

## **DRAFT TERMS OF REFERENCE**

### **SIDR TRANSITIONAL WORKING-GROUPS, BANGLADESH**

#### **Introduction:**

With relief operations almost complete and with Early Recovery plans and programming already prepared, there is a need to transform the existing coordination structure, making a transition away from the cluster system reflecting humanitarian interventions, to a system more in line with the implementation of those plans and programmes.

Sidr Transitional Working Groups have been set up to have one single strata of sector coordination vis-à-vis the cyclone; working-groups now exist in education, health, wash, shelter, livelihoods, agriculture, food. (These have now replaced both the existing humanitarian clusters and the Early Recovery Working-Groups set up to assess and plan for early recovery needs.)

It should be noted that these Working-Groups are additionally tasked with dealing with any humanitarian interventions that may still be required, for example as in food security, as well as planning for future needed interventions, such as may occur in the monsoon season in four months time.

#### **Cross Working-Group Coordination**

The Disaster Management Bureau of the Ministry of Food and Disaster Management (with support from the Office of the United Nations Resident Coordinator) is responsible for cross-sectoral coordination, ensuring commonality of approach and adoption of standards by all working-groups, supporting the work of the groups through coordinated planning, programming, and the provision of a suitable information management system.

#### **Working-Group Terms of Reference**

##### Government Leadership and Partnership

- Key partners from all levels of government, national and local, should be represented in the Working-Group.
- Working-Groups should wherever possible have an appropriate government representative as chair or at least co-chair.

##### Coordination of programme implementation

- Ensure appropriate coordination with all WG partners (including national and international NGOs, the Red Cross/Red Crescent Movement) as well as with national authorities and local structures;
- Ensure the establishment/maintenance of appropriate sectoral coordination mechanisms, including meetings at the national and, if necessary, local level;
- Ensure effective implementation of early recovery programming whilst actively analysing the situation with the sector for specific ER needs not yet supported.
- Secure commitments from WG members to respond to ER needs, ensuring an appropriate distribution of responsibilities within the WG, with clearly defined focal points for specific issues where necessary;
- Ensure participants within WG work collectively, ensuring stakeholders' actions are complimentary;
- Ensure effective links with other working-groups (with DMB/UNRCO support);
- Represent the interests of the working-group in discussions on prioritization, resource mobilization and advocacy;
- Act as focal point for inquiries on the working-group's response plans and operations.

##### Planning and strategy development

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- Ensure predictable action within the working-group for the following:
  1. Any future assessment and analysis;
  2. The continuing identification of gaps;
  3. The developing/updating on agreed response strategies and action plans for the WG and ensuring that these are adequately reflected in overall country strategies.
  4. Drawing lessons learned from past activities and revising strategies and action plans accordingly.

#### Application of standards

- Ensure that working-group members are aware of relevant policy guidelines and technical standards;
- Ensure that responses are in line with existing policy guidance and technical standards;

#### Monitoring and reporting

- Ensure adequate monitoring mechanisms are in place to review impact of the WG early recovery interventions and progress against implementation plans;
- Ensure adequate reporting and effective information sharing (with RC support)

#### Advocacy and resource mobilization

- Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the Resident Coordinator and other actors;
- Advocate for donors to fund WG members to carry out priority activities in the sector, while at the same time encouraging WG members to mobilize resources for their activities through their usual channels.

#### Training and capacity building of national authorities and civil society

- Promote and support training of humanitarian personnel and capacity building of humanitarian partners;
- Where needed support efforts to strengthen the capacity of the national authorities and civil society.

**Working-Group Members** at all levels are expected to be proactive partners in the elaboration and implementation of the working-groups priorities

#### **Focal Points TOR**

The United Nations and Government also have focal points for several sectors (Environment and Disaster Risk Reduction) where at this point it is not envisioned there is a need for a full sectoral working-group. These focal points can be contacted to discuss any issues related to transition after the Sidr Cyclone.

#### **Meetings**

Different Sidr Transitional Working-Groups have different meeting schedules depending on present need. Contact focal points below for details of next meetings in each sector.

#### **Website**

Please visit <http://www.lcgbangladesh.org/derweb/cyclone/index.php> for information, contacts, assessment reports and news related to ongoing work and needs after Sidr Cyclone.

## Contact Points

	<b>Government</b>	<b>United Nations</b>
Food Security and Nutrition WG	Dr. Jahangir Hossain MoFDM DRR (Directorate of Relief and Rehabilitation) - VGD Director 01712504960	John McHarris WFP <a href="mailto:John.mcharris@wfp.org">John.mcharris@wfp.org</a> 01711596032
Shelter WG	Engr. Md. Abu Sadeque, Director, Disaster Management Bureau (DMB) 8859636 (Phone), 01819220223 (Cell). <a href="mailto:abusadeque@bdonline.com">abusadeque@bdonline.com</a>	Mozharul Huq, UNDP, <a href="mailto:mozharul.huq@undp.org">mozharul.huq@undp.org</a> 01711807764
Health WG	Professor (Dr) Moazzem Hossain, Director, Disease Control & Line Director, Emergency Preparedness and Response, DG Health Services, Mohakhai. 0181 9880948 (Mobile)	Dr. Kazi AHM Akram, WHO, <a href="mailto:akramk@searo.who.int">akramk@searo.who.int</a> 01713004166
Education WG	Mr. Zakir Hossain Akand Deputy Chief Planning Officer Ministry of Primary and Mass Education.	Hassan A. Mohamed, UNICEF <a href="mailto:hasmohamed@unicef.org">hasmohamed@unicef.org</a> 88 02 -9336702-10 extn. 219
Livelihoods WG	Mr. Md. Azizur Rahman Joint Secretary Ministry of Labour and Employment Govt. Secretariat, Dhaka (Building No. 7, 5th floor)	T I M Nurunnabi Khan, ILO, <a href="mailto:nabi@ilodhaka.org">nabi@ilodhaka.org</a> 028114705
Agriculture WG	<u>Livestock</u> : Dr. Saal Ranjan; Department of Livestock, director of Extension: Cell: 01712052167 <u>Crops</u> : Dr. Shahidul Islam; Director Field Crops, DAE, Khamarbau, Dhaka. Cell: 8123147, Fax: 911502 <u>Fisheries</u> : Mr. Abdul Khaleque; Dr. Director, Department of Fisheries. Cell: 01819259675 <u>Forestry</u> : Mr. Shamusuddin Ahmed, Chief Conservator of Forest	Alfred Osunsanya FAO <a href="mailto:Alfred.osunsanya@fao.org">Alfred.osunsanya@fao.org</a> 01731684553
Wash WG	Mr.Sirajul Islam Department of Public Health Engineering 0171566040	Lalit Patra, UNICEF, <a href="mailto:lpatra@unicef.org">lpatra@unicef.org</a> 880-1713244617
DRR Focal Points	K H Masud Siddiqui, Director General, Disaster Management Bureau. Phone: 8858755,8857795 Cell: 01713063065	Tarik Islam, UNDP <a href="mailto:Tarik.islam@undp.org">Tarik.islam@undp.org</a> 01718043617
Environment Focal Points	To be confirmed	Mamunul Khan, UNDP, <a href="mailto:mamunul.khan@undp.org">mamunul.khan@undp.org</a> 028118600

## Cross-Sector Coordination Contacts

### Disaster Management Bureau

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### UN Resident Coordinator's Office

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