

## JORDAN REFUGEE RESPONSE LIVELIHOODS WORKING GROUP



### **DRAFT** Terms of Reference

#### 1. Background

The Jordan Compact from the Syrian Donor Conference held on 4 February 2016 in London includes the issue of livelihoods for Syrian refugees as a key focus area. There is a need for both day-to-day operational discussions and longer-term planning in this regard. In February 2016, the Inter-Agency Task Force (IATF) decided to establish a Livelihoods Working Group to enhance operational coordination among agencies supporting Syrian refugees in Jordan with livelihoods.

The creation of the Livelihoods Working Group under the IATF will: strengthen coordination of the livelihoods activities both in urban and camp settings; effectively utilize the information on the refugees available on UNHCR databases (such as ProGres and RAIS) through information sharing agreements with partners; continuously apply a coherent selection criteria for livelihoods activities among partners through the established frameworks (including the Vulnerability Assessment Framework) in urban areas and respective frameworks in camps; inform partners in Amman about livelihoods programmes in the camps shared by the respective field-level livelihoods coordination structures.

#### 2. Objectives

The Livelihoods Working Group aims to:

- Map livelihoods projects in the refugee component of the Jordan Response Plan (JRP)/ Regional Refugee and Resilience Plan (3RP) through the ActivityInfo database.
- Define, through a consensus-driven approach, evidence-based methodologies for the targeting of Syrian refugee beneficiaries for livelihoods activities making use of existing resources including the Refugee Assistance Information System (RAIS) and the inter-agency Vulnerability Assessment Framework (VAF).
- Make available relevant caseload and beneficiary information and referrals to agencies, NGOs and other organizations implementing livelihoods activities in Jordan.
- Mitigate potential duplication of livelihoods projects and inclusion of Syrian refugees in both camp and out-of-camp settings; identify ways of improving complementarity, including inter-sectoral complementarity.
- Function as the IATF reference for camp-level livelihoods coordination structures in developing their specific guidelines and initiatives for livelihood programming.
- Guide and facilitate planning for the inter-agency appeals for the refugee component of the JRP/3RP.
- Monitor and evaluate the progress on the livelihoods projects in the refugee component of the JRP/3RP; ensure timely reporting related to the inter-agency appeal for the refugee component, including the livelihoods dashboard.
- Develop mass information messages, FAQs, etc. directed at Syrian refugees regarding access to legal employment;
- Connect with and support relevant government-led structures, including the JRP Task Force for Food Security/Livelihoods.
- Develop advocacy messages for Syrian refugees to access to legal employment both in camps and urban settings; advocate for and guide resource mobilisation through relevant mechanisms or calls for proposal from donors.

### 3. Modalities

- Membership of the Livelihoods Working Group is open to operational actors aiming to coordinate livelihoods activities for Syrian refugees in Jordan. Representatives of local and national authorities and other stakeholders, such as donors, are encouraged to participate.
- Representatives of camp-based and field level livelihoods coordination structures should attend meetings.
- The Livelihood Working Group is co-chaired by a UN agency and a NGO. The NGO co-chair is elected annually or more frequently as required.
- The group will meet on a monthly basis, or more frequently as required, notification of which will be sent by email to participants a minimum of five calendar days beforehand.
- Minutes of the meetings will be circulated for approval within one week.
- Meetings will be structured such that national issues which also affect the camps will be addressed in the first part of the meeting, and national issues affecting only the urban sector will be addressed in the second part of the meeting.
- Decisions shall be taken in consensus.

### 4. Responsibilities of the members

- To participate regularly at working group meetings, to the degree possible by the same individual(s) and with an appropriate level of decision-making authority.
- To share responsibilities for Working Group activities, including needs identification, planning and the development of sectoral tools.
- Proactively to share best practices and findings from assessments, monitoring and evaluations (especially related to gender, age, disability).
- To engage fully and in a timely manner with standard planning and reporting processes, including responding within 72 hours to queries on duplication and adherence to standards.
- To disseminate the guidance, decisions and tools developed in the Working Group within their organisations.
- To ensure structured handover in case they are replaced as focal points by their organizations.

### 5. Responsibilities of the co-chairs

- Facilitate the development of a common strategic framework as well as guidelines for the Livelihoods Working Group.
- Promote synergies with other actors active in complementary sectors (with particular regard to Education, Protection, Food Security and Shelter).
- Ensure appropriate coordination with partners in an inclusive and transparent manner, ensure decisions are taken in a participatory way and follow up on key decisions and action points.
- Promote the integration of gender, age and disability into planning, policies and guidelines.
- Act as focal point for inquiries on the Livelihoods sector response plans and operations and represent the sector within Inter-Sector Working Group meetings as well as in other humanitarian fora/platforms.

All members agree to apply the 2007 Principles of Partnership (Equality, Transparency, Results Oriented, Responsibility and Complementarity) and work together to promote and integrate the “do no harm” principle in their humanitarian response.