

Child Protection and Sexual and Gender Based Violence Field Sub Working Group (CP-SGBV FSWG) - Zaatari Camp

Terms of Reference

(June 2015 – May 2016)

1. Introduction

The Child Protection and Sexual and Gender Based Violence Field Sub Working Group (CP-SGBV - FSWG) has been formed in the Zaatari camp to coordinate CP and SGBV prevention and response in the camp, to identify SGBV and CP issues specific to the Zaatari and to promote collaborative actions to address protection concerns.

These Terms of Reference (TORs) describe the goal and main functions of the Zaatari based CP/SGBV -SWG. It is the responsibility of all agencies and organizations working with and members of the CP- SGBV field sub working group in Zaatari to adhere to agreements defined by the working group and defined in this TOR. These TOR will be revised suggest to do it annually.

2. Purpose and Scope of the working group

Establish strong partnership and effective coordination mechanism for prevention of and response to SGBV risks and consequences experienced by women, girls, men, and boys and CP risks and harms exposed by children below the age of 18, affected by the Syria crisis in the Za'atari Camp in Jordan, in accordance to Age, Gender and Diversity, Mainstreaming survivor centred approach and Child Best Interest principle as stated in the UN Convention of the Rights of the Child 1990.

3. CP- SGBV FSWG's Objective

Ensure SGBV prevention and response and emergency Child Protection interventions in Za'atari camp are coordinated, strengthened, harmonized and mainstreamed across all sectors and levels.

4. Related definitions

The working group adopted the definition of SGBV in the IASC Guidelines for GBV Interventions in Humanitarian settings: 'an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed differences between males and females'.

The field sub working group also adopted the definition of Child Protection in Emergencies as 'the prevention of and response to abuse, neglect, exploitation of and violence against children in emergencies' as agreed by the Global Child Protection Working Group in June 2010 (Website: <http://cpwg.net/>) and the UNHCR Child Protection Framework <http://www.unhcr.org/50f6cf0b9.html>

5. Guidance and Principles:

The work of the CP- SGBV Field SWG will be guided by the 2007 Principle of partnership, namely

5.1 Equality among partners in consultation and decision making

- 5.2 Transparency among partners
- 5.3 The primacy of result oriented approach to humanitarian action
- 5.4 Responsibility between partners to accomplish undertaken tasks
- 5.5 Complementarity between the capacity of activities of national and international actors

6. CP - SGBV FSWG's Operational and Strategic approaches:

- 6.1 Strengthen strategic partnership and ensure active participation of all relevant actors, including related government institutions and UN agencies; International Red Crescent; NGOs & INGOs; and community based structures.
- 6.2 Coordinate with the protection sector to ensure protection trends at the district level are considered when planning and implementing CP and SGBV prevention and response interventions;
- 6.3 Engage refugees in the design of programs and activities related to CP and SGBV throughout the program cycle
- 6.4 Engage and support community based-structures and expand prevention activities through participatory approaches, outreach, house-to-house visits and specialized centres;
- 6.5 Engage with other sectors to ensure minimum standards for CP and SGBV prevention and response ,
- 6.6 *Involve women, girls, men and boys in CP and SGBV initiatives as; peer-to-peer, educational, parenthood skills, school enrolment, reproductive health, early Marriage awareness.*
- 6.7 *Use existing mechanisms in dissemination of awareness messages related to CP- SGBV (including but not limited to : Community Mobilization Working Group ; District Working Group and Youth Working Group) disseminated via the CMWG , District and Youth Working*

7. Working Group's modality

Under the umbrella of the Protection Working Group, the CP and SGBV Sub-working groups Jordan, the CP-SGBV Za'atari field sub working group is a coordination body established to discuss CP-SGBV specific issues in Zaatari .The CP-SGBV field sub-working group meets bi-weekly in the Zaatari Base camp. Meeting minutes and agendas are regularly shared with the group members and updated on the UNHCR Web portal. The International Medical Corps (IMC) and the Institute for Family Health-Noor Al Hussein Foundation (IFH-NHF) chairs the CP/SGBV Field Sub Working Group with the support of UNFPA, UNHCR and UNICEF. Other agencies wanting to support coordination activities by co-chairing the working group should inform IFH, IMC, UNFPA and UNHCR to open discussion and reach group consensus.

The CP-SGBV field sub-working group (Zaatari) maintains coordination and information sharing with the Protection Working Group in Zaatari camp, the CP and SGBV sub-working groups at the National Level (Amman). This ensures CP/SGBV initiatives are in line with the broader protection and SGBV strategies and that common SGBV and CP issues are adequately discussed and comprehensively addressed.

The following mechanisms are established to maintain coordination and information sharing between the CP- SGBV Field Sub-working Group and other coordination mechanisms at field and national level:

- **Protection Working Group (Zaatari):**
 - Two focal points represents the CP/SGBV field sub-working group at the Za'atri's Protection Working group;
 - The chairs of the PWG regularly share protection minutes and protection working group related documents with the CP/SGBV field sub-working group members;
 - The chairs regularly shares CP/SGBV field sub-working group minutes and documents with the protection working group;
 - A protection focal point is part of the CP/SGBV field sub-working group.
- **Other relevant coordination structures within the Za'atari Camp**
 - The Co-chairs, in consultation with members of the Za'atari's CP-SGBV FSWG, will establish mechanisms for cooperation with other sectors and working groups, including, but not limited to: Camp Management Coordination (CMC); District Coordination Working; Community Mobilization Working Group , Youth Working Group; and Age and Disabilities Working group. The cooperation mechanisms is to ensure that CP and SGBV issues are shared and addressed.
 - Chairs or identified focal points from CP-SGBV Za'atari sub-working group, presents related CP-SGBV issues and concerns at other sectors and working group when needed. And other sectors nominate representative to attend the CP- SGBV Working Group meetings in a regular bases, active and participatory manners.
- **The National SGBV & CP Sub Working Groups (Amman)**
 - The chairs of the CP-SGBV Field SWG Za'atari, regularly shares minutes and related documents with the National CP and SGBV sub-working group's coordinators.
 - The chairs of CP- SGBV FSWG Za'atari's present the working group's discussions and findings to the National CP and SGBV sub-working groups on a monthly basis; and invites Nationals coordinators to present national level discussion to the members when required.

8. Membership, commitments and role of CP - SGBV SWG participants

Members of the CP- SGBV field sub-working group commit to actively participate and attend CP-SGBV field sub-working group meetings, and to carry out and advocate for CP-SGBV initiatives discussed and agreed by the group. Members of the CP-SGBV sub-working group can also be members of other working groups. All agencies, organizations, authorities and camp management are invited and encouraged to participate in the CP-SGBV field sub-working group and to carry out CP-SGBV field sub-working group objectives as per the indicated commitment. The CP-SGBV field sub-working group encourages the participation of refugees in decision making to discuss and prioritize issues of concern. The CP/SGBV field sub-working group chairs

commits to represent the group, share documents and facilitate the coordination of CP/SGBV initiatives discussed and agreed by the group.

9. Role of participants of the CP/SGBV SWG – Za’atari Camp

All partners have shared mutual responsibilities to meet the CP and SGBV needs of refugees in Za’atari camp, in a timely and accountable manners. The minimum commitment for participations include, but not limited to the following:

- 9.1 Commitment to humanitarian principles and the principles of partnership
- 9.2 Commitment to mainstream CP and SGBV in program delivery.
- 9.3 Readiness to participation in actions that specifically improve accountability to Za’atari refugee’s population in matters related to CP and SGBV.
- 9.4 Capacity and willingness to contribute to the development, review, implementation, monitoring and evaluation of the CP-SGBV work plan;
- 9.5 Active participation in meetings, sectoral meetings, joint assessment and campaigns.
- 9.6 Commitment to mainstream cross cutting issues (including age , gender, HIV/AIDs, disabilities, LGBTI protection);
- 9.7 Demonstrated understanding of duties and responsibilities associated with the membership of the CP-SGBV SWG – Za’atari Camp;
- 9.8 Maintain consistency in attending the CP-SGBV SWG – Za’atari Camp
- 9.9 Flexibility in information sharing while maintaining confidentiality and privacy
- 9.10 Support engagement of all relevant actors
- 9.11 Take CP and SGBV issues and discussions into your internal organizational process as necessary.
- 9.12 Participate and support planning, implementation, monitoring and evaluation of joints event.

10. Core tasks of the Za’atari CP/SGBV SWG

10.1 Support service delivery

- 10.1.1. Ensure service delivery is driven by agreed national and sub-national strategic priorities
- 10.1.2. Mapping of existing services: 4Ws, and eliminate duplication of service delivery
- 10.1.3. Review, update, and/or disseminate existing referral pathways, and SOPs
- 10.1.4. Integrate CP and SGBV services provision and build partnership and connection between specialized and non-specialized service providers
- 10.1.5. Disseminate information amongst refugees and field-based service providers on the available CP-SGBV services and how to access them

- 10.2 Inform strategic decision making for prevention and response to CP and SGBV**
- 10.2.1 Establish mechanisms to inform decision making and planning in other sectors and working groups, including, but not limited to: Camp Management Coordination (CMC); District Coordination Working; Community Mobilization Working Group, Youth Working Group; and Age and Disabilities Working group.
 - 10.2.2 Carry out, review and update needs assessment.
 - 10.2.3 Analysis to identify and address emerging gaps, obstacles in prevention and response to SGBV and CP issues.
 - 10.2.4 Prioritization based on gap analysis.
- 10.3 Planning and Strategy development**
- 10.3.1 Review and update existing CP and SGBV Workplans (objectives, activities, targets and indicators).
 - 10.3.2 Clarify funding requirements and gaps, prioritization and CP-SGBV contribution to the overall protection strategic response plan for refugees in Za'atari camp.
 - 10.3.3 Establish and/or engage existing refugees groups to facilitate a venue for contextually/culturally appropriate dialogues on SGBV and CP related issues
- 10.4 Promote CP and SGBV standards and strengthen capacities of Za'atari based service providers and refugees**
- 10.4.1 Strengthen the capacity of field based service providers, in the identification, referrals and response to survivors of SGBV, as well as response to violence, exploitation, neglect and non-discrimination against children;
 - 10.4.2 Raise awareness and build the capacity of refugee and community bases structures to take active in prevention and response to CP and SGBV including identification, referrals and support to survivors of SGBV and children victims of violence, exploitation, abuse and neglect.
- 10.5 Monitoring and reporting on implementation of the work plan**
- 10.5.1 Conduct regular monitoring of the implementation of the CP-SGBV Work plan to ensure outputs are met.
 - 10.5.2 Revise the CP/SGBV work plan once a year.
- 10.6 Contingency planning and preparedness for emerging emergency whenever feasible and relevant**
- 10.7 Advocacy :**
- 10.7.1 Conduct regular safety audits and participatory assessment and use findings to advocate for SGBV and CP sensitive programming

- 10.7.2 Conduct regular assessment, identify and prioritize advocacy issues. This will include delicate analysis of the sensitivity and risk on members of the working group.
- 10.7.3 Explore possibility for dissemination of Amani Campaigns advocacy messages through community based structures and working groups

11. Application and review of the Terms of References:

The terms of reference govern the meetings, activities and publication on behalf of the working group and any related activities. The TOR are subject to review each 6 months following their adoption by the member of the working group.

FINAL