

Terms of Reference for the SGBV Sub-working Group in Egypt for refugees

The term Sexual and Gender-Based Violence (SGBV) is used by the SGBV Sub-working Group as an equivalent of Gender-based Violence (GBV) and as ‘an umbrella term for any harmful act that is perpetrated against a person’s will, and that is based on socially ascribed (gender) differences between males and females’ (*IASC Guidelines for Gender-based Violence Interventions in Humanitarian Settings*). This includes violence perpetrated against men, women, boys and girls.

Objectives

The SGBV Sub-working Group (SGBV SWG) aims to support a comprehensive and coordinated approach to SGBV, including prevention, care and support, and efforts to hold perpetrators accountable. The SGBV SWG will ensure prioritization of life-saving activities and gap-filling as well as enhance predictable and effective prevention and response. The SGBV SWG contributes to a shared vision and integrated strategies among humanitarian stakeholders to better address SGBV through a survivor-centered and rights-based approach. The SGBV SWG works towards supporting Syrian refugees as well as refugees of all other nationalities.

In particular, the objectives of the SGBV SWG include the following:

- Support the development of Standard Operating Procedures (SOPs), including referral pathways at national and sub-national levels;
- Develop qualitative standards and approaches for each sub-sector of response and ensure that quality standards are upheld by actors addressing SGBV in their activities;
- Coordinate the safe and ethical collection and analysis of data on SGBV trends and patterns through coordinated information management systems and assessments;
- Reinforce access to information on available services for affected communities;
- Work with other sectors to integrate prevention and response to SGBV in their programming and mitigate related risks;
- Build capacity of actors working on SGBV;
- Advocate with relevant Donors, UN and Government structures on critical gaps and issues related to SGBV response.

Working modalities of the Group

- UNHCR chairs the SGBV SWG and coordinates prevention of and response to SGBV.
- The SGBV SWG reports to the Protection Working Group and works under the guidance of the Assistant Representative (Protection) UNHCR.
- There is no time limit for the validity of the Terms of Reference for the SGBV SWG, but these can be revised when the members, in consensus, agree to revise the document.

SGBV SUB-WORKING GROUP - EGYPT

- All organizations involved in SGBV prevention and response activities, including UN agencies, international and national NGOs, and relevant ministries providing services in the health, psychosocial, legal, protection, security and reintegration sectors, are encouraged to participate in the SGBV SWG. An updated list of members will be circulated on a regular basis.
- The SGBV SWG meeting takes place every second Monday of the month at 10.00 am unless decided by the majority of members. The venue of the meeting is the UNHCR Registration Centre in Zamalek and the duration of the meeting will be a maximum of 2 hours.
- An agenda is shared a minimum of 3 days before the meeting and is informed by inputs received by members. The draft meeting minutes are circulated within a week after the meeting has been held. The final minutes are circulated to the SGBV, Protection, Psycho-social and Child Protection Working Groups at national level.
- Based on needs, a technical task force can be formed to find/recommend solutions to specific issues and to quick-start the development of strategic tools.
- The SGBV SWG works in close collaboration with the:
 - Child Protection Working Group,
 - Health Working Group,
 - Education Working Group,
 - Psycho-social Working Group.

Main responsibilities of SGBV Working Group Members

- Coordinate planning with all members to avoid duplication and address gaps including geographical and programmatic gaps.
- Regularly attend meetings and report information about activities and challenges encountered.
- Maintain updated mapping of SGBV-related services;
- Actively contribute to the revision of the SGBV SWG strategy, action plan and SOPs;
- Share promising programming models, studies, information, education material and lessons learnt within the Egyptian context.
- Ensure that adequate monitoring mechanisms are in place within participants' own organizations to review outcome of programmatic interventions and progress against agreed action plans.

Main responsibilities of the Lead Agency SGBV Working Group

Coordination

- Ensure the secretariat of the SWG;
- Provide strategic and technical support to members and facilitate the development of common tools;
- Support field-based coordination and activities and improve coordination and linkages between the different relevant working groups;
- Ensure close and effective collaboration with leadership of other working groups by promoting partnerships among key actors;

SGBV SUB-WORKING GROUP - EGYPT

- Represent SGBV SWG membership within the Interagency Coordination Meeting;
- Facilitate linkage with Government counterparts at national and sub-national levels.

Needs assessment, analysis and strategy development:

- Identify gaps and opportunities for programming, conduct advocacy accordingly and mobilize resources;
- Together with SGBV SWG members, update the SGBV SWG strategy and work plan;
- Foster agreement on minimum standards based on lessons-learned and field testing of new programme models;
- Support contingency planning process so that a contingency plan is in place to deal with significant changes in situation and number of refugees.

Monitoring and reporting

- Encourage SGBV SWG members to report on their achievements and challenges;
- Ensure key initiatives from SGBV SWG are highlighted and shared through Briefing Notes and other updates;
- Ensure that responses are in line with IASC Guidelines on GBV in Emergencies.

Capacity building

- Identify the capacity building needs of organizations involved in SGBV Prevention and response;
- Collect and share training opportunities across the region;
- Support by helping to organize trainings, sharing technical documents and working together with technical task force to find solutions to technical issues as required.

The work of the members of the SGBV SWG is guided by the following principles:

- ✓ **Confidentiality:** ensuring that survivors, witnesses, and information sources are protected. No identifying information will be revealed in data resources, and during coordination or other public meetings. No reference is made to (specific) SGBV cases;
- ✓ **Impartiality:** non-discrimination on the basis of nationality, race, religious belief, political views, sexual orientation, social or other status;
- ✓ **Safety and security:** all actors will prioritize the safety of the survivor, family, witnesses and service providers at all times;
- ✓ **Participatory approach:** ensuring, to the extent possible, consultation with all members of the community (women, girls and boys, men including youth and older people) throughout the programming cycle;
- ✓ **Respect:** actions and responses of all actors will be guided by respect for the choices, wishes, rights and the dignity of the survivors.

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