



# **Terms of Reference**

## **Shelter and Non-Food Items Cluster**

### **Advocacy & Communication Technical Working Group**

#### **Turkey Hub, Syria**

**August 2021**

#### **Purpose**

The Shelter and NFI (SNFI) Cluster for Cross-Border operations in northern Syria seeks to engage a number of cluster members, to strengthen information sharing on the shelter and NFI situation in Northwest Syria to ensure a common understanding of operational activities, challenges and gaps for humanitarian actors, donors, and others; to better guide and support the SNFI cluster advocacy. It also aims to improve the SNFI cluster advocacy efforts and major messaging.

There is an increased need due to the massive population in the shrinking areas in NWS and limited available resources to meet these needs where people are living in dire situation both the IDPs and the host communities. So this group will help disseminating clear information about the cluster members key activities and shelter NFI gaps within Northwest Syria reflecting the ongoing sufferings of IDPs and those in needs. This group is being proposed for formation in response to the expressions of interest of the cluster team to see a more coherent approach to communications and advocacy. As such, this group would seek to support the SNFI cluster by introducing greater engagement between members to enhance coordination and collaborate on communications and advocacy. The work of the TWiG Members is quality oriented and guided by the principles of neutrality, impartiality and independence.

#### **Roles and Tasks of the TWiG**

The Advocacy & Communication Technical Working Group will fulfil the following functions:

- Coordinate with the SNFI cluster team and the communication and advocacy TWiG led by OCHA for better engagement and benefiting for the available resources.
- Identify short and long-term actions and objectives as well as supporting the cluster coordination team having clear planning and timeline in accordance with the cluster timeframe and priorities.
- Facilitate communication and information sharing between cluster team and the members.
- Produce materials and engaging other cluster members to obtain raw materials and develop accordingly.
- Develop and disseminate common humanitarian messaging (focusing on Shelter and NFIs) on key issues of concern.
- Consult, plan and implement dynamic public information activities and products on all aspects of the cluster members work in Northwest Syria.
- Reflects the field shelter and NFI gaps, needs main messages on media product that could serve advocacy and timely planning of the response.
- Support the SNFI cluster advocating for better solutions that meet vulnerable groups expectations and enhance the shelters and the living conditions.
- Undertake collaborative communication actions and campaigns to enhance the visibility of the UN/NGO humanitarian work when relevant and of added benefit.



- Increase understanding of humanitarian needs and expected actions.
- Flag issues of concerns that are relevant to SNFI.
- Find and explore new and creative ways supporting the SNFI cluster team to share information with all stakeholders.
- Update cluster team on relevant media stories and trends.

## Structure and selection process

- The structure of the TWiG consists of **5 or 6 active cluster members**, chaired by one of the members. Some other members could be invited to the group based on needs and requirements.
- The TWiG membership is open to interests from UN agencies, INGOs, LNGOs and IOs. Seats could be decided based on the quantity of interests shown by cluster members.
- The selection process to guarantee a well-balanced composition of the TWiG is based on the number of applications and the qualifications of the interested cluster members beside the commitment. The cluster coordinator(s) can consult with the cluster coordination team for the selection of the members based on the previous experience and contribution. In the case that there are more qualified candidates, the cluster might resort to put the interested members up for voting.
- The tenure for TWiG member is one year. This could be extended based on the cluster coordinator's decision.
- Membership is renewable and there is no limit on the frequency that membership can be renewed as this goes through nominating by the cluster eligible members.
- The SNFI cluster coordinator, the co-chair and the other members of the Cluster Coordination Team have to play a supporting role to the TWiG.
- The members have to show full dedication and commitment and contribution through the dedicated staff. Technical advocacy and communication staff are highly encouraged to participate. All the contribution/support is on voluntary base.
- In case of no sufficient interest from the cluster members to be part of the TWiG, the cluster coordinator(s) can call for a second round of interest applications to fill the gap after advocating among the related category members for nominating themselves to the SAG membership or he/she can get in touch directly with well experienced members to fill.

## Working methods and meetings

- The SNFI Cluster Coordinator(s) ensure that outputs/products from TWiG meetings are brought to the attention and circulated separately or within the cluster products and reports.
- Finally, it is important to note that all TWiG members are expected to contribute actively in meetings and participate in the improvement of the Cluster's capacity with their expertise and dedication.
- The TWiG meets regularly and on ad-hoc basis in case of calls by the cluster coordinator or at the request of the TWiG members as appropriate.
- This group isn't intended to play marketing and promotion roles to any of the members and it is expected to keep focusing on supporting the cluster mandate and approach in advocacy and communication.



## Terms of reference

The TOR has to be reviewed annually at the request of the cluster coordinator or the TWiG members.