



## **TERMS OF REFERENCE 2015**

The Somalia Gender-Based Violence Working Group (GBVWG) Terms of Reference (TOR) defines the role and functions of the group including the governance mechanisms at all levels.

### **1. Background**

Due to entrenched gender inequality, protracted conflict, displacement, erosion of justice and protection systems GBV is widespread in Somalia. According to the annual Somalia GBV trends and patterns analysis report the most prevalent forms are intimate partner violence, rape and sexual assault. Harmful traditional practices including female genital mutilation/cutting (FGM/C) and forced/early marriage are also common but underreported. Available data and research show most vulnerable persons are internally displaced persons (IDPs), women, adolescent girls and children, persons from minority clans, female headed households, persons with disabilities and elderly people.

The Somalia GBV WG was established by and as part of the Somalia Protection Cluster as a coordinating body to strengthen and enhance the efforts of stakeholders, avoid duplication of effort and provide timely and coordinated response in emergencies. The GBV WG Strategy 2014-2016 forms the framework for coordination of working group members. Activities conducted as part of the GBV WG are in line with the Somalia Protection Cluster strategic objectives, and aim to contribute to the Somalia New Deal Compact and Federal Government of Somalia National Actions Plans on preventing sexual violence.

### **2. Definition of GBV**

The working group has adopted the definition in the IASC Guidelines for Integrating GBV into Humanitarian Settings which defines GBV 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. It is a violation of a person's human rights.*

### **3. Purpose**

As part of the Somalia Protection Cluster, the Somalia GBV WG serves as the primary body for humanitarian coordination, providing technical advice and oversight of GBV prevention and response activities in Somalia.

### **4. Core Functions**

The GBV WG activities are guided by the **GBV WG Strategy 2014 – 2016**. The core functions are:

- Conduct service mapping and develop GBV and Child Protection referral Standard Operating Procedures (SOPs) in every region;
- Conduct joint-assessments with Protection Cluster members based on ethical standards;
- Mobilize immediate response in emergencies, based on the **GBV in emergencies model**. This includes access to clinical management of rape services and referral mechanism;



- Facilitate information sharing and collaboration by conducting regular meetings, updating the training matrix, updating the GBVWG webpage, preparing the GBV WG monthly activity reports, maintaining an updated member email lists;
- Strengthening functionality of the GBV WG including annual review of the TOR, prepare the annual work plan (AWP) and conduct quarterly progress review, , annual training of field co-chairs/focal points based on the **Global GBV AoR Handbook on Coordinating GBV in Humanitarian Settings** (2010) , annual functionality review and revision of membership;
- Disseminate, provide technical support and promote adherence to policies, laws and guidelines for GBV prevention and response, including but not limited to:
  - Collection of data and M&E, including the application of the **WHO ethical and safety recommendations for researching, documenting and monitoring sexual violence in emergencies** (2007);
  - GBV mainstreaming based on the **IASC Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Settings** (updated 2014);
  - Medical assistance for survivors based on **WHO Clinical Management of Rape Survivors** (2004) guidelines and Somalia GBV WG CMR Taskforce recommendations;
  - **IASC Mental Health & Psychosocial Support in Emergency Settings** (2007)
  - Standard case management guidelines and tools;
  - **GBV AoR Media Guidelines for Reporting GBV in Humanitarian Contexts**
  - **IASC six core principles of protection from sexual exploitation and abuse**
  - Laws and policies regarding GBV in the Somali context, and standards on providing legal counseling.
- Coordinate supplies of post rape treatment drugs and working to integrate CMR within the health system through the CMR taskforce;
- Actively seek the inclusion of GBV in all relevant humanitarian funding processes and humanitarian and development action plans at both national and field level;
- Provide information to GBV WG members about funding opportunities, requirements and processes and actively build relationships with donors to cover gaps;
- Conduct mapping of activities and identify gaps in thematic areas and geographical coverage;
- Educate donors on GBV, providing information and recommendations to make funding decisions, highlighting gaps and raising awareness about neglected crises;
- Strengthen use of the GBVIMS among members who provide direct services to survivors (based on **GBVIMS guidelines and best practice on information sharing protocols**);
- Contribute to advocacy through the preparation and distribution of regular trend and patterns reports on GBV to GBV WG members, OCHA, other clusters and donors;
- Develop a GBV WG advocacy strategy and conduct joint advocacy at national and field level;
- Provide technical support to the FGM/C, CMR, GBVIMS and other taskforces established as part of the GBV WG according to global standards;
- Be responsible for the implementation of the GBVWG Strategy of 2014-2016 with GBV WG members and with the technical support of thematic co-leads (see separate TOR for details on the role of the thematic leads).



## 5. Principles & Approach

- **Survivor-centered:** Respect for the human rights and promotion of GBV survivors' dignity and recovery. This includes adhering to the GBV guiding principles:
  - *Confidentiality:* Ensuring that survivors, witnesses and information sources are protected. No identifying information will be revealed in information resources, nor during discussions in meetings when reference is made to specific GBV cases.
  - *Safety:* All actors working directly with survivors will prioritize the safety of the survivor, family, witnesses and service providers at all times.
  - *Respect:* Actions and responses of all actors will be guided by respect for the choices, wishes, rights and the dignity of GBV survivors.
  - *Non-discrimination:* Ensuring that survivors are able to access care and justice regardless of sex, age, sexual orientation, clan-affiliation, religious group or other status.
- **Principals of Partnership:** GBV WG is a forum which must promote *equality* between members; recognize the importance of different capacities and experiences; ensuring that processes and decisions are communicated clearly and agreed between members of the working group at national and field level in a *transparent* way; Humanitarian agencies have an ethical obligation to accomplish their tasks *responsibly*, with integrity and in an appropriate way. They must commit to activities only when they have the means, competencies, skills, and capacity to deliver on their commitments; ensuring that the WG members work together to *achieve results* for the benefit of survivors and for all Somalis.
- **Humanitarian Principles** of neutrality, impartiality, independence and non-discrimination. This includes working without influence of parties to a conflict or other political entities.
- **Community-based & participatory approach:** Ensuring participation of Somali communities (women, girls, boys and men and those from minority clans and other vulnerable groups).
- **Prioritizing minority & vulnerable groups:** Promotion of Human Rights and non-discrimination for those most at risk of GBV. This includes women, adolescent girls and children particularly persons from minority clans, persons with disability, displaced populations and elderly, as well as men and boys survivors.
- **Recognizing different contexts:** Recognizing that regions of Puntland, Somaliland and South Central areas, urban and rural areas, accessible and less accessible areas, emergency and non-emergency context will require different approaches.

## 6. Membership

The GBV WG is open to UN agencies, international organizations, national and international NGOs, donors, and civil society groups involved in GBV prevention and response at national and regional level and relevant line ministries (decided on a case by case basis with the Protection Cluster Coordinators).

### 6.1 Criteria

To be considered a member of the GBV WG agencies must:



- Be a member of the Somalia Protection Cluster, fulfilling all criteria outlined in the PC TOR. Organizations who are not member of the Somalia PC cannot become members of the GBV WG but can be considered affiliates;

**In addition, the following membership criteria apply:**

- Implement or fund a current GBV programme (or within the last 6 months). In most cases this must combine response services and well as prevention activities (exceptions can be considered based on justification to the national GBV WG Co-Chairs);
- Proven capacity to contribute to GBV WG activities, including taking responsibility and completing at least one action point of the annual work plan;
- Participate in at least 70% of the meetings (at national or field level) and have capability to regularly participate in GBV WG meetings (members requested to assign two focal persons with technical capability who can consistently attend meeting);
- Complete the 4W coordination matrix on a regular basis;
- Report to the WG on agency activities on a monthly basis. Members must provide at least 8 monthly reports;
- Participate in joint-GBV assessments with WG members in areas of operation;
- Contribute to the functionality of the referral pathway standard operating procedures (SOPs);
- Adhere to international and GBV WG guidelines on ethical practice and standards;
- Share good practices/challenges/tools/assessments/IEC materials and field updates.

## **6.2 Revision of membership**

In line with the bi-annual membership revision of the PC the revision of GBV WG membership will be conducted on a bi-annual basis based on the criteria (section 6.1). Organizations no longer actively participating will be notified by the National GBV WG Chair/ Co-Chair to discuss reactivating membership or removal from the membership list.

## **6.3 Working Group affiliates**

Those agencies interested in information sharing on GBV may be included in the general mailing list which will provide updates. Furthermore, at the national and regional level meeting, other cluster focal points (for GBV mainstreaming), local authorities etc may request to participate based on the agreements made at the regional level.

## **7. Coordination leadership**

Coordination activities are the responsibility of all members. In order to provide effective support agencies are elected on a rotating basis to represent GBV WG members and facilitate coordination activities. *GBV WG coordinators must represent the interests of the WG members rather than their host organization.* The leadership of the GBV WG will be arranged as follows:

### **7.1 National**

In Somalia the GBVWG is led by UNFPA and co-lead by an NGO that will be determined on an annual rotation basis by the GBV WG members based on the criteria for coordinators (section 7.4) and election



process (section 7.5). The functionality of the GBV WG Chair and Co-Chair at the national level is to be reviewed by members on an annual basis (as per section 7.6).

### **7.2 Regional level**

Coordination at the field level (regions and districts) is determined on an annual rotational basis (as per the election process (section 7.5) and can be coordinated by UN agencies, INGOs, LNGOs and may include government (considered on a case by case basis with the Protection Cluster Coordinators). The Chairs/Co-Chairs must conduct activities according to the TOR. The adequacy of the coordination support will be reviewed on a bi-annual basis (based on accountability section 7.6).

### **7.3 GBV WG Task Forces Co-Chairs**

Task forces can be established with technical experts and practitioners to move forward a particular area of concern that requires concentrated and time-bound action. Currently active GBV WG task forces include the Clinical Management of Rape (CMR) task force, FGM task force, and GBV Information Management System taskforce. The task force co-chairs are to be agreed by the GBV WG Chair and Co-Chair based on the criteria outlined in section 7.4.

### **7.4 Criteria for GBV WG coordinators**

The Somalia GBV WG and taskforce Coordinators, must meet the following criteria:

#### **INSTITUTION**

- Minimum 2 years experience in GBV programming in Somalia and currently engaged in GBV intervention (or in the last 6 months). For UN agencies must provide technical support on GBV;
- Proven technical experience in GBV and adherence to international standards and protection principles;
- Already an active member of GBVWG (see membership criteria section 6.1);
- Have presence of or intention to hire a suitable staff member to effectively meet the co-lead requirements (resources confirmed).

#### **INDIVIDUAL (Co-Chair/Focal Point)**

- Minimum 2 years experience in GBV programming;
- Dedicate a minimum of 50% of time to coordination;
- Ability to speak English and Somali (in field locations);
- Excellent networking and leadership skills;
- Gender sensitive and promote gender equality;
- Previous experience in coordination;
- Must be based in region of operation in Somalia (or for National level in Nairobi).

### **7.5 Method of election**

- Expression of interest submitted by an organisation/ institution based on the criteria above;
- Criteria checked by the national GBV WG Chair and Co-Chairs with current field coordinators;



- Agencies that meet the criteria in section 7.4 are either elected by GBV WG members or, if there is only one agency interested, confirmed by national Chair and Co-Chair.

### **7.6 Accountability of coordinators**

- Primarily to GBV survivors, women and girls and communities;
- To field WG members and National WG, the effectiveness of this support will be reviewed bi-annually based on the number of GBV WG activity reports shared, coordination meetings held, technical guidance provided, development of annual work plans based on the GBV WG strategy, follow up on action points, and the annual functionality assessment;
- Coordinators functionality to be assessed at least on an annual basis.

## **8. Field-Based Working Groups & Focal Points**

GBV WGs at the field level can be established either by:

1. The national GBV WG Chair and Co-chairs based on the need which includes more than three organisations operating in the area, and need to coordinate emergency response.
2. Agencies operating in the area must send a justification request to the national level Co-Chairs and which must be granted approval by the national GBV WG Chair and Co-Chair and agreed with the Protection Cluster Coordinators.

If there is not a need to establish a formalized structure at field level (region or district level) GBV WG Focal Points will be designated that will work as part of the regional Protection Cluster.

## **9. Linkages with other working groups/bodies**

The GBV WG will establish and maintain close links with other relevant Clusters and working groups on areas of common interest including CPWG, Mixed Migration Task Force, Gender Theme Group, Health Cluster/RHWG and Human Rights working group and UNSOM etc.

## **10. Communication & Reporting**

- The GBV WG is a sub-cluster of the Protection Cluster under the humanitarian system contributing to the Protection Cluster strategy. The GBV WG will keep the Protection Cluster informed of its activities and ensure complementarity of actions.
- Members of the GBV WG must submit monthly activities report to the national and relevant field GBV WG Chair and Co-Chair on the 5<sup>th</sup> day of each month (copying the Protection Cluster Support Officer).
- The regional Chairs and Co-Chairs/ focal points, will submit monthly updates to the National Chair & Co-Chair at the latest one week before the regular national meeting highlighting challenges faced and issues requiring urgent action.
- Regional GBV WG Chairs and Co-Chairs/ Focal Points must ensure that members are updated on coordination activities, receive information and are consulted in decisions in a timely manner.
- Regional GBV WG Chairs and Co-Chairs and Focal Points must provide an updated contact list of members, agenda prior to the meetings, monthly meeting minutes each month, update service



mapping and SOPs and immediately alert on any displacements and provide information on existing response capacities and gaps to the National GBV WG Chair and Co-Chair and Protection Cluster Support Officer.

## **11. Decision Making**

Decision making within the GBV WG must be conducted using a transparent and participatory process. Strategic decisions and adoption of guidelines or standards cannot be made without consultation of GBVWG members, providing a minimum of three days for review. All strategic decisions must be in consultation/communication with the field working group members for final approval.

## **12. Meetings**

- The Somalia GBV WG will meet on the second Wednesday of every month. Working groups in the field are encouraged to schedule their monthly meetings a week ahead to allow their discussions to feed into the agenda of the national GBV WG.
- Extraordinary meetings may be called by the Chair and Co-Chair or at the request of members when it is considered necessary.
- A draft agenda will be circulated to members at least 5 days before the regular monthly meeting giving the members the opportunity to suggest additional items for discussion.
- Draft minutes will be circulated within one week of the meeting. Final minutes will be circulated to GBV working groups at national and field level.

## **13. Contact**

For further information contact: [gbvwg.somalia@gmail.com](mailto:gbvwg.somalia@gmail.com) or SomaliaGBV WG Chair Isatu Sesay Kajue (UNFPA, [kajue@unfpa.org](mailto:kajue@unfpa.org)) and Co-Chair Catherine Hingley (INTERSOS, [gbv.somalia@intersos.org](mailto:gbv.somalia@intersos.org)).

## **14. Amendments**

This GBV WG ToR is a working document and may be altered to meet the current needs of all members by agreement of the majority of the members. The ToR will be reviewed once a year to re-affirm the working group activities, responsibilities of members and coordinators.