

Inter-Agency
Coordination
Turkey

Terms of Reference

Basic Needs Sector Working Group

Turkey, February 2019

I. General Objective

As defined by the Syria Task Force, the objective of the Basic Needs Sector Working Group (WG) is to coordinate the efforts of 3RP partners in supporting the government of Turkey to meet the most pressing needs of refugees in camps and those living in urban, peri-urban and rural areas.

This reflects the broader national objectives enshrined in the Regional Refugee and Resilience Plan 2018/9:

1. Ensure protection of Syrians under Temporary Protection
2. Support the provision of basic services (health, education, food assistance, social services) through national systems
3. Provide immediate assistance to Syrian refugees and vulnerable Turkish individuals and reduce exposure to the effects of poverty and displacement
4. Expand livelihood and job opportunities for Syrian refugees and vulnerable Turkish individuals

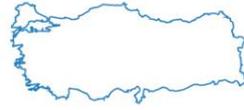
II. Definition

The Basic Needs Sector aims to address both the immediate needs and the formulation of a strategy to increase the resilience of persons of concern. Assistance is provided to socio-economically vulnerable households, enabling them to meet basic needs without increasing negative coping mechanisms, both year-round as well as during extraordinary circumstances.

Basic assistance includes multi-purpose cash-based interventions that allow households to prioritize their expenditures while maximizing the impact of limited resources for the humanitarian response. Food assistance extended via various modalities, cash- and in-kind assistance of shelter, WASH and core relief items will be prioritized for refugees living in camps and the most vulnerable refugees in communities, or where cash schemes cannot be implemented due to operational or market constraints.

A combination of cash-based interventions and core relief items will be provided in times of emergency, Ramadan or for new arrivals. At all levels, the response strategy will be guided by principles to strengthen the overall protection environment for refugees, including men, women, children, the elderly, and persons with disabilities.

Likewise, 3RP partners will contribute to strengthening the physical, technical and operational capacity of municipalities and local authorities to ensure efficient municipal basic services in response to the increased demand, including municipal solid waste management, promoting social cohesion between refugees and members of impacted communities.



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III. Beneficiaries

Basic assistance will be provided to Syrians under temporary protection¹ considered socio-economically vulnerable. The identification of beneficiaries living in urban, peri-urban and rural areas will be managed in close coordination with the government of Turkey who holds the comprehensive database of Syrian refugees in the country. With that purpose in mind, an integral part of the resilience strategy will be to expand the capacity of central and local safety nets for the identification of needs and vulnerabilities, and improve outreach activities in order to identify vulnerable households in the community.

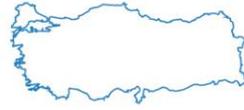
IV. Objectives of the Sector

The overall objectives of the Basic Needs Sector are to improve the living conditions of the most vulnerable refugees, and to strengthen the capacities of national and local institutions to provide welfare and basic services benefiting both refugees and host community members and enhancing social cohesion.

V. Responsibilities of the Working Group

1. Strengthen coordination and cooperation efforts among 3RP partners, government authorities and other relevant stakeholders.
2. Advocate for the provision of assistance to address immediate needs of persons of concern and for the development of a resilience strategy to enhance the ability of individuals, households, communities and institutions to withstand, recover and transform from the humanitarian crises.
3. Coordinate the provision of assistance on the bases of needs and vulnerabilities. Promote comprehensive coverage, inter-agency and cross-sector interventions, and prevention of duplication in programmes and assistance. Advocate for minimum criteria for identification of the most vulnerable and targeting processes.
4. Harmonise in-kind assistance, conditional and multi-purpose cash-based interventions in policy, strategy, and practical implementation, including value of assistance and distribution mechanisms, while advocating with the government of Turkey and donors for equitable access for all persons of concern.
5. Support 3RP partners in the development of strategies, guidelines and information management tools. Provide technical support to collaboratively resolve programming, targeting and monitoring issues. Progressively develop the existent capacities of 3RP partners.
6. Provide inputs and reports for development and update of the Regional Refugee Resilience Plan in response to the Syria crisis (3RP). Promote post-distribution monitoring exercises and impact studies for identification of lessons learnt and best practices to inform future programme design.

¹ People on the move and other vulnerable individuals can be considered by Basic Needs partners.



7. Monitor and review the implementation of both refugee and resilience components of the Basic Needs Sector outputs of Turkey 3RP. Within this, seek to strengthen resilience-based approaches for all activities and track improvements in the approaches being developed and implemented through use of the 3RP resilience lens markers that consider efforts to strengthen capacity-development, sustainability & social cohesion and stability.
8. Enhance information sharing mechanisms among the WG at central level and those in field locations. Lead mapping and reporting exercises (including quarterly dashboards) at national level. Promote similar coordination efforts in the different regions of Turkey.
9. Provide a forum for information sharing among 3RP partners. Promote development of mass communication strategies and strengthen communication channels with government authorities and donors, in order to ensure transparency and accountability in a manner that ensures data privacy.
10. Coordinate with sub-national working groups and task forces, including but not limited to those under the Basic Needs WG.

VI. Principles

The Sector shall strive to act in accordance with the following principles:

1. Resilience, rights and community-based approaches across all activities and programme design.
2. Adaptability and preparedness for the evolving context and available resources to ensure that programmes remain relevant and appropriately address needs.
3. Meaningful engagement, capacity-development, inclusiveness and cooperation between all partners, including UN agencies, international and national NGOs, and civil society.
4. Accountability to beneficiaries, the government of Turkey, donors, and 3RP partners, adhering to established humanitarian operating procedures.
5. Coordination with other sectors and consideration of cross-cutting issues such as protection risks, age, gender and diversity, social cohesion and resilience to streamline the humanitarian response.
6. Impartiality and transparency in decision-making.
7. Foster the principle of do-no-harm across all interventions of all BN WG members

VII. Procedures

1. The WG reports to the Syria Task Force in Ankara, therefore bounds of responsibility and authority of the WG are defined by the Syria Task Force, and are related to coordination, cooperation and information-sharing with members of the Sector and other relevant stakeholders.
2. UNHCR and WFP are the lead agencies of the Sector and co-chairs of the WG. Permanent membership is open to any organisation involved in the sector activities, allowing for



realities in the field to be accurately reflected and for linkages to other sectors to be adequately met. Temporary membership is open to any organisation implementing specific programmes such as winter support programmes or emergency response. Donors may be invited to attend as required and according to agenda items.

3. Bimonthly coordination meetings take place at national and local levels, with a possibility to call for ad-hoc meetings when relevant. The agenda of meetings will be set by consensus of members and minutes of meetings will be developed and shared widely.
4. Decision-making processes within the WG are based on consensus among members of the Sector. If the decision is challenged by any member, a vote will be called, with majority vote enforcing the decision.
5. Temporary task forces tasked with specific actions or outputs will be established and concluded as needed to deal with.
6. When appropriate and as requested by members of the Sector, the WG can make recommendations on any issues of concern to be brought to the attention of the Syria Task Force or the government of Turkey at local or central levels.
7. Other than the responsibilities and procedures defined below, enforcement or regulation of specific activities to be implemented by members of the Sector is outside the area of concern of the WG, unless authorised by the Syria Task Force or the Syria Response Group.

VIII. Roles and Responsibilities of the WG Chairs

1. Host working group meetings bimonthly, prepare agenda for meetings, follow up on action points and minute taking.
2. Ensure that BNWG contact list is up to date at all locations;
3. Promote awareness raising of BNWG roles and responsibilities at national and provincial levels with the relevant coordination platforms (e.g. STF, ISWG, etc.);
4. Maintain appropriate links and dialogue with relevant sectors, stakeholders and technical actors;
5. Involve members in decision making, ensuring that members are consulted on all key decisions impacting the work of the BNWG
6. Provide input for the development and update of the 3RP
7. Bring issues of concern and recommendations to the attention of the STF
8. Identify and where possible address capacity development needs of partners
9. Ensure review of Terms of Reference and Work-Plan at least every 12 months;
10. Coordinate the sectoral response plan under the 3RP, through inclusive dialogue with relevant partners and stakeholders to ensure coherence and effectiveness.

IX. Roles and Responsibilities of the BNWG Information Management Officer

1. Collect BNWG partner agencies' inputs into the Activity Info Reporting Tool by the 10th of every month;
2. Produce the BNWG dashboards and relevant analysis, and submit to UNHCR Information Management Officer on quarterly basis;
3. Update the 3RP Regional Indicator Tracking sheet monthly and submit to relevant IM WG focal point.
4. Identify relevant information requirements of the Basic Needs Coordinators and partners as well as other key partners (relevant Sector, local authorities, etc.) in the Basic Needs response, and encourage information sharing among all stakeholders;
5. Assist in the implementation and operationalisation of the Basic Needs strategy for Turkey through effective managerial and lateral relations as well as teamwork. Develop and/or maintain information management component for the Sector strategy;
6. Ensure that the Basic Needs Coordinators have access to robust systems for file storage, contact lists and e-mail distributions;
7. Develop, manage and maintain Basic Needs database in ActivityInfo, and compile, aggregate and analyse data and information elements required to produce standardised information products and implement or support data/information collection plans for baseline and context-specific data;
8. Extract monthly regional indicator data from ActivityInfo and clear with Sector Coordinator. Share with IMWG Chair;
9. Organise training for Basic Needs partners and other key actors on the use of Sector information management tools and products as needed, such as ActivityInfo. In addition, with the support of the IMWG, organise training for Sector partners and other key actors on data collection, data analysis, data visualisation and protection of sensitive data as needed;
10. Support and leverage geographic data for map production and use in geographic information systems (GIS);
11. Create, maintain and disseminate Sector information management products (dataportal page, contact list, ActivityInfo reporting, operational presence, gap analysis and dashboards/factsheets) at agreed frequencies (see calendar);
12. Regularly engage and represent the Basic Needs in the Information Management Working Group, feeding back to the Sector coordination team as relevant;