender Focal Point and UN Women.

#### **Decision-Making Process**

- Decisions in the core group will be taken by consensus. If consensus cannot be reached, decisions will be taken through majority voting of members. Sector leads and co-lead are not entitled to vote but can participate in the discussions and negotiations.

## **5. Coordination and Meetings**

- **Meeting Frequency:** the core group meetings are organized every 3<sup>rd</sup> Thursday of the month, the in-person meetings will be encouraged to facilitate face-to-face discussions and smooth decision making.
- Ad-hoc meetings can be arranged to discuss any urgent issues related to the functioning of livelihoods sector, and require strategic inputs for decision making.