



TERMS OF REFERENCE

Strategic Advisory Group (SAG)

PURPOSE OF THE STRATEGIC ADVISORY GROUP

The objective of the Shelter/NFI Advisory Group (SAG) is to provide strategic guidance to the Shelter/ NFI Cluster in a consultative and collaborative manner, with policy decisions, strategic direction, advocacy messages, and support the cluster function as appropriate.

GUIDING PRINCIPLES

The work of the Shelter &NFI members is guided by the principles of neutrality, impartiality and independence. All documents will be circulated among the SAG members who are expected to consult their respective constituents. Any document generated and endorsed by the SAG will be posted on the Cluster website (<https://www.sheltercluster.org/response/ethiopia>) and circulate to the full membership.

I. TASKS OF THE STRATEGIC ADVISORY GROUP

The Strategic Advisory Group will fulfil the following functions:

1. Strategic Role:

- 1.1. To oversee the development of Shelter NFI Cluster's input to the Ethiopian Humanitarian Response Plan as well as the mid-year review.
- 1.2. To provide oversight and guidance of the working of the Shelter NFI Cluster and to promote combined effect with other clusters, particularly with Protection, WASH, SMS and others as necessary.
- 1.3. To ensure sharing of information and dissemination of the work of the Cluster with a specific focus on advocacy for the affected populations and partners, alongside resource mobilization from available funding sources;
- 1.4. Development of position papers and statements on Shelter NFI Cluster related issues;
- 1.5. Assist the cluster in identifying and addressing gaps and trends in policy and practice that impact the service delivery.
- 1.6. Provide guidance and approval of regional sectoral response priorities.

2. Technical Support role:

- 2.1. The establishment of 'Technical Working Groups (TWiGs)' as required and guidance and support the functioning of the group when necessary, including SAG members taking a lead role in specific TWiGs.
- 2.2. To ensure the necessary technical guidelines and standards are available and the shelter response is guided by evidence based, best practice
- 2.3. Ensure that standards are agreed on and consistently applied across the sectoral response.
- 2.4. Development of monitoring and evaluation tools for the Shelter NFI Cluster.
- 2.5. Development of Shelter Cluster specific guidance notes for funding bodies such as EHF.

3. Advocacy and Advisory role:

- 3.1 Formulate and agree on advocacy positions on a different subject on behalf of the Cluster partners, and advocate through HCT, ICCM, and other platforms or recommend ad hoc meeting to focus on specific issues.
- 3.2 Raise any relevant issues pivotal for the affected population and that are not being addressed through existing forums or structures.

3. Coordination role:

Improve and strengthen the overall structure, capacity and effectiveness of the cluster at the national and Sub-National level.



II. TRANSPARENCY AND ACCOUNTABILITY

Selected individuals commit to representing the interests of the Cluster and the affected population and not their own agency's interest and will, therefore, serve in their individual capacity

1. Decisions made by the SAG shall be taken to the extent possible based on the consensus of members.
2. Decisions will be recorded in minutes;
3. Meeting minutes will be taken either by the co-chair or on rotation bases.
4. Agendas and meeting minutes will be uploaded on the cluster website.

III. COMPOSITION AND MEMBERSHIP OF THE STRATEGIC ADVISORY GROUP

The SAG will be chaired by the Cluster Coordinator and the co-chair will be nominated by the SAG members. Membership will be selected bi-annually or when a vacancy occurs. The selection process will happen through consensus and the Cluster members will be informed and interested organization can volunteer to be a member of the SAG. A SAG member will serve for a six months term which may be extended for one additional round. An extension can be proposed by the SAG Chair/Co-Chair or the member one month prior to the term end date.

IV. CONVENING

1. The SAG will ordinarily meet once a month in Addis, regional members will participate virtually when face to face is not possible. Additional ad-hoc meetings/teleconferences may be called as determined by the co-chairs and the Cluster Coordinator. SAG members are expected to attend at least 80% of the meeting.
2. Outside of meetings, necessary decision-making and endorsement will be undertaken electronically among SAG members.
3. Subnational cluster coordinators may raise action points with the SAG members, which will be addressed by the SAG within 5 days.

Government counterparts are welcome to participate and will be invited for specific meetings. The SAG is constituting of the following persons/organizations:

- UNHCR
- IOM- Main office
- IOM- SNNPR, Gedeo and West Guji, Oromia
- NRC
- IRC
- ZOA
- CRS

I. DISQUALIFICATION OF MEMBERS

The decision of disqualification of a member will be effective when many of the SAG members and the Cluster Coordinator agree. The SAG can recommend a member from a list of partners who have expressed interest of the membership of SAG. Shelter NFI national cluster meetings shall approve the new nomination before it is effective.

The SAG reserves the right to replace members in full consultation with cluster members see disqualification of members below:

1. Failure to attend 80% of meetings in the last 3 months
2. Lack or limited contribution to the SAG