



TERMS OF REFERENCE (TOR)

STRATEGIC ADVISORY GROUP

(rev.1.2 -18 May 2021)

I. BACKGROUND

The Shelter NFI (SNFI) Sector is a forum to guide and advise the Shelter Coordinator Team SCT in Libya.

The Strategic Advisory Group (SAG), which comprises a maximum of 11 members, is to be established every August, with the commitment to support the SCT with strategic approach for more effective and timely response in the provision of shelter and NFIs to the Libyan and not Libyan population in need. The SAG guides SNFI partners with policy decisions, strategic directions, advocacy and coordination mechanisms. The SAG ensures provision of guidance and technical comments during Humanitarian Planning Cycle (HPC) process and Libya Humanitarian Pooled Fund (LHPF) allocations.

II. PURPOSE

The Shelter Coordinator Team (SCT) seeks to engage the leading sector participants, representing various stakeholder groups, in decision-making through consensus management. The SAG will guide the sector, in a consultative and collaborative manner, with strategic directions, policy decisions and coordination mechanisms.

III. GUIDING PRINCIPLES

The work of the SNFI Partners is guided by the four Humanitarian Principles of

1. **humanity:** The purpose of humanitarian action is to protect life and health and ensure respect for human beings;
2. **neutrality:** Humanitarian actors must not take sides in hostilities or engage in controversies of a political, racial, religious or ideological nature;
3. **impartiality:** Humanitarian action must be carried out on the basis of need alone, giving priority to the most urgent cases of distress and making no distinctions on the basis of nationality, race, gender, religious belief, class or political opinions;
4. **independence:** Humanitarian action must be autonomous from the political, economic, military or other objectives that any actor may hold with regard to areas where humanitarian action is being implemented.

and the four core principles of Protection that inform all the humanitarian actions:

- A. Avoid exposing people to further harm as a result of your actions,
- B. Ensure people's access to impartial assistance,
- C. Protect people from physical and psychological harm due to violence or coercion,
- D. Assist with to claim their rights, access available remedies and recover from the effects of abuse.

IV. COMPOSITION

The SAG should include representatives of the UN system, local and international NGOs and umbrella groups, Red Cross Red Crescent, other clusters and donors as observers. Representative of recognized government and local authorities can be invited and consulted on specific themes.

The SAG is limited to 11 members and comprises not more than one representative from each organization. The ideal composition of the SAG is as follows:



- SCT: Cluster Coordinator, co-coordinator (alternate), Information Manager, Shelter expert (if deployed)
- 3 UN Agencies
- 3 International agencies
- 3 National NGOs
- National Government representative

SAG Membership will be renewed on an annual basis through selective process responding to the call for interest. Eventually the Sector partners will be consulted for the final decisions in case of multiple interested candidates through voting process.

V. RESPONSIBILITY

The SAG responsibilities include:

1. Strategic Support:
 - a. Development of the Humanitarian Response Plan including updating the Strategic Operational Framework linked to and based on the Shelter Sector strategy.
 - b. Development of contingency plans, preparedness plan and other response plans in coordination with SNFI TWIG and consolidating SNFI partners inputs
 - c. Development of papers and statements on Shelter Sector related issues
 - d. Development and guidance on resource mobilization and fundraising strategies.
2. Technical Support:
 - a. Guidance and support to the functioning of Technical Working groups, SAG competent members may take a lead role in specific TWiG and being responsible for the outputs.
 - b. Provision of inputs to other relevant structures (coordination groups) through the Shelter Sector (ISCG, HCT...)
 - c. Development of SNFI Sector specific guidance notes for Funding instruments including (Humanitarian Pooled Funds, CERF, etc.) to inform the sector 's operations
 - d. Support the development, establishment, and harmonization (where possible) of SOPs, guidelines, and tools, or revision of already existing ones, in coordination with TWIGs and other relevant forums, to support the implementation of Shelter and NFI related activities aiming to improve the Sector response
3. Advocacy and Advisory role:
 - a. Development and implementation of a shelter NFI advocacy and communications strategy
 - b. Identify partners who can support efficiently in advocacy within the SAG to produce advocacy products.
 - c. Advise for flagging shelter priorities and issues to the attention of the Humanitarian Coordinator and HCT as well as other stakeholders.
 - d. Advocacy for fund raising at various fora and levels
4. Coordination support:
 - a. Provide guidance for the improvement and strengthening of the sector structure, capacity and effectiveness at national and Sub-National level.
 - b. Ensure integration of the Shelter Strategy with the strategy of other sectors.



VI. ELEGIBILITY CRITERIA AND COMMITMENTS

SAG membership eligibility criteria and commitments:

- a. The members of the SAG shall be representatives of agencies who are actively engaged in the SNFI Sector, are well established in Libya and who have significant thematic expertise or have significant operational Shelter experience in Libya.
- b. The organisations shall be committed to share information and expertise within the SAG.
- c. Members should be senior at decision making level and an alternate should be nominated.
- d. Members of the SAG should be willing to champion specific activities of the SAG due to their specific knowledge, experience and interest.
- e. The organisations shall have the capacity to contribute to the main responsibilities outlined above and will commit to constructive cooperation.
- f. The candidate organisations shall commit to actively participate in 80% of the meetings held during the year in order to be considered for the following year.
- g. A member of the SAG may renounce or be requested to renounce to the membership if he/she is unable to fulfil their responsibilities or will not attend 50% of meetings for the first six months. The SAG members will agree on the procedure for the identification of the replacement, who may be the alternate already identified by the organization.

VII. MEETINGS & COMMUNICATION

The Sector Coordinator or alternate convenes and chairs the meeting of the SAG.

The SAG will meet at least once a quarter (monthly preferably). Ad-hoc meetings may be called by the chairperson or at the request of a SAG member, as appropriate.

The venue of the SAG meetings of the SAG will be agreed on the basis of the possible scenario both in person (Tunis or Tripoli) or web (zoom, jeans, WA, others).

The physical venue of the meetings may rotate to the offices of members on voluntary basis at the discretion of the chairperson and when security situation allows.

An agenda will be circulated in advance of meetings; SAG members can contribute to the agenda points.

Sector partners may raise matters/issues for the attention of the SAG informing the Sector Coordinator who will consult the SAG to approve the participation of the interested partner to the SAG meeting eventually.

Meeting minutes will be taken on rotation by the SAG members. The minutes will be shared with all SAG members, and after their comments are incorporated to the wider Shelter Sector partners.

All the other outputs, documents and recommendations generated by the SAG members will be circulated firstly between the SAG members themselves then, after their comments will be incorporated, with the all Sector partners. Partners' comments shall be evaluated by the SAG members and eventually incorporated in the final version. The final consolidate version shall be endorsed by the SAG members before public circulation.

The Sector Coordinator is responsible to ensure that outputs from SAG meetings are brought to the attention of, and followed up with relevant authorities, promulgated in plenary coordination meetings, and posted to the Sector's website.

VIII. AMENDMENTS TO THE TERMS OF REFERENCE

The Terms of Reference will be reviewed on an annual basis (August) or earlier at the request of the SCT, SAG or sector member.