



TECHNICAL WORKING GROUPS (2017)

Terms of Reference & Deliverables

Following the establishment of the Strategic Advisory Group in September 2016, it was decided that four Technical Groups (see page 2) be created to suggest solutions to key challenges in the Sector towards improving the ES/NFI Response for affected populations in the Sudan.

| Requirements for TWG membership | Guiding principles |
|--|--|
| <ul style="list-style-type: none"> • Active partners in the ES/ NFI sector; • Regular attendance at coordination meetings in Khartoum and/or in the field; • Commitment of a minimum of 20 working days a year; • Active and consistent participation in TWG meetings and timely participation in activities; <p><i>NOTE: Participation in the TWG should reflect the interests of the sector and not individual organisational interest. It is expected that TWG members represent the interest of their counterparts and not their individual organisations.</i></p> | <p>The TWG will strive to act in accordance with the following principles:</p> <ul style="list-style-type: none"> • Make a special effort to extend a hand to local partners and to build on local capacity whenever and wherever possible. • Use participatory and community-based approaches to inform planning. • Be accountable to beneficiaries, government, donors, and other sector partners. • Be adaptable to the changing needs of the situation and the changing capacities in the sector, and ensure that activities remain relevant. • Consider cross-cutting issues, such as environment, gender, age, protection, disaster risk reduction, resilience and early recovery. • The <i>Do no Harm Approach</i> should be an underlying for all TWGs. • Ensure coordination with other sectors. |
| Procedures | Other |



- The TWG will develop a work plan, with key dates.
- The TWG shall meet as often as possible to reach a consensus on a possible solution(s) to the identified problem in the shortest time possible. Meetings will be scheduled by consensus.
- Specific TWG activities, in line with TWG's agreed functions, may be undertaken by interested TWG members with the support of the co-chairs.
- Decisions by the TWG shall be taken to the extent possible by consensus. Decisions will be recorded in minutes.
- Each TWG will designate a focal point, who will be responsible for reporting to the SAG on the accomplishment of its tasks.
- The Sector Coordinator will provide updates to partners on a quarterly basis.

Agendas and summary records and action points of TWG meetings will be published in the Sector website, Humanitarianresponse.info and circulated through the sector email. A feedback mechanism will be made available, that will allow Sector partners to be informed and provide feedback to TWG activities.

All key documents will be available on a special Dropbox for each respective TWG which will be available to the members of TWG, SAG and Sector Support team.

Timeframe: The duration of TWGs will be decided based on the time required to realise key deliverables, and will be deactivated as soon as they are met.



1. Vulnerability Criteria

- **Objective:** To create vulnerability scorecard with criteria for identification of the most vulnerable protracted IDPs that need ES/NFI assistance
- **Key deliverables:** To **(1)** review vulnerability scorecard developed by sectors partners in Sudan, and those developed by NFI actors other countries such as Democratic Republic of the Congo, Somalia South Sudan; **and** design a vulnerability score card to facilitate partners' identification of the most vulnerable of the protracted IDPs/returnees for renewal distributions; **(2)** Translation of the scorecard into Arabic to facilitate implementation by national partners. The group should ensure linkages/coordination with the various fora working on vulnerability criteria - DTM/IOM, WASH sector and WFPs Food Assistance.

2. NFI Procurement

- **Objective:** To develop a guidance note on standardisation of ES/NFIs provided to beneficiaries in Sudan based on the items provided by the NFI CP, including the quality of ES/NFI Items procured locally, and to ensure that all ES/NFI items costs are standardized.
- **Key deliverables:** **(1)** to compile the list of items procured by partners locally and internationally together with a list of suppliers per location **(2)** compare prices; **(3)** compare quality taking into account SPHERE standards, available at any one time (seasonal) and **(4)** UNHCR to share list of local transporters and their capacity for partners to use in particular at the,

3. Disaster Risk Reduction.

- **Objective:** To address key issues related to fires, floods, flash floods and local capacity building, ensuring that outputs are in line with the recommendations of other already established working groups (DRR WG led by IOM).
- **Key deliverables:** To **(1)** to map out challenges related to disaster risk reduction for ES/NFI response and find corrective measures; **(2)** to design capacity building guidelines/activities, producing infographics and guidance on response in the event of a disaster.

4. Shelter Design

- **Objective:** . Understanding the diverse shelter designs used in Sudan, provide guidance on standardisation, technical guidance on fixing tarps correctly and repairing shelters in the advent of a disaster such as damage due to fire or floods.
- **Key deliverables:** **(1)** map out the various shelter design (emergency, improved shelter, improved transitional shelter) in Sudan provided to different beneficiary groups (with consideration to persons with special needs, the elderly and women headed households) and including costs; **(2)** highlight challenges of shelter designs and propose/develop solutions; **(3)** review plastic sheet repair (conducting a survey of various methods used by beneficiaries). Note, the TWG should adhere to SPHERE standards.