Sector Gender Focal Point
Terms of Reference

Background

The Jordan Refugee Response Inter-Sector Working Group (ISWG), established in 2013, brings together all sector leads organized currently around the eight sector working groups and sub-working groups of the refugee response structure.[1] The ISWG encourages synergies and complementarity among refugee sectors and builds up on common processes and facilitates the flow of information among sectors and other fora such as the Humanitarian Partners Forum via UNHCR Representative. The ISWG seeks to ensure that gender is a cross-cutting issue in humanitarian programming and that women and men (including young adults and elderly), girls and boys (including adolescents, children and infants) are able to equitably access the available humanitarian resources irrespective of their gender or age. With the aim of ensuring this role, the ISWG is supported by the Sector Gender Focal Points Network (SGFPN), also established in 2013 with the focus on contributing and ensuring the implementation of a gender-responsive humanitarian response.

The work of the SGFPN is informed by international guidance, such as the UNHCR's Age, Gender and Diversity (AGDs) Policies and Strategies, Inter-Agency Standing Committee (IASC) Policy on Gender Equality and the Empowerment of Women and Girls (2017) and its Accountability Framework (2018), the Agenda for Humanity from the World Humanitarian Summit (2016) and the Grand Bargain. The SGFPN also seeks to support national and international partners to implement recommendations from the inter-agency review exercise on Gender in Humanitarian Action (GiHA), endorsed by the Humanitarian Partners Forum as a first step to strengthen the structures, systems and expertise in place to deliver on global commitments on gender.

SGFPN Scope of Work & Membership

The work of the SGFPN follows four main tracks: coordination, technical assistance to sectors on gender, capacity development and monitoring, reporting, assessment and analysis. The network is composed ideally of at least two members from each of the eight refugee sectors and their related sub-sectors and task forces. (See Annex I for the full SGFPN TOR).

Sector Gender Focal Point Scope of Work

The Sector Gender Focal Points are nominated by their Sector Leads, in collaboration with the Inter-Sector Coordinator, to represent their sector to the network and in inter-sector coordination work/activities related to gender and generally serve as the point of contact on gender equality programming in humanitarian action for their respective sectors. Sector Gender Focal Points nominated by their sectors agree to a one-year commitment to support the network, and during that time, undertake key tasks to strengthen the mainstreaming of gender across the humanitarian response. They perform the following key functions but may be asked to support other activities as needed and/or relevant to the needs and requirements of their sectors and inter-agency coordination:

[1] ISWG ToR available at: https://data2.unhcr.org/en/documents/details/83191

Responsibilities of the SGFPN members include:

1. Regularly attending the meetings of their nominating sector, raising awareness on and providing updates on key gender issues in the sector;
2. Regularly attend and actively participate in SGFPN monthly meetings;
3. Participating in the development, implementation, and monitoring of the SGFPN products, such as ToR, annual work plan and/or other materials and documents in a timely manner;
4. Sharing resources within their sectors/organizations and to SGFPN members (tools developed internally or by other organizations, new studies, policy documents, etc.), including relevant outcomes of SGFPN meetings on core commitments on Gender Equality Programming;
5. Attend at least one GAM, SADD and Gender Analysis training annually
6. Identify sector gender capacity needs and in collaboration with Sector Leads, support the organization and delivery of relevant capacity building and training sessions for sector member organizations on gender tools such as GAM; SADD and Gender Analysis training plan for their sector and other relevant subjects
7. Monitoring the use of GAM and SADD within the sector, supporting the development of a response-wide perspective on the use of these tools/methods so as to support efforts to encourage uptake and strengthening
8. Participate in monthly reporting to the ISWG's Monthly Refugee Sectors Update, providing monthly gender updates to Sector Leads in accordance with the ISWG Coordination reporting calendar
9. Provide quarterly dashboard on gender within the respective sector, utilizing data available on the ActivityInfo platform.
10. Collaborate with Sector Leads to design and implement annual sector gender analysis to be shared with SGFPN and Sector Leads for utilization in the development of sector workplans under the Jordan Response Plan; support other focal points in the gender analysis process through the provision of qualitative feedback on the design process and review of final product;
11. Support the development and finalization of the annual SGFPN report to be shared with ISWG Coordinator, Sector Leads and other relevant stakeholders
12. Collaborate with Sector Leads to develop and implement an annual workplan for the respective sector, integrating SADD and GAM trainings and other planned activities to strengthen gender mainstream in the sector and strengthen coordination for gender mainstreaming in the humanitarian response
13. Participate in the development and review of sector workplans
14. Support respective Sector Leads to ensure gender is adequately mainstreamed in project proposals as members of the respective sector Technical Review Committee (TRC) for the Jordan Humanitarian Fund (JHF);
15. Participate in the Jordan Humanitarian Fund technical evaluation process (and notify SGFPN Co-chairs of any inability to perform this function, including conflict of interest) and represent other gender focal points on the TRC based on an agreed rotation when other focal points have conflicts of scheduling or interest.
16. Sharing with the SGFPN information on key processes and assessments related to their sector and relevant to gender;
17. Communicate to the SGFPN co-chairs and Sector Leads any change in their membership status or temporary unavailability.

Sector Gender Focal Points Network Jordan

Annex I

Terms of Reference
Refugee Sector Gender Focal Points Network (SGFPN)

Background

As of October 2020, the United Nations High Commissioner for Refugees (UNHCR) recorded 661,220 registered Syrian refugees in Jordan. Among the Syrian refugee population 25.7 % are women, 23.8 % are men, 24.6 % are girls and 25.9% are boys. Moreover, Jordan hosts 89,817 refugees from other 57 nationalities. Approximately 83 per cent of refugees live in host communities in urban and rural areas of Jordan. The influx of refugees, now further combined with the socio-economic impact of the COVID-19 crisis, has significantly stretched already limited resources and caused severe stress on Jordan's economy, social cohesion, fiscal stability and public services, and exacerbated existing inequalities.

Women, girls, boys and men (WGBM) from both refugees and host communities have specific needs during crisis as well as specific viewpoints and capacities. When women and men are included equally in humanitarian action, their entire communities' benefit. However, ensuring women's meaningful participation in leadership and decision making in humanitarian processes still represents a major challenge. For these reasons, UNHCR systematically integrates the Age, Gender and Diversity approach into the cross-sectoral crisis response efforts is critical to ensuring that all groups, particularly the most vulnerable and marginalized, have equal access to services and information.[2]

The Jordan Refugee Response Inter-Sector Working Group (ISWG), established in 2013, brings together all sector leads organized currently around the eight sector working groups and sub-working groups of the refugee response structure.[3] The ISWG encourages synergies and complementarity among refugee sectors and builds up on common processes and facilitates the flow of information among sectors and other fora such as the Humanitarian Partners Forum via UNHCR Representative. The ISWG seeks to ensure that gender is a cross-cutting issue in humanitarian programming and that women and men (including young adults and elderly), girls and boys (including adolescents, children and infants) are able to equitably access the available humanitarian resources irrespective of their gender or age. With the aim of ensuring this role, the ISWG is supported by the Sector Gender Focal Points Network (SGFPN), also established in 2013 with the focus on contributing and ensuring the implementation of a gender-responsive humanitarian response.

[2] UNHCR Policy on Age, Gender and Diversity (since 2006 and 2017-2021): https://www.unhcr.org/protection/women/5aa13c0c7/policy-age-gender-diversity-accountability-2018.html
[3] ISWG ToR available at: https://data2.unhcr.org/en/documents/details/83191

International Frameworks & Global Policy

While some progress has been made, humanitarian actors' commitments to promote gender equality in line with the UNHCR's Age, Gender and Diversity (AGDs) Policies and Strategies, Inter-Agency Standing Committee (IASC) Policy on Gender Equality and the Empowerment of Women and Girls (2017) and its Accountability Framework (2018),[4] the Agenda for Humanity from the World Humanitarian Summit (2016) and the Grand Bargain,[5] should remain a priority. In the same spirit, the Humanitarian Partners Forum (HPF) endorsed an inter-agency review exercise on Gender in Humanitarian Action (GiHA), that will provide lessons learned and recommendations on how all partners can strengthen the structures, systems and expertise in place to deliver on global commitments on gender.

This ToR articulates the SGFPN responsibilities to coordinate, promote and strengthen accountability to gender in humanitarian action in line with the above-mentioned framework.

Scope

The scope of work of the SGFPN is to provide Inter-Agency coordination, cross-sectoral technical support and guidance to ensure the integration of gender aspects from an intersectional perspective in the humanitarian response in Jordan. This will be operationalized in the following key focus areas:

1. **Coordination**

- Promoting inter-sector linkages for gender mainstreaming in close collaboration with the sectoral refugee working groups in Jordan.
- Regularly updating on progress and sharing relevant information with ISWG coordinator and members.
- Sharing information with and providing advice to other fora on key gender issues and processes through the ISWG Coordinator and/or the UNHCR Representative.
- Promoting the participation and engagement of national women's organizations and platforms, ensuring complementarity and synergies.
- Promoting linkages and information sharing on gender with camp and urban established coordination structures on a regular basis and providing advice on how to increase women's, participation and leadership in the coordination structure.
- Promoting networking and synergies with other coordination platforms in the humanitarian and development arena dealing with gender and its intersectionality;

[4] https://interagencystandingcommittee.org/iasc-reference-group-gender-and-humanitarian-action/iasc-policy-and-accountability-framework-gender

[5] The 10 Grand Bargain workstreams are available on the IASC website. The Friends of Gender Group, established at the Grand Bargain Sherpa Meeting in Bonn in September 2016, brings together UN agencies, donor agencies and INGOs to share ideas and look strategically across the Grand Bargain commitments to advocate for the strengthening of individual and collective commitments, priorities and frameworks with a view to advancing the gender equality agenda and the empowerment of women and girls in humanitarian settings. To date, the group's work has focused on four priority workstreams: Localization, Cash, Needs Assessment and Participation Revolution. UN Women convenes the Friends of Gender Group. In May 2020, the group published four guidance notes on the integration of gender into these workstreams.

namely, but not limited to Disability Task Force, PSEA Network, GBV Sub-WG, UNCT Gender Task Team.

- Ensuring that discussion on diversity and inclusion reflects the vulnerabilities of LGBTI individuals and communities

2. Technical support to sectors on GiHA

- Supporting the Sector Coordinators in ensuring the sector response plans, annual sector work plans and strategies are gender responsive.
- Ensuring production of updated sector gender analyses and their integration throughout each sector plan and adequately disseminated for all partners to use.
- Ensuring all sector members are familiar with the use of the IASC Gender with Age Marker (GAM) tool, providing partners continuous guidance in close collaboration with sector chairs.
- Contributing to sector information and analysis to ensure a more accurate understanding of gender equality progress, indicators and measures in humanitarian action.
- Ensuring gender is adequately mainstreamed in sectors' project proposals during the design and planning phase and participating in the sector Technical Review Committee for the Jordan Humanitarian Fund (JHF) to ensure that proposals are evaluated from a gender perspective.

3. Capacity development

- Identifying sector needs for information and training in gender in humanitarian action.
- Facilitating training sessions to sector gender focal points and sector partners and other capacity building initiatives on gender in humanitarian action as needed.
- Facilitating training as needed in the use of the GAM.
- Providing guidance to sector leads for the adequate integration of gender dimensions into sectors' work and cross-sector joint actions.
- Sharing lessons learned and good practices on age, gender, diversity, equality, women's empowerment and gender transformative programming and initiatives.

4. Assessment, Analysis and Monitoring

- In collaboration with Sector Leads, ensuring that all sectors and sub-sectors are conducting respective gender analysis and vulnerability impact assessments.
- Providing timely input to gender analysis and vulnerability and impact assessments for each sector and across sectors.
- Ensuring at least sex, age and disability disaggregated data are systematically collected and analysed.
- Reviewing sector indicators from a gender perspective and suggest improvements to the sector leads when necessary.
- Regularly monitoring progress and challenges on the use of the GAM by each sector.
- Promoting gender-equal community-led monitoring and feedback mechanisms.

5. **Advocacy**

- Requesting information when missing on the gender dimensions of reports, research papers, briefs, assessments and financing priorities during working group meetings.
- Promoting accountability on global commitments on gender.
- Organizing and/or support all sectors in specific activities related to World Refugee Day, International Women's Day, and 16 Days of Activism; and other considered as relevant.
- Ensuring gender responsive messaging and communications are integrated into relevant campaigns and events, such as World Refugee Day.
- Disseminating the gender mainstreaming work on the ten Grand Bargain workstreams among humanitarian partners.

Membership

The SGFPN is composed ideally of at least two members from each of the eight refugee sectors, related sub-sectors and related task forces teams.

They will represent their nominating sector and be selected by their sector coordinators in collaboration with the Inter-Sector Coordinator according to the following criteria: 1. Seniority;[6] 2. Gender expertise; 3; Agreement to minimum of a one-year commitment. A nominee's membership should be endorsed by the nominee's organizational supervisor who should consent to this commitment and a minimum percentage of allocation of the nominee's time for this purpose.

The SGFPN is also open to other gender focal points, gender advisors, technical experts and resource persons from interested national and international humanitarian organizations, agencies and donors, as standing members. It is expected that these members will benefit from knowledge sharing and provide guidance and technical support to ensure implementation of the SGFPN ToR. Gender experts from national and international humanitarian organizations could be hosted to facilitate specific activities related to the SGFPN and / or help build synergies.

Leadership, responsibilities and modes of operation

The SGFPN is co-chaired by UNHCR and UN Women who together bring a combination of Inter-Agency coordination and gender technical expertise. The network ToR will be reviewed as needed and/or as per request of members taking into account evolving priorities across the humanitarian-development spectrum and technical and resource capacity.

The coordinating agencies are responsible for:

1) Ensuring close and effective collaboration between co-chairs and with and among members;
2) Convening monthly meetings and encourage participation by offering meaningful content and providing feedback on key issues;

[6] Seniority is defined as the number of years of experience working in the humanitarian/development sector and demonstrated ability to influence decision-making processes at sector/organizational level to achieve gender equality outcomes.

3) Circulating a draft agenda to members not later than one week before the regular monthly meeting, giving the members the opportunity to suggest additional items for discussion; minutes of meetings and meeting materials will be circulated within one week of each meeting.
4) Promoting coordination and information sharing on gender and intersectionality issues among key actors throughout the humanitarian sector;
5) Ensuring continuous support to members to enhance their technical knowledge on gender by offering a specific capacity building plan and using a range of strategies such as: peer-learning, information sharing, coaching, training, and sharing useful resources;
6) Facilitating participatory development and final endorsement of SGFPN Work Plan and its implementation, that will be reviewed every six months and adapted/adjusted as required;
7) Participating and representing the group in ISWG meetings and other relevant coordination working groups as needed;
8) Conducting feedback surveys bi-annually to identify areas of improvement in network performance;
9) Ensuring decisions are taken by consensus in a transparent manner;
10) Supporting the inter-sector coordinator and sector leads in the nomination as GFPs of international NGOS as well as national NGOs, as a means of promoting localization and women leadership;
11) Encouraging the participation of men in the network;
12) Promoting and support initiatives to increase the participation of national women-led and gender- focused organizations in decision-making processes.

Responsibilities of the SGFPN members include:

1) Regularly attending their nominated sector meetings;
2) Actively participating in SGFPN meetings and activities;
3) Communicating to the SGFPN co-chairs any change in their membership status or temporary unavailability;
4) Helping identify sector needs and supporting the organization and delivery of relevant capacity building and training sessions for sector member organizations on gender tools such as GAM;
5) Sharing with the SGFPN information on key processes and assessments related to their sector and relevant to gender;
6) Acting as the point of contact on gender equality programming in humanitarian action for their respective sectors;
7) Supporting the sector leads in updating sector gender analysis and provide support to other SGFPs in conducting sector gender analysis;
8) Sharing resources within their sectors/organizations and to SGFPN members (tools developed internally or by other organizations, new studies, policy documents, etc.), including relevant outcomes of SGFPN meetings on core commitments on Gender Equality Programming.
9) Updating the SGFPN on respective sector gender developments and related issues;

10) Supporting respective sector leads to ensure gender is adequately mainstreamed in project proposals as members of the respective sector Technical Review Committee (TRC) for the Jordan Humanitarian Fund (JHF);
11) Representing other sector gender focal points in the JHF TRC based the agreed rotation when a member has a conflict of schedules or interest;
12) Participating in the development, implementation, and monitoring of the SGFPN products, such as ToR, annual work plan and/or other materials and documents in a timely manner;
13) Disseminating and presenting information in sector working group meetings as needed.

END

Last updated: 17 December 2020

Endorsed by UNHCR's Representative, Dominik Bartsch: 17 January 2021