



## Terms of Reference

### Basic Assistance Sector Coordination

(Beirut and field)

#### Background

After four years of generous welcome of people displaced by the Syrian crisis, Lebanon's government and communities now face a critical test of stability. The Government of Lebanon (GoL), the United Nations (UN), Non-Governmental Organizations (NGOs) and other humanitarian partners jointly launched the Lebanon Crisis Response Plan (LCRP) in December 2014. This plan describes how the GoL and its partners will work together to reinforce stability through this crisis by addressing national and local service delivery systems while also meeting humanitarian needs.

The LCRP is based on nine sector strategies which are implemented and coordinated by the GoL, the UN and NGOs. Each sector has a working group which is led by government, UN and NGO agency according to these terms of reference.

The Basic Assistance (BA) Working Group (WG) has the objective to define the policy and standards of the BA Sector. It is also to coordinate the implementation of activities under the Sector among all actors: national and international non-governmental organizations, relevant government bodies, and UN agencies. The BA WG aims to ensure that assistance is provided in a harmonized way, using resources in the most efficient and impactful manner.

#### Structure

The Working Group (WG) is open to all humanitarian and stabilization operational partners intervening with Basic Assistance programs: Government, UN/inter-governmental organisations, or non-governmental organisations (both national and international) that are abiding by established humanitarian principles in the delivery of their humanitarian and stabilization interventions.

The WG shall be chaired by The Ministry of Social Affairs (MoSA) and Co-chaired by UNHCR and CARE<sup>1</sup>, as per their leadership and specific accountability in the sector's response.

Basic assistance is provided to severely socio-economically vulnerable households in Lebanon, enabling them to meet basic needs without increasing negative coping mechanisms, both year-round as well as during extraordinary circumstances. Basic assistance includes multi-sector cash transfers that allow households to prioritize their expenditures while maximizing the impact of limited resources for the humanitarian response. In-kind assistance of standard Core Relief Items and/or winterization assistance will be maintained where cash-based programming is less appropriate.

Basic needs are specific to households, defined and prioritized by their members, and further shaped by socio-economic and living conditions. Basic needs can be exacerbated by stresses resulting from recent arrival to Lebanon, seasonal shocks, or increased insecurity within Lebanon. To build the

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<sup>1</sup>CG Co-chair: IA Sector Coordinator + Representative with experience in both Cash and NFI Core Groups

capacity of beneficiaries and to help Lebanon respond to complex emergencies, the sector aims to strengthen existing social safety net mechanisms within the country.

### **Beneficiaries**

Basic assistance will be provided to those identified as the most socio-economically vulnerable Syrian refugees (registered and non-registered), Palestine Refugees from Syria, Palestine Refugees in Lebanon, Lebanese returnees, poor Lebanese and other refugees (Iraqis).

The most severely economically vulnerable Syrian refugees are estimated to be 29% of the total registered. Of the Lebanese population, 15% are identified below the national poverty line (subsisting on \$3.84/day<sup>2</sup>).

Additional vulnerability criteria will be applied for holistic targeting, including from Vulnerability Assessment of Syrian Refugees in Lebanon (VASyR), NPTP, UNRWA's assessment, IOM's assessment, SMEB, etc., and the Targeting Exercise and household profiling. Some interventions will have specific criteria: date of arrival, lack of items or no prior assistance (for newcomers); altitude and exposure to cold (for winterization assistance); gender, age, and field-identified sensitivities (for special needs cases).

### **Accountabilities**

Consistent with the Basic Assistance sector strategy and its supporting sector results framework including Outcomes, Outputs and Targets in the LCRP, the sector (co-) leads are accountable to:

- The LCRP steering committee through the inter-sectoral coordination structure;
- The Working Group members;
- The field based working groups, which is based on a two-way accountability mechanism between the field and Beirut;
- The institutions and individuals benefiting from the sector interventions in line with the Humanitarian Accountability Principles;

### **Responsibilities**

- Advocate for equitable access to humanitarian support for all beneficiaries.
- Standardize multi-sector cash transfers, in-kind assistance, and winterization assistance in policy, strategy, and practical application, e.g. defining the items in a standard core relief kit, USD values for winterization, etc.
- Coordinate assistance on the basis of need, for comprehensive coverage of the country and avoid duplication. Report and map activities through field level according to standard formats through field offices.
- Support implementing agencies in each area through developed strategies, guidelines, procedures, and common tools for information management.
- Strengthen the flow of information to beneficiaries, government, and donors to ensure transparency and accountability, in a manner that ensures data privacy.

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<sup>2</sup> Based on an assessment done by MoSA in 2012

- Provide technical support to collaboratively resolve programming issues, targeting, and monitoring. Progressively build capacities of agencies.
- Support inter-agency processes involving cross-sector targeting and interventions to create a complementary and more cost-effective humanitarian response for Lebanon.
- Define and evaluate indicators of program impact, recognize lessons learned for best practices, and adapt results to program design for future interventions after review.
- Support field level coordination groups.

### **Establishment and Maintenance of Appropriate Sectoral Coordination Mechanisms**

The Basic Assistance sector works in harmony with other sectors as per the proposed LCRP response structure. Nevertheless, this sector highlights the following coordination specificities:

- NPTP is the only official entity that has the national comprehensive database of vulnerable Lebanese HHs, ranked and selected as eligible NPTP beneficiaries.
- Targeting Lebanese HHs should be coordinated with NPTP to avoid overlapping. The assistances should be based on NPTP data, while the implementation plan must be in coordination with NPTP.
- Adaptability and preparedness for the evolving context and available resources to ensure that programs remain relevant and appropriately address needs.
- Meaningful engagement, capacity-building, inclusiveness and cooperation between all partners, including UN agencies, international and national NGOs, and civil society, with transparent information on who is doing what, where, and when.
- Participatory and community-based approaches across all activities and program design.
- Accountability to beneficiaries, the government of Lebanon, donors, and other sector partners, adhering to established humanitarian operating procedures.
- Consideration of cross-cutting issues, such as environmental impact, protection concerns, disaster risk reduction, gender, and stabilization.
- Coordination with other sectors as appropriate to streamline the humanitarian response.
- Impartiality and transparency in decision-making.

### **Procedures**

- Sector coordinator and co-chair of Core Group will share leadership responsibilities. The co-chair will be selected through a participatory and transparent process, and by wide agreement of members. The co-leads should demonstrate technical expertise, operational capacity, and willingness to commit time and resources to the positions.
- Membership is open to any agency involved in any of the sector activities, allowing for realities in the field to be accurately reflected and for linkages to other sectors to be adequately met.
- A minimum of one monthly meeting at the national level, scheduled for the third Friday of each month at 10.00 am in the Inter-Agency Coordination Unit office in Beirut. The agenda of meetings will be set by consensus of members.

- Sub-WGs to be organized and concluded as needed to deal with, among other things, specific activities of impact studies, GoL missions for capacity-building or emergency response planning in case of influx or internal displacement.

#### **Attention to cross-sectoral priorities including gender**

- Participate in monthly inter-sectoral and inter-agency meetings and other relevant inter-agency processes to ensure that appropriate linkages are made with other sectors' objectives and strategies;
- Reach out to other sectors (i.e. attending meetings of other sectors or engage Core Group members to represent if needed) to ensure effective cross sectoral links for an improved cross sectoral coordination;
- Identify and address cross-sectoral priorities;
- Ensure gender-sensitive programming and promote gender equality and ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed;
- Ensure that social stability principles are integrated in the sector strategies; programmes and activities through conflict sensitivity mainstreaming;

#### **Monitoring and Reporting**

- Use and promote Activity Info as the inter-sectoral reporting tool to monitor progress of the implementation of the sector strategy.
- Verify monthly data entry of sector partners and provide quality assurance of Activity Info data for the sector.
- Submit the monthly and quarterly sector dashboards every 15<sup>th</sup> day of the month following the reporting period. The dashboards monitor progress against key indicators and targets as set out in the LCRP sector strategies and results frameworks.

#### **Communication, Advocacy and Resource Mobilization**

- Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the HC and other actors;
- Advocate for donors to fund humanitarian actors to carry out priority activities in the sector concerned, while at the same time encouraging sectoral group participants to mobilize resources for their activities through their usual channels;
- Submit inputs into regular inter-agency communication products;

#### **Emergency preparedness**

- Ensure contingency planning, preparedness, and capacity building for new/seasonal emergencies;
- Participate in contingency planning and preparedness processes.

#### **Application of standards**

- Ensure that agreed in-country and global standards and guidelines are met;
- Ensure that the working group members are aware of relevant policy guidelines, technical standards and relevant commitments/policy changes that the Government has made;

#### **Inclusion of key stabilization and humanitarian partners**

- Ensure inclusion of key stabilization and humanitarian partners for the sector respecting their respective mandates and programme priorities. Special focus will be given to the inclusion of Lebanese institutions and organizations.

## Responsibilities of the Core Group

The objective of the Basic Assistance Core Group is to set the strategic direction of the Basic Assistance Sector and provide a platform for coordination and in-depth review, guidance, and decision-making on matters of concern to the wider Working Group. These Terms of Reference should be read in conjunction with the Working Group Terms of Reference. The Core Group is composed of 15 members (9 voting members). Key roles to fill are:

| Basic Assistance Sector, Core Group, March 2015 |                         |              |
|---|-------------------------|--------------|
| Representation                                  | Organization            | Voting power |
| Chair   | MoSA                    | 1            |
| Co-Chair  | UNHCR Interagency       | 0            |
| <b>Co-Chair</b>                                 | <b>ACTED</b>            | 0            |
| NFI Technical Support                           | UNHCR Interagency       | 0            |
| Cash Technical Support                          | UNHCR Interagency       | 0            |
| Gov representative                              | NPTP/ MoSA              | 0            |
| Programme representative                        | UNHCR                   | 1            |
| Programme representative                        | UNICEF                  | 1            |
| Programme representative                        | UNRWA                   | 1            |
| Programme representative                        | WFP                     | 1            |
| Programme representative                        | OCHA                    | 0            |
| <b>INGO representative</b>                      | <b>Vacant</b>           | 1            |
| INGO representative                             | SIF                     | 1            |
| NGO representative                              | LRC                     | 1            |
| Lebanon Cash Consortium                         | Lebanon Cash Consortium | 1            |
|   |                         | <b>9</b>     |

### The CG will:

- Provide support and introduce common procedure for assessing and identifying the most appropriate modality (cash, in-kind, or voucher) for basic assistance according to the context and target group.
- Endorse common processes and tools such as targeting, monitoring and evaluation, information management, and communication by establishing standard operating procedures and parameters for programmes, thereby creating accountability to beneficiaries, partners, and donors.
- Build consensus around key activities in the sector for harmonized strategic approaches where applicable.
- Support internal and external review of sector activities and implementing agencies.
- Designate tasks as required for ad-hoc projects or subgroups: seasonal subgroups, targeting exercise.
- Monitor progress toward fulfilling objectives of the LCRP/3RP and lead process for midterm review. Provide relevant input and technical advice, to align where possible to national and regional strategies and processes.

- Identify gaps in capacities and overlaps in services of sector actors. Participate in inter-agency and inter-sector processes to ensure appropriate linkages with other sectors' objectives and strategies.
- Identify and communicate advocacy messages with GoL, the donor community, and other relevant development actors.

### **Procedures**

- The representatives from UNHCR, WFP, UNRWA, OCHA, and MOSA shall be nominated from their bodies per internal recommendations
- Qualified members must:
  - a. Have demonstrated active engagement within WG or task teams relevant to the scope of the sector
  - b. Have a decision-making or leadership position within their respective agency
  - c. Be from an agency that has demonstrated significant geographic and financial coverage
  - d. Be from an agency which has significant decision-making and coordination capacity in the inter-agency consortium
- The BA Working Group (WG) may refer any issues that it cannot resolve or decide upon at the WG level up to the CG for discussion and resolution. Obtain endorsement on recommendation and decisions from the national WG. Leads and co-leads to report back to LCRP steering committee / inter-sector / interagency coordinator.
- Any decisions taken must be by consensus. If no consensus can be achieved, a deciding vote requires two-thirds majority of the members. Voting in absentia is not possible. However, a member may, in exceptional cases, designate a replacement to vote on their behalf.
- Ensure that representatives have technical knowledge and represent practical field realities.
- Decisions related to MosA activities require approval, where the represented has to consult with management.

## **Annex 1: Roles & Responsibilities of the Basic Assistance Chair & Co-Chairs**

As of March 2015, the Basic Assistance Working Group is:

- Chaired by the Ministry of Social Affairs represented by Hadi HADDAD ([hadi\\_haddad@live.com](mailto:hadi_haddad@live.com) - 03 716 164)
- Co-Chaired by UNHCR Inter Agency represented by Khalil DAGHER ([dagherk@unhcr.org](mailto:dagherk@unhcr.org) – 03 177 379)
- Co-Chaired by ACTED represented by Karim Traboulsi ([karim.traboulsi@acted.org](mailto:karim.traboulsi@acted.org) – 76 421 634)

The Chair and Co-Chairs ensure the implementation and compliance with the above Terms of Reference. They share the following responsibilities:

- Planning and strategy development
- Development and application of standards
- Establishment and Maintenance of Appropriate Sectoral Coordination Mechanisms
- Monitoring and Reporting
- Communication, Advocacy and Resource Mobilization
- Emergency preparedness
- Inclusion of key stabilization and humanitarian partners
- Training and capacity building
- Attention to cross-sectoral priorities including gender

They are accountable to 1) The LCRP steering committee through the inter-sectoral coordination structure 2) The Working Group members 3) The field based working groups, which is based on a two-way accountability mechanism between the field and Beirut and 4) The institutions and individuals benefiting from the sector interventions in line with the Humanitarian Accountability Principles.

To ease coordination and communication, and as of March 2015, the roles between the Chair & Co-Chair are split as follow:

- Chair/MoSA is in charge of:
  - The general strategic direction of the Basic Assistance Working Group
  - Liaising with the GoL and local authorities including in the field
  - Reinforcing the link with key stabilization and local humanitarian partners
- Co-Chairs / CARE & UNHCR Inter-Agency representatives are in charge of:
  - Liaising with UNHCR field offices and field coordination mechanisms
  - Information Management including Reporting and Mapping
  - Emergency preparedness and winterization programming
  - Leading the development of standards and liaising with necessary actors for both programming and monitoring
  - Targeting and HH assessment in cooperation with Food Security Working Group

The remaining responsibilities (maintenance of coordination mechanisms, planning, advocacy and capacity building) are shared.