



TERMS OF REFERENCE

Southeast Turkey Protection Working Group

The southeast Turkey Protection Working Group (PWG) is the sub-national body for coordinating the protection sector response for the southeast Turkey area of responsibility (AoR). As a sub-national level group, it is focused on service delivery and operational activities and plays a role in: adapting existing standards to local circumstances; maintaining close cooperation with international, national and local NGOs and authorities in implementing the strategic plan; paying attention to cross-cutting and multidimensional issues; ensuring greater community involvement and participation; and enhancing accountability to affected populations.

Coordination between national and sub-national levels

It is understood that the national level Protection Working Group will provide support and policy direction to the sub-national working groups. The national PWG is responsible for:

- Setting overall strategic direction;
- Setting minimum standards and guidelines;
- Conducting high level advocacy, especially in regards to the government; and
- Taking the lead in resource mobilization and communication with donors.

Linkage between the national and sub-national level groups will be ensured through:

- Regular weekly communication between the national and sub-national PWG chairs;
- Mutual provision of updates for monthly PWG meetings; and
- Well documented PWG meeting minutes, including action points and decisions taken.

These formal links will facilitate reporting, information-sharing and collaboration; promotion of national programmatic cohesion and overall coordination to track trends; identification of common concerns across operational areas; and development of more upstream advocacy and programming strategies.

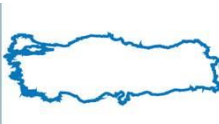
As a sub-national and operationally focused group, it is recognized that the sub-national PWG in southeast Turkey has a comparative advantage over the national level group in certain activities. It will thereby take the lead in its AoR for:

- Strengthening accountability to affected people;
- Adapting the response, including priorities to local circumstances;
- Working closely with local authorities and partners;
- Supporting real-time implementation of the Refugee and Resilience Response Plan (3RP), and address cross-cutting and multidimensional issues arising in the immediate context; and
- Contributing to assessment and strategic response planning, ensuring that sub-national needs, priorities and activities are taken into account.

Key functions of the southeast Turkey PWG

The southeast Turkey Protection Working Group aims to fulfil the following six core functions:

1. To support service delivery by providing a platform that ensures service delivery is driven by the response plan and strategic priorities and developing mechanisms to eliminate duplication of service delivery.



2. To inform the Syria Response Group (SRG) and Syria Task Force (STF) strategic decision-making by (where possible) preparing needs assessments and analysis of gaps to inform priority setting; identifying and finding solutions for (emerging) gaps, obstacles, duplication and cross-cutting issues; and formulating priorities on the basis of analysis.
3. To plan and implement sector strategies by contributing to the development of sectoral plans, objectives and indicators that directly support realization of the overall response's strategic objectives; applying and adhering to common standards and guidelines; and clarifying funding requirements, helping to set priorities.
4. To monitor and evaluate performance by monitoring and reporting on activities and needs; measuring progress against the sector strategy and agreed results; and recommending corrective action where necessary.
5. To build national capacity in preparedness, contingency planning and response.
6. To support robust advocacy by identifying concerns, and contributing key information and messages to national PWG, STF and SRG messaging and action and undertaking advocacy on behalf of the sector, sector members and affected people.

Roles and responsibilities within the southeast Turkey PWG

The working methods of the southeast Turkey PWG are intended to be light, acknowledging the full workloads of members who are actively engaged in delivering programming. The emphasis is on action over discussion and delivery of outputs over meetings. The PWG's structure is designed to optimize work outputs while also distributing the workload across the membership, using rotational and voluntary roles, so members can balance their contribution with the changing demands of their respective organizations.

CHAIR

The group is chaired by an Inter-agency Protection Coordinator from UNHCR. This person does not hold any responsibilities with UNHCR programmes, but is rather dedicated 100% to sector coordination. They represent the sector and sector members at all times, including in the monthly Inter-sector Working Group (ISWG) meeting for the southeast.

Incumbent as of October 2016: Terra MacKinnon, UNHCR.

NGO TECHNICAL ADVISOR

The Protection Working Group NGO Technical Advisor promotes and ensures technical oversight and guidance to the sector, identifies training needs and facilitates capacity building efforts. The key value added element of this role is the protection technical expertise. The Technical Advisor is selected through self-nomination followed by a transparent voting process by PWG members. The seat is held on a six month rotational basis and requires a minimum of 35% time contribution of the staff member. (See Annex I for full ToR).

Incumbent as of December 2016: TBD

PROTECTION CORE GROUP

The protection core group is a small group of key operational protection partners in southeast Turkey that contribute to the PWG's strategic direction. The core group is not a decision making body, but rather an advisory group that helps: develop and adjust the sector's strategic framework, priorities and work plan; steer medium and long term planning for PWG meeting content; and develop and review PWG documents, such as ToR, key messages or advocacy papers. The group



meets the Wednesday after the PWG meeting (i.e. the third Wednesday of the month) and meeting minutes are shared on the PWG Google drive.

This group is chaired by the PWG Coordinator and has seven member seats. Three seats are permanent: UNHCR representing protection; UNFPA representing SGBV; and UNICEF representing child protection. The UNFPA and UNICEF seats are held by the SGBV SWG and CP SWG Co-chairs, respectively. The UNHCR seat is held by the Senior Protection Officer of the Gaziantep Sub-office.

The remaining four seats are held by PWG members according to self-nomination followed by a transparent voting process by PWG members. The seat is held on a six month rotational basis. One of the four seats is reserved for a PWG member with legal technical expertise.

Nomination and voting for the four rotational seats is guided by the candidates’:

- Operational relevance in the emergency
- Technical expertise
- Demonstrated capacity to contribute strategically and to provide practical support.
- Commitment to contribute consistently.

Representatives of local authorities or others may be invited to join the core group meeting as needed or according to the subject under discussion. (See Annex II for full ToR).

Incumbent Chair as of December 2016: Terra MacKinnon, UNHCR.

Incumbent protection seat as of December 2016: Tayba Sharif, UNHCR.

Incumbent SGBV seat as of December 2016: Bora Ozbek, UNFPA.

Incumbent child protection seat as of December 2016: Arda Kura, UNICEF.

Incumbent rotational seat 1 (legal technical): TBD.

Incumbent rotational seat 2: TBD.

Incumbent rotational seat 3: TBD.

Incumbent rotational seat 4: TBD.

MHPSS FOCAL POINT

As a measure to promote inter-sector coordination, the PWG will maintain a mental health and psychosocial support (MHPSS) focal point who will act as the liaison between the PWG and the MHPSS Sub-working Group (MHPSS SWG). The focal point will be responsible for: attending both PWG and MHPSS SWG monthly coordination meeting; representing the PWG in the MHPSS SWG; sharing relevant protection updates in the MHPSS SWG and vice versa; and raising relevant emerging issues to the attention of the PWG Chair and/or core group. The MHPSS focal point will be chosen by self-nomination and voting by show of hands within the PWG meeting; term is six months.

Incumbent as of November 2016: Handicap International.

CASE CONFERENCE GROUPS

As a measure to support quality and coherence in case management, the southeast Turkey PWG has three affiliated case conference groups, one each in Gaziantep, Sanliurfa and Hatay. These groups hold monthly inter-agency meetings to develop individual case plans or to review an individual case’s status. They are used for complex cases. The purpose of a case conference is to review an individual’s or family’s case plan, to explore inter-agency service options, and to reach a decision in



the best interest of the family or individual, including children. An individual (including child) and family participate in case conferences, where appropriate, and their opinions and input should always be sought in order to feed into decisions made. These case conference groups agree to: develop and follow confidentiality SOPs that protect the privacy and safety of the cases concerned; keep meeting minutes that only contain action and advocacy points (no mention of cases discussed); and to provide updates on issues, trends and challenges to the PWG, CP SWG and/or the SGBV SWG in advance of their respective monthly meetings.

TASK FORCES

Task forces are small, task oriented and time limited. They are created on a needs-basis, for example to complete a task identified by the PWG, and should dissolve once they have completed their task. It is understood that an ongoing series of tasks related to one area, such as case management, may result in a task force remaining together from one month to the next. Task forces are coordinated by a focal point or the Technical Adviser and are composed of relevant technical experts who volunteer their time to support completion of the task on behalf of the PWG. All task force products are submitted to the PWG for review and final endorsement.

ALL MEMBERS

All Protection Working Group members have a shared mutual responsibility to meet the humanitarian protection needs of affected people in a timely manner. The minimum expectations of PWG members are:

1. Commitment to humanitarian principles and protection minimum standards, including the Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse;
1. Commitment to mainstream protection in programme delivery;
2. Readiness to participate in actions that specifically improve accountability to affected people, in line with the IASC Commitments to Accountability to Affected Populations;
3. Active participation in the working group and a commitment to consistently engage in the working group's collective work;
4. Capacity and willingness to contribute to the working group's response plan and activities, which includes inter-sector coordination;
5. Commitment to mainstream key programmatic cross-cutting issues (including age and gender);
6. Commitment to provide a relevant staff member to consistently participate in the working group and contribute to fulfilling its mission;
7. Commitment to work cooperatively with other working group partners to ensure an optimal and strategic use of available resources, and share information on organizational resources;
8. Willingness to take on leadership responsibilities in the working group as needed, subject to capacity and mandate;
9. Undertake advocacy, and disseminate advocacy messages to affected communities, the host Government, donors, the Syria Task Force, the media and other audiences; and
10. Where needed, support the working group to provide interpretation so that all working group partners are able to participate, including local organizations (and national and local authorities where appropriate).



ANNEX I: TECHNICAL ADVISOR TERMS OF REFERENCE

Protection Working Group NGO Technical Advisor

The Protection Working Group (PWG) NGO Technical Advisor promotes and ensures technical oversight and guidance to the sector, identifies training needs and facilitates capacity building efforts. The key value added element of this role is the protection technical expertise.

Roles and responsibilities

- Provides technical support in the development, monitoring and implementation of sector strategies and plans (including emergency preparedness);
- Provides technical guidance and oversight in the design and roll-out of sector specific tools and standards (i.e. gaps and needs analysis, monitoring & evaluation);
- Provides support to the design and functioning of feedback mechanisms and quality assurance;
- Supports task force groups by providing technical guidance and review of outputs;
- Acts as sector capacity building focal point – contributes to identifying capacity and trainings needs, designs and rolls out capacity building efforts, facilitates trainings;
- Supports gathering, collection and analysis of technical sector specific information;
- Contributes to identifying points requiring advocacy, including developing an evidence base, and contributes to key advocacy messages and initiatives;
- Represents the sector at inter-agency coordination fora, including at the STF/ISWG.
- Supports the coordinator in identifying key technical partners and liaises with other sectors/working groups' technical advisors to ensure complementarity and cross-sectoral analysis of technical issues.

Accountability

- Accountable to the southeast Turkey protection sector;
- Accountable through the sector to the Inter-sector Working Group in Gaziantep.

Profile

- Proven technical expertise and implementation expertise in the protection sector (such as community-based protection, legal protection and case management);
- Experience in developing, implementing and facilitating capacity building efforts (including trainings);
- Basic information management skills.

Minimum commitments

The role is an organizational, not individual, commitment.

- The organization must provide a backup staff member to cover when the primary staff member is sick or on leave and must not leave staffing gaps due to staff turnover, recruitment delays or other unforeseen reasons;
- An organization's failure to resource the role for a period of more than 30 days will lead to an automatic forfeiture of the role;
- The designated staff member achieves and fulfils clear sector deliverables —results oriented;
- Minimum commitment of 30% of staff time to coordination (full-time is encouraged);
- Regular travel to the field and support to decentralized coordination efforts;
- Active participation in broader inter-agency and inter-sector efforts.



Guiding principles

- Represent the interests of the protection sector and PWG, not their home agency interests;
- Adds value to the group/sector – i.e. promotes and ensure technical oversight and guidance (technical element as key value added);
- Upholds the principles of partnerships and coordination.

Selection process & terms of revision

- Open, transparent and group-based selection process: nomination and voting based on pre-agreed profile & minimum commitment related criteria. Specifically:
 - The terms of reference will be shared with all group members;
 - Member organizations who are interested and can confirm their ability to commit to the minimum requirements of the position are invited to self-nominate;
 - All member organizations will select one voting member to represent their organization;
 - All voting members will be sent an email ballot to vote for their preferred candidate from the self-nominated selection;
 - Results will be shared with the full group membership and the new Technical Advisor will take up the role as of the next meeting of the PWG.
- Terms of revision: every six months.

ANNEX II: PROTECTION CORE GROUP TERMS OF REFERENCE

PWG Protection Core Group

The protection core group is a small group of key operational protection partners in southeast Turkey that contribute to the PWG's strategic direction. The core group is not a decision making body, but rather an advisory group that helps: develop and adjust the sector's strategic framework, priorities and work plan; steer medium and long term planning for PWG meeting content; and develop and review PWG documents, such as ToR, key messages or advocacy papers.

Roles and responsibilities

The core group is responsible to address and contribute to a number of issues, including:

- Provide strategic oversight on integration of cross-sector planning and inclusion of cross-cutting issues;
- Agree benchmarks and indicators;
- Agree on the monitoring frame work for the working group workplan;
- Agree on the training/capacity building workplan for the working group members;
- Ensure technical standards are agreed and consistently applied;
- Provide support to PWG members submitting projects to the 3RP, donors or government by reviewing and endorsing the projects proposals, as requested;
- Provide support to PWG members on technical, financial and functional capacities, as requested;
- Ensure coherence of public messaging;
- Ensure meeting minutes are posted to the PWG Google drive; and



- Ensure meeting action points are followed up.

Accountability

- Accountable to the southeast Turkey protection sector;
- Accountable through the sector to the Inter-sector Working Group in Gaziantep.

Profile and minimum commitments

The meetings are called by the PWG Coordinator and will be held regularly on the Wednesday after the PWG meeting (i.e. on the third Wednesday of the month) and irregularly according to need or upon request from one of the members, if a major issue needs to be discussed.

Meetings are held according to 'Chatham House Rules' i.e. comments are incorporated into the minutes, but are not attributable to any particular individual or organization. The minutes are shared on the PWG Google drive.

CHAIR

This group is chaired by the PWG Coordinator or the PWG Technical Advisor in the case of the Coordinator's absence.

MEMBERSHIP

The protection core group has seven member seats. Membership is on the basis of the organization, not the individual, and organizations must be able to ensure a consistent backup in case of the designated staff member's absence or departure from the operation. Failure to fill a staffing gap for two consecutive months can result in forfeiture of the seat.

Three seats are permanent: UNHCR representing protection; UNFPA representing SGBV; and UNICEF representing child protection. The UNFPA and UNICEF seats are held by the SGBV SWG and CP SWG Co-chairs, respectively. The UNHCR seat is held by the Senior Protection Officer of the Gaziantep Sub-office.

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