



Terms of Reference (Updated March 2019)

Sexual and Gender-Based Violence Sub-Working Group Jordan

1. Background

Nine years into the Syria crisis, refugees remain in exile as their country continues to face a protracted conflict and an overwhelming humanitarian crisis. To date the United Nations High Commissioner for Refugees (UNHCR) recorded 670,000 registered Syrian refugees in Jordan, a number that has remained consistent over the past four years, mainly due to the increased entry restrictions into the Kingdom. Among the Syrian refugee population 25.7 % are women, 23.8 % are men, 24.6 % are girls and 25.9% are boys. Women and girls represent more than half of the refugee population (50.3%).

Close to 81% of registered refugees live outside the camps, primarily concentrated in urban and rural areas in the northern governorates of Jordan, with lesser populations in the southern governorates. The remaining Syrian refugees live in camps, mainly in Zaatari Camp (±78,605), Azraq Camp (±40,533) and the Emirati Jordanian Camp (±6,903). Jordan also hosts refugee population from other countries including Iraq, Yemen Somalia, Sudan and others. The prolonged displacement is impacting severely on women and girls in Jordan, increasing GBV risks and exposure for refugee and host community, with increased demands on services. Since the beginning of the Syria crisis coordination of GBV service provision has emerged as an urgent need in the GBV response as partners for GBV increased and services become more multi-faceted to meet identified needs of vulnerable women and girls, promoting common standards and approached and building national capacity to respond. In Jordan a SGBV WG was established in 2014 within the Protection working group. Those terms of reference define the scope and the governance of the sub-working group.

Sexual and Gender-based violence (SGBV) among Syrian refugees is manifested in many forms including rape, domestic violence, early and forced marriages, sexual exploitation and abuse. Violence occurred in the country of origin and in Jordan. Although women, girls, men and boys experience sexual and gender-based violence patterns of violence and drivers differ. Gender Based Violence happens more to women and girls because it is a manifestation of historically unequal power relations between men and women, which have led to the domination over and discrimination against women by men. SGBV Working group member are committed to maintain specialized focused services to women and girls.

2. Objective

The Sexual and Gender-Based Violence Sub-Working Group (SGBV SWG) is a coordinating body with the objective to strengthen SGBV prevention and response in emergency settings. It works to facilitate multi sectoral, inter-agency action aimed at prevention of SGBV, and to ensure a principled approach to the provision of accessible, prompt, confidential and appropriate services to survivors of SGBV. The SGBV SWG's focus is Syrian refugees in urban contexts, camps, informal tented settlements (ITS) and other collective centers. SGBV services are open to all vulnerable population hosted in Jordan including refugee of other nationalities, migrants and Jordanian affected by the crisis. The SGBV SWG develops and implements the SGBV strategy within the broader protection strategy for Jordan, and ensures services are in place for multisectorial response to SGBV and advocate for the integration of SGBV risk mitigation strategies in other sectors. The SGBV SWG coordinates with national coordination bodies and structures. It also ensure a coordinated approach with field level coordination mechanisms.

3. Definition of SGBV

The working group has adopted the definition of the IASC Guidelines for SGBV Interventions in Humanitarian settings which defines SGBV as an umbrella term for *any harmful act that is perpetrated against a person's will and that is based on socially ascribed differences between males and females*. The working group adopts the terminology of Sexual and Gender Based Violence, this terms is equivalent to GBV but stresses on the most hidden and critical form of violence that is sexual violence.

4. Principles

The guiding principles for GBV coordination and programming are inextricably linked to the overarching humanitarian

responsibility to provide protection and assistance to those affected by a crisis. The principles ensure we meet our obligations as humanitarians to “Do No Harm” . The SGBV SWG will undertake its activities within a framework which promotes action based on gender analysis, participation, transparency, partnership, and survivor-centered principles. In line with the Protection working group, members of the SGBV SWG are guided by the Protection Principles contained in the Humanitarian Charter and Minimum Standards in Humanitarian Response.

The GBV guiding principles are: safety, respect, confidentiality and non-discrimination. Application of these principles at all times is **mandatory**. They serve as the foundation for all humanitarian actors when coordinating and implementing GBV-related programming.

Guiding principles for GBV coordination and programming

- **Confidentiality:** No identifying information will be revealed in data resources, nor during discussions in coordination and other meetings, when reference is made to specific GBV cases. In GBV SWG meetings, we do not discuss single cases. Measures will be promoted and disseminated to ensure partners abide to the principle of confidentiality. Survivors have the right to decide with whom they share information and informed consent must be obtained for service provision;
- **Safety:** all actors will prioritize the safety of the survivor, beneficiary, family, witnesses and service providers at all times. At coordination level, we will ensure coordination prioritizes the safety and security of GBV service providers, survivors and beneficiaries;
- **Respect:** actions and responses of all actors will be guided by respect for the choices, wishes, rights and the dignity of the survivor and beneficiary;
- **Non-discrimination:** non-discrimination on the basis of nationality, race, religion, political views, sexual orientation, social or other status. The GBV SWG will promote tailored programming for the most vulnerable groups to ensure we promote survivor-centred services that are accessible for all across status, background, age and disability.

Survivor-centered approach: A survivor-centered approach means that all those who are engaged in GBV programming prioritize the rights, needs, and wishes of the survivor. Essentially, a survivor-centered approach applies the human rights-based approach to designing and developing programming that ensures that survivors’ rights and needs are first and foremost.

The survivor-centered approach aims to create a supportive environment in which the survivor’s rights are respected and in which she/he is treated with dignity and respect. The approach helps to promote the survivor’s recovery and ability to identify and express needs and wishes, as well as to reinforce her/his capacity to make decisions about possible interventions. Providers must have the resources and tools they need to ensure that such an approach is implemented.

5. Membership and responsibilities

The membership of the SGBV SWG is open to all national and international humanitarian organizations, agencies and donors and government directly working on or funding aspects of SGBV prevention and response in relation to the Syrian Refugee Emergency Response. Researchers or other external members can be invited on exceptional basis and with approval of coordinators if their participation is relevant to present information for the sub-working group.

Currently UNHCR and UNFPA co-chair the SGBV SWG at the national level. The organization co-chairing with UNHCR can be nominated on an annual basis among the SGBV SWG members as appropriate. Co-leadership arrangements will be reviewed on an annual basis and strive to ensure national ownership, as well as leading technical and resource capacity.

Responsibilities of the SWG Members include:

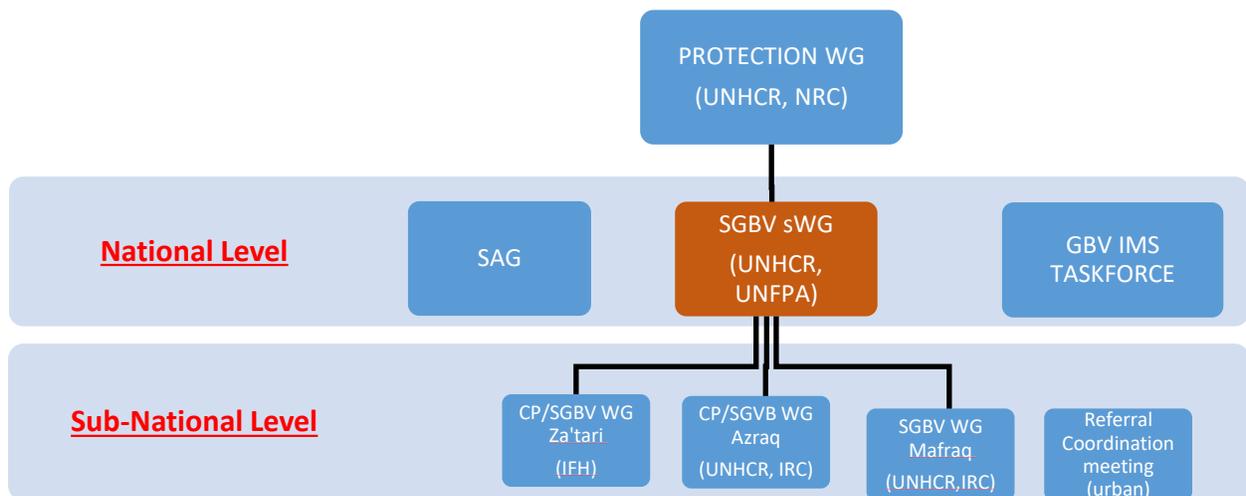
- Abide to international standards and guiding principles for ethical SGBV programming;
- Appointing a focal point with GBV technical expertise and an alternate for attendance to meeting and managing communication from and to the group (e.g. data request, key advocacy messages). Existing members have the responsibilities to communicate to the SGBV coordinators any change that may occur in relation to focal point and/or alternate.

- Planning with all other actors to avoid duplication and address gaps including geographical and programmatic gaps;
- Contribute to the development and implementation of the SGBV strategy and Work Plan;
- Regularly attend meetings and share information about activities and the field challenges encountered;
- Actively participate in the tasks of the working group, including leading and or participating in specific activities of the coordination group and developing common tools and approaches. Participate in dedicated ad hoc taskforces;
- Focal points are expected to disseminate internally to their own organization coordination tools and guidance shared by the SWG including key tools as referral pathways;
- Report on Activity info and on the Financial Tracking system;
- New members should submit their membership request to the SGBV SWG coordinators including their organization profile, motivation to join and complete the mapping tool requested. After one year of absence from meetings the agency will be revoked membership.

6. Structure of the Sub-Working Group

The SGBV SWG is part of the Protection WG, but it has technical autonomy in the area of responsibility. The Sub-Working Group will meet last Tuesday of every month. Where necessary to address an urgent matter, extraordinary meetings and ad-hoc task forces may be called by the chairs at the request of members of the Sub-Working Group.

- Field SGBV WG are established in Zaatari, Azraq and Mafraq. Field coordination bodies are co-chaired by partners and they report to the national SGBV WG and field Protection WG. Sub national working groups operate within national strategy and they have terms of references. GBV is discussed in referral coordination meetings in urban location (South, Amman and Irbid) but dedicated working groups might be created as needed
- Strategic Advisory Group is a body of the SGBV WG that provides policy and strategic direction to the work of the SGBV WG, dedicated terms of reference regulate this body that reports to the SWG
- The GBVIMS Task Force is a permanent Task Force created in 2012 to identify SGBV trends and gaps for programming and planning purposes. The GBV IMS taskforce is an independent body.
- The SGBV SWG is supported by Gender Focal Points. Members of the SWG are responsible for appointing their staff with right profile to serve as gender focal point on a rotational basis. GFPs responsibilities are detailed in specific terms of reference and include: Gender Mainstreaming; Technical support Capacity development; Knowledge management; Development and update of gender analysis.



7. Coordination with national governmental stakeholders.

The SGBV SWG works closely with the National Council for Family Affairs (NCFA), and relevant Ministries and stakeholders in the multisectorial response to GBV, acting as a link between the emergency and the national working group. Coordination meetings with NCFA and/or other relevant national institutions will be called on a need basis. NCFA focal point participates regularly to the SGBV WG. The SGBV SWG actively coordinate with National Child Marriage Taskforce.

8. Core Function and Key Tasks of the SGBV SWG¹

a. Support service delivery

- Providing platform for service delivery driven by Humanitarian Response Plan and strategic priorities
- Developing mechanisms to eliminate duplication of service delivery
- Service Mapping and 3/4/5Ws reporting matrix (who, what, where, when and to whom)
- Standard Operating Procedures and/or referral pathways
- Communication materials to facilitate access

b. Inform the Humanitarian Coordinator and Humanitarian Country Team's decision making

- Preparing needs assessments and analysis of gaps to inform priorities
- Identifying solutions for gaps, obstacles, duplication and cross cutting issues
- Formulating priorities based on analysis for example GBV secondary data review or others
- Ensuring GBV is in inter-sector assessments
- Conducting, promoting or coordinating GBV assessments (including safety audits), Needs/gaps and priority analysis

c. Plan and implement strategies

- Develop sector plans, objectives, indicators to support strategic response objectives
- Applying and adhering to common standards and guidelines
- Clarifying funding needs, priorities and cluster contributions to humanitarian funding proposals
- GBV in Humanitarian Country Team Protection Strategy (HPF)
- GBV in Humanitarian Needs Overview and Humanitarian Response Plan (JRP)
- GBV sub-cluster strategies and work plans
- Standards and guidelines activities

d. Monitor and evaluate performance

- Monitoring and reporting on activities and needs
- Measuring progress against strategies and results
- Recommending corrective actions, as needed
- Supporting monitoring and evaluation frameworks for response (including 3/4/5Ws reporting)
- Participating in self-evaluations, e.g. self-initiated or Sector Coordination Performance Monitoring, and implementing recommendation

e. Building capacity of SGBV partners

- Ensure application of relevant national and international standards (national protocols, existing policy guidance, etc.);
- Conduct trainings and workshops on SGBV for members of the working group;
- Support the capacity building of relevant stakeholders and service providers;
- Work with partners to develop and/or revise SGBV materials according to local context and implement relevant joint training sessions for multi-sectoral prevention and response to SGBV;
- Support the development of shared information, education, and communication materials
- Build national capacity in preparedness and contingency planning

¹ Core function draw up 2019 Coordination Handbook

f. Advocacy (in coordination / consultation with other sectors)

- Identifying concerns, and contributing key information and messages to Humanitarian Coordinator and Humanitarian Country Team messaging and action
- Undertaking advocacy on behalf of the working group, members and affected people
- Promote GBV risk mitigation across other sectors
- Developing Life-saving messages; Key messages on GBV; Briefing note on crisis; Talking points for Humanitarian Country Team; Advocacy strategy as needed.

9. Leadership and responsibilities

The National SGBV SWG in Jordan is co-chaired by UNHCR and UNFPA. The coordinating agencies have equal tasks and responsibilities at all times. This includes for both agencies dedicated part time information management support.

The coordinating agencies are responsible to:

- a. Ensure the smooth running of the SGBV working group, support co-ordination efforts in the field. A draft agenda is circulated to members of the Sub-Working Group not later than three days before the regular monthly meeting, giving the members the opportunity to suggest additional items for discussion. Draft minutes are circulated before next meeting.
- b. Facilitate participatory development and final endorsement of SGBV strategy and Work Plan and their implementation;
- c. Identify gaps and opportunities for programming and funding;
- d. Ensure close and effective collaboration with members and leadership of other working groups by encouraging participation, convening regular meetings, promoting coordination and information sharing among key actors;
- e. Participate and Represent the group and the Intersector meeting and other relevant coordination fora;
- f. Decisions are taken by consensus in a transparent manner with the strategic participation of SAG members

10, Reporting and Information Sharing

- g. The National Protection WG is the primary body for development and coordination of protection strategies related to the Syrian Refugee Emergency response in Jordan. The SGBV SWG co-chairs will participate in Protection WG meetings and regularly report on all developments related to SGBV issues.
- h. The SGBV SWG acts as a conduit for information to and from the Protection Working Group and other sector coordination groups, the SGBV SWG members and the community working groups
- i. The SGBV SWG raises issues of concern to the Protection WG and ultimately to the Refugee Coordinator (UNHCR Representative) and Humanitarian Coordinator and Humanitarian Partners' Forum (HPF)
- j. All sharing of information will be done with respect to ethical reporting and confidentiality. The information sharing protocol of the GBV IMS will guide the operate of the SGBVWG in line with same principles.

11. Revisions

The ToR will be reviewed once a year. However, this ToR is a working document and may be revised and updated to meet the needs of all members by agreement of a majority of the members.

For further information regarding the SGBV Sub-Working Group please

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