

TERMS OF REFERENCE

The Myanmar Shelter/NFI/CCCM Cluster aims to substantiate a more predictable and accountable Humanitarian Shelter response through collaboration, prioritization, and a clear definition of roles. The Strategic Advisory Group (SAG) is entrenched to expedite decision making for the Cluster.

The SAG is a self - elected group of agencies and/or institutions involved in the National Cluster with the aim to define, promote and strengthen the clusters' strategic roadmap, leadership and priorities.

1.Objective of the SAG

The central objective of the SAG is to; (a) Provide continuous strategic direction to the Cluster (b) Facilitate the development of a strategic framework and a concise work plan for the Cluster (c) Act as review committee for the evaluation of partners proposals submitted in the MHF (Myanmar Humanitarian Fund) considering other similar Pool funds rules and regulations.

1.1. Roles and responsibilities of the SAG:

The Strategy Advisory Group (SAG) will provide strategic orientation to the Cluster in Myanmar. Ensuring absolute transparency and inclusiveness, consequential resolutions will be made by the SAG. The SAG will contribute to the following cluster core-function (as determined by the IASC).

- Supporting service delivery to meet Humanitarian Standards
- Supporting the Cluster informing the HC/HCT's strategic decision-making
- Planning, implementing and monitoring cluster strategies
- Monitoring and evaluating performance
- Building national capacity in preparedness and contingency planning
- Supporting the cluster in developing robust advocacy based on Humanitarian Principles
- Promote and ensure the Accountability to the Affected Population
- Promote and reinforce community participation structures

1.2. Core responsibilities

The SAG shall exert the following roles in line with the cluster core functional Areas:

- Determine when to set-up, and/or oversee Technical Working Groups (TWG) or committees.
- Develop, monitor, and evaluate progress on the Cluster strategy in line with agreed strategic road map during Cluster Coordination meeting.
- Whenever required, reassess and endorse priorities for the cluster as collectively agreed during coordination meetings.

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- Active involvement in the determination of cluster priorities in the Humanitarian Response Plan (HRP).
- Provide strategic oversight on inter-Cluster planning and inclusion of cross-cutting issues.
- Inclusively represent the Cluster interest and positions, including advocating for the required resource through relevant forums.

2. SAG - Structure and Membership:

The cluster SAG membership is restricted to 6 organizations which comprises of one representative from each partner organization. The cluster coordinator will be the conveyer of the SAG and on case – by – case basis by an agreed member. The SAG membership will be for a period of one year, and subsequently reviewed on an annual basis.

Expression of interest will be via email and selection of members that meets criteria's will be done through consensus.

Membership of the SAG will include:

1. Cluster coordinator
2. One UN – Agencies
3. Two members from the International Non-Governmental Organizations (INGO)
4. Two members from the National Non-Governmental Organizations (NNGO)

2.1. Membership criteria

Member organization must be an active cluster partner with a notable thematic expertise on the clusters' affairs and capacity to effectively and consistently contribute to the outlined cluster core – functions.

- A representative of each Member organizations must be from its senior staff to ensure a more strategic contribution to the cluster.
- Subnational cluster co-coordinators will not be part of the SAG, except if/when appointed as alternates. Views of sub-national coordinators will be sorted for, by the National cluster coordinator and will be incorporated into agenda points for deliberation amongst member of the SAG during its meetings.

2.2. Meetings and communication

- The SAG will ordinarily meet once quarterly and will be convened by the Chair. Meetings will hold separately from the monthly cluster coordination meetings
- To validate the proceedings of SAG meeting, at least 4 of the members must be present.
- The meetings of the SAG will be held in Yangon or via zoom and cochaired by the Cluster coordinator and rotating SAG member organization.

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- An agenda will be circulated in advance of meetings. Any SAG member can request agenda items in advance.
- Subnational cluster coordinators may raise action points with the SAG members, which will be addressed by the SAG.
- After every meeting, draft meeting minutes will be shared with members of the SAG for comments. Final meeting minutes will be circulated with the wider cluster members.