

STRATEGIC ADVISORY GROUP TERM OF REFERENCE

PURPOSE OF THE STRATEGIC ADVISORY GROUP

The main goal of the Strategic Advisory Group (SAG) is to create a consultative, consensual and neutral forum for defining and validating the sector's strategic orientations and ensuring that the sector's vision is adapted to the needs of the affected populations.

GUIDING PRINCIPLES

Impartiality, neutrality, commitment, confidentiality and independence are the key axes that will guide SAG members. Guidance and decisions once validated by the SAG are no longer subject to comment and must be disseminated to all members of the sector and executed as recommended.

RESPONSIBILITIES OF THE STRATEGIC ADVISORY GROUP

The Strategic Advisory Group will fulfill the following functions:

- **Planning and strategy development**
 - Participate in the development of the sector Humanitarian Response Plan (HRP), Mid-term review of the HRP and development of the Humanitarian Response Plan, including an annual costed work plan.
 - Participate in the development of the **sector strategic action plan** building further details on the HRP to allocate areas of responsibilities and vet strategic guidance approaches. Recommend amendment(s) to the work plan as necessary during the course of the year.
 - Advise on the sector **priorities and planning intervention**
 - Promote and provide input for inter-sector initiatives.
- **Supporting sector service delivery**
 - Recommend the establishment and closure of **Technical Working Groups** (SHELTER, NFI and/or CCCM) according to identified priorities and achievement of deliverables.
 - Establish 'Technical Working Groups' (TWIGs) as required and hold such groups accountable to Terms of Reference agreed by the SAG; ensure proper representation within such groups; ensure timely output; ensure transparent reporting; and close such groups;
 - **Advise** and support the sector coordinators and their Support Team **on technical issues**.
 - **Advise** on operational framework and prioritization to guide the sector task force and members work.

- **Advocacy**
 - Actively participate in the **development of key advocacy strategies**
 - Assist the sector in **mobilizing resources**, including through contributions from sector partners.

- **Monitoring and reporting**
 - Sector Coordinators and support team to **monitor implementation of the sector strategic action plan**.
 - Receive and **share information on projects implemented by partners**.
 - Receive and **review task force and sector** mission reports.
 - Monitor site improvements interventions (MS assistance framework) and act as an objective body to ensure accountability of service delivery.

- **Contingency planning/preparedness**
 - Promote and support **sector preparedness** including technical human resource capacities and skill-sets, and sector contingency planning.

COMPOSITION AND MEMBERSHIP OF THE STRATEGIC ADVISORY GROUP

The SAG will be composed of a maximum of 10 individuals, representing entities that are recognized sector members. SAG membership will include:

- 2 Shelter/NFI & CCCM Sector leads:
 - National Bureau of Statistics (NBS)
 - National Emergency Management Agency (NEMA)
- 2 Sector co-lead from Sector Coordination Unit
- 1 representative (UN/NGO) for CCCM designated by the CCCM TWIG
- 1 representative (UN/NGO) for Shelter designated by the SHELTER TWIG
- 1 representative (UN/NGO) for NFI designated by the NFI TWIG
- 1 IOM (representing the agency)
- 1 UNHCR (representing the agency)
- 1 NRC (representing the agency)
- 1 local NGO representative

OCHA might be granted an observer status with the ability to propose agenda items. The SAG may at any point invite ad hoc participation of any entity or individual, as determined relevant, on specific issues or themes. The sector co-lead are acting as secretariat. It is the responsibility of the Sector co-Lead Coordinator to ensure that outputs from SAG meetings are brought to the attention of, and followed up with relevant authorities, promulgated in plenary coordination meetings, reflected in Sector Reports (Which provide the working 'frame-of-reference' for the Sector membership and beyond), and posted to the relevant web-site.

The criteria to participate in the SAG will include:

- Commit up to **30 days of work a year** to meet SAG responsibilities (including meeting attendance and contributions to ongoing work in-between meetings).
- **Actively and consistently participate** in SAG meetings and provide timely contributions to SAG activities.
- Demonstrate commitment to the sector by **contributing to global cluster activities beyond the SAG**, for instance through participation in a Technical Working Groups or in sector projects.

AREA OF COVERAGE

The Strategic Advisory Group is a national entity and its responsibility covers the three states of Borno, Yobe and Adamawa.

SELECTION OF SAG MEMBERS & REVIEW OF SAG TERM OF REFERENCE

Nominations for membership in the Strategic Advisory Group is based on existing capacities and role within the sector working group. TWIGs will send their UN/NGOs representative to the SAG. A review of the constitution and terms of reference will be after six months following adoption of these ToRs. Sector co-lead Coordinators and UNHCR and IOM are permanent seats, for which no election will be held.

PROCEDURE OF THE STRATEGIC ADVISORY GROUP

The SAG will meet at least quarterly, and on the request of the SAG co-chairs or members to address urgent ad hoc issues. Positions are adopted by the SAG to the extent possible on the basis of consensus. The SAG will further deliberate on the means by which to adopt common position if no consensus is possible. Positions/advice will be recorded in minutes. Meetings should be held according to 'Chatham House Rules' i.e. comments are incorporated but are not attributable to any particular organization.

Agendas, minutes and action points of SAG meetings/teleconferences will be published on the sector website and circulated through the sector gmail address.

- **Representation by at least 1 sector coordinator, a representative from each of the TWGs and 1 representative of either NEMA or NBS is considered quorum to hold a SAG meeting**