

Strategic Advisory Group (SAG)

APPROVED TERMS OF REFERENCE (Feb 2015)

Background:

After first round of consultation with Cluster Partners, there was a common agreement to revitalize and reinforce the SAG forum. In order to ensure Cluster's alignment with the country humanitarian strategy and SRP 2015 as well as to accompany its reviewing process, the urgency of an active engagement of Cluster Partners (CPs) in SAG discussions is essential.

The SAG should, then, be the common debate environment where all active partners should seek to align their own strategies with identified humanitarian needs, operational priorities and humanitarian standards. This should be also the reference body to support the consolidation of common operational strategy, workplan, reporting, M&E and fund seeking approach.

As this is an important and complementary mechanism to Cluster Coordination, the SAG will be chaired by the Shelter Cluster Coordinator and provide regular updates during Cluster Meetings.

In principle, and due to the urgent need to develop the cluster strategy, workplan and SRP 2015 monitoring framework, the SAG should meet twice a month. Then, it's envisaged a monthly meeting prior to Cluster Meeting.

Organization and Composition

Aiming on ensuring the wider representation but taking into account the importance to strengthen multilateral coordination, the ideal approach is to have one representative from each main stakeholder group, who in turn, would have her/his own previous consultations among the referred group. Meetings should be held according to 'Chatham House Rules' (i.e comments are incorporated but are not attributable to any particular organization).

In line with the objective to empower partners and to strengthen leadership among the cluster community, roles and responsibilities should be defined for SAG members.

The organization of the SAG is foreseen as having a Chairperson, a Deputy Chairperson and Group Members. The SAG roles should be agreed/voted by CPs among those organizations volunteering for the tasks. The process should be consultative ensuring the maximum participation of active CPs.

The recommended composition of the SAG should reflect the legitimacy and representativeness of its members and to facilitate the understanding and common approach of each stakeholder group. Decisions on key issues should be achieved by consensus and aligned with the views of the majority of its members. Members representing each group in the below listed table may rotate to ensure wider participation and responsibility sharing among CPs.

Below is a proposed integration of the SAG:

Number of Members	Organization Type	Membership
1	GIRoA Representative	Active Member
1	Shelter Cluster Coordinator	Chairperson
1	Cluster Deputy Leading Agency	Deputy Chairperson
1	IFRC and National Red Crescent Representative	Active Member
1	UN Organizations active in Shelter and NFIs	Active Member
2	National NGOs	Active Member
2	International NGOs	Active Member
1	Cluster Leading Agency	Active Member
variable	Donor Representatives	Active Member
variable	Active Clusters Coordinators (relevant to subject)	Observers
1	OCHA	Observer
1	ICRC	Observer

Core Functions and Responsibilities:

1. Decide the composition, roles and rotation of SAG members
2. Agree on meeting frequency and venues.
3. Develop and agree the Cluster Workplan and Strategy and coordinate revisions if necessary.
4. Regularly review the Cluster Work Plan, ensure reporting mechanisms are working properly, and that CPs are holding accountable to their operational commitments.
5. Ensure that cross cutting issues are integrated in CP responses and oversight its implementation.
6. Review and agree on Cluster's benchmarks, indicators and performance.
7. Review ongoing response plans and make recommendations to enhance coordination and complementarity among CPs
8. Coordinate advocacy and develop position papers relevant to Cluster areas/modalities of intervention and people of concern.
9. Ensuring liaison and dialogue with relevant GIRoA stakeholders and facilitate the implementation of CPs' programs
10. Coordinate common and fair approach to fund raising activities/opportunities and inclusive selection processes of CPs.
11. Develop dedicated mechanisms and systems for transparent and equitable allocation and monitoring of 'pooled' funds available to Cluster partners.
12. Support the Cluster Performance Review Mechanism, provide recommendations on performance improvement and discuss integration of best practices and lessons learned.
13. Propose trainings, workshop and capacity building initiatives to strengthen the efficiency of CPs and GIRoA partners.
14. Any other tasks agreed and self-imposed by SAG members in line with its strategic mandate.