

Sub-National Basic Needs Sector Working Group

Terms of Reference

Gaziantep Turkey, 2017

Sector-Specific Objective

As defined by partners at the sub-national level, the objective of the Basic Needs Sector Working Group (WG) in Gaziantep is to improve the living conditions of the most vulnerable refugees and to strengthen capacities of national and local institutions to provide public services benefitting both refugees and host community members and ensuring social cohesion across South-Eastern Turkey (ten municipalities).

Definition

The Basic Needs Sector at sub-national level serves as an operational hub which aims to address the most immediate needs of vulnerable groups in South-Eastern Turkey. Assistance is provided to socio-economically vulnerable households, enabling them to meet basic needs without increasing negative coping mechanisms, both year-round as well as during extraordinary circumstances.

Basic assistance includes multi-purpose cash-based interventions that allow households to prioritize their expenditures while maximizing the impact of limited resources for the humanitarian response. In-kind assistance of shelter, WASH and core relief items will be prioritized for refugees living in camps and the most vulnerable refugees in communities, or where cash schemes cannot be implemented due to operational or market constraints.

A combination of cash-based interventions and core relief items will be provided in times of emergency or for new arrivals. All interventions will be guided by the principles outlined by the Ankara-level BNWG to strengthen the overall protection environment for refugees, including men, women, children, the elderly, and persons with disabilities.

Partners will also contribute to strengthening coordination mechanisms at provincial and local levels with AFAD, municipalities and other authorities, supporting the physical, technical and operational capacity of the latter on a needs-basis and upon request with a particular focus on public infrastructure rehabilitation, municipal solid waste management and promoting social cohesion between refugees and members of impacted communities.

Beneficiaries

Basic assistance will be provided to Syrian households¹ considered socio-economically vulnerable. The identification of beneficiaries living in urban, peri-urban and rural areas will be managed in close coordination with the government of Turkey who holds the comprehensive database of Syrian refugees in the country. With that purpose in mind, an integral part of the resilience strategy will be to expand the capacity of central and local safety nets for the identification of needs and vulnerabilities, and improve outreach activities in order to identify vulnerable households in the community.

Responsibilities of the Working Group

¹ People on the move and other vulnerable individuals can be considered by Basic Needs partners.

1. Strengthen coordination between basic needs actors to ensure gaps are filled, duplications are avoided and geographical coverage ensured;
2. Coordinate assistance based on jointly agreed needs;
3. Contextualize and apply minimum criteria or identification of most vulnerable and targeting;
4. Harmonize implementation of in-kind assistance and Multi-Purpose Cash (MPC) programs;
5. Contextualize and ensure application of minimum standards;
6. Ensure post-distribution monitoring (PDM) and best learning practices;
7. Monitor and review programs and implementation;
8. Strengthen national and local capacities;
9. Ensure minimum preparedness actions (i.e. contingency stocks etc.);
10. Ensure information management and reporting mechanisms.

Core Tasks Per Area of Responsibility

1. *Strengthening Coordination Mechanisms*
 - a. Establishment of provincial level focal points with clear terms of reference to promote coordination of activities with local stakeholders;
 - b. Establishment of a liaison focal point in BNWG to coordinate with sub-national AFAD representatives and municipalities;
 - c. Defining clear deliverables and standard guidelines for BNWG Task Forces and ensuring regular monitoring updates;
 - d. Setting-up regular teleconferences between national and sub-national BNWGs and defining clear division of labour and roles and responsibilities.
2. *Emergency Preparedness*
 - a. Utilize cross-border NGO analysis units to inform Turkey program changes;
 - b. Undertake a contingency stock exercise with all BNWG partner agencies.
3. *Information Management, Gaps & Needs Analysis*
 - a. Collect current data on WASH and Shelter conditions, types, rental market/amount;
 - b. Analyse needs identified and data gaps and report findings;
 - c. Based on data gaps draft standard shelter and WASH assessments (Household and Community Level);
 - d. Undertake inter-agency assessments on shelter and WASH in urban and rural areas and report findings.
4. *Sharing Learning & Minimum Standards*
 - a. Defining what constitutes current best practices;
 - b. Exchanging lessons learned between sectors;
 - c. Develop a common approach to identifying priority districts/provinces for public infrastructure projects;
 - d. Promote a standardized approach to decision-making on types of activity;
 - e. Promote coordination with the CBI-TWG (Cash-Based Interventions Technical Working Group) on commodity price tracking;
 - f. Design minimum standards for PDMs established and used by all partners.

Principles

The Sector shall strive to act in accordance with the following principles:

1. Resilience, rights and community-based approaches across all activities and programme design.
2. Adaptability and preparedness for the evolving context and available resources to ensure that programmes remain relevant and appropriately address needs.
3. Meaningful engagement, capacity-development, inclusiveness and cooperation between all partners, including UN agencies, international and national NGOs, and civil society.
4. Accountability to beneficiaries, the government of Turkey, donors, and 3RP partners, adhering to established humanitarian operating procedures.
5. Coordination with other sectors and consideration of cross-cutting issues such as protection risks, age, gender and diversity, and resilience to streamline the humanitarian response.
6. Impartiality and transparency in decision-making.
7. Foster the application of the principles of do-no-harm across all interventions of all BN WG members.

Procedures

1. The WG reports to the national-level Basic Needs Sector Working Group in Ankara and to the Inter-Sector Working Group at sub-national level.
2. UNHCR and WFP are the lead agencies of the Sector and co-chairs of the WG. Permanent membership is open to any organisation involved in the sector activities, allowing for realities in the field to be accurately reflected and for linkages to other sectors to be adequately met. Temporary membership is open to any organisation implementing specific programmes such as winter support programmes or emergency response.
3. The BNWG encourages consistency in agency representation from the different partners in the interest of moving forward jointly with the agreed ToRs and Work-Plan and not delay the delivery of expected outputs. For this reason, partner agencies should nominate a BNWG focal point and an alternate to attend all meetings and contribute to action-oriented discussions.
4. Monthly coordination meetings take place at sub-national level in Gaziantep, with a possibility to call for ad-hoc meetings when relevant. The agenda of meetings will be set by consensus of members and minutes of meetings will be developed and shared widely.
5. Decision-making processes within the WG are based on consensus among members of the Sector. If the decision is challenged by any member, a vote will be called, with majority vote enforcing the decision.
6. Temporary task forces and other relevant matters will be established and concluded as needed to deal with.

7. When appropriate and as requested by members of the Sector, the WG can make recommendations on any issues of concern that need to be brought to the attention of the national level BNWG or the government of Turkey at local or central levels.
8. Other than the responsibilities and procedures defined below, enforcement or regulation of specific activities to be implemented by members of the Sector is outside the area of concern of the WG, unless authorised by the Syria Task Force or the Syria Response Group.

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