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**Terms of Reference**

**Social Stability Sector Working Group**

**Background**

After four years of generous welcome of people displaced by the Syrian crisis, Lebanon’s government and communities now face a critical test of stability. The Government of Lebanon (GoL), the United Nations (UN), Non-Governmental Organizations (NGOs) and other humanitarian partners jointly launched the Lebanon Crisis Response Plan (LCRP) in December 2014. This plan describes how the GoL and its partners will work together to reinforce stability through this crisis by addressing national and local service delivery systems while also meeting humanitarian needs.

The LCRP is based on nine sector strategies (including the strategic direction of the Child Protection and Sexual and gender based Violence task forces), which are implemented and coordinated by the GoL, the UN and NGOs. The Ministry of Social Affairs, UNHCR and UNDP assume the responsibility to coordinate the existing sectors in all field locations and in Beirut, and draws on UN agencies’ and NGO comparative expertise, supported by an integrated information management system. Each sector has a working group which is led by government, UN and NGO agency according to these terms of reference.

**Social Stability Response Strategy**

In Lebanon, where displaced Syrians and Palestine refugees from Syria are living within host communities throughout the country, there is a need for a social stability sector with dedicated capacity to mitigate the rise tensions and create condition at community level where tensions, disputes, and conflict are managed and dealt with in a peaceful way.

The work of the sector therefore contributes significantly to stabilization by building the capacity of communities and institutions to mitigate tensions and prevent conflict, in line with the government Stabilization Roadmap,[[1]](#footnote-1) and by informing the overall response with analysis and tools for conflict-sensitive programming. The strategy will strengthen its efforts towards a comprehensive set of interventions at local and national level which emphasize institution building to tackle both the expression of conflict and causes of community tensions. Displaced Syrians will benefit from the overall sector’s efforts to reduce tensions without promoting their integration. The sector will also address tensions and risks of conflicts between host communities.

The sector strategy is detailed in the LCRP and in the sector’s results framework and situation analysis. It is based on a four-pronged approach:

Firstly, the sector will continue to build the capacity of local communities to deal peacefully with tensions by setting up local peace building mechanisms and initiatives at the community level, particularly targeting youth-at-risk.[[2]](#footnote-2)

Secondly, the sector will focus more on supporting local institutions,[[3]](#footnote-3) and in particular municipalities, to play a lead role in promoting social stability. Sector partners will promote inclusive participatory processes for municipalities and other local institutions to reach out to host communities to identify priority needs and sources of tension.[[4]](#footnote-4) Local institutions’ operational capacity will be strengthened and supported financially to implement priority service delivery projects that directly address sources of tension. Based on this extensive work with municipalities, the social stability sector will lead on the coordination of activities with municipalities.

Thirdly, the sector will strengthen the role of key national institutions to mitigate tensions. Programs with the Ministries of Social Affairs (MOSA) and Interior and Municipalities will be prioritized. The sector will engage with law enforcement and security institutions to promote social stability when responding and dealing with crisis and tensions. Media and national civil society organizations will be supported in conducting initiatives to mitigate tensions.

Lastly, the sector will increase the overall impact of the response on social stability by facilitating other sectors’ vital contribution in conflict-sensitive programming and targeting of areas of tension.

**Structure**

The Social Stability Working Group (WG) is open to all humanitarian and stabilization operational partners intervening in the Social Stability sector, be they Government, UN/inter-governmental organisations, or non-governmental organisations (both national and international) that are abiding by established humanitarian principles in the delivery of their humanitarian and stabilization interventions.

The WG shall be led by the Ministry of Social Affairs (MOSA) and UNDP as per their leadership and specific accountability in the sector’s response, and co-led by UNHCR.

The Social Stability WG will aim at meeting at least every six weeks. Invitation and agenda shall be sent by the Sector Leads and minutes of meetings should be circulated within a week of the meeting.

The Social Stability Sector has field working groups established in Bekaa, South, and Mount Lebanon (the later two joined with Livelihoods WG) and will establish dedicated coordination structures in the North of Lebanon in the first part of 2015.

In addition to the responsible UN agencies, the WG in the field may appoint a NGO representative as co-lead. The NGO representative must be selected through a participatory and transparent process, and by wide agreement of the WG partners. The NGO co-lead should be from an organization with (a) recognised technical expertise in the sector, (b) operational capacity in the sector in the geographic area covered by the WG, and (c) the willingness and capacity to commit time and resources to the co-lead responsibilities. The field WG may decide to have the NGO co-lead on a rotation basis.

**Accountabilities**

Consistent with the Social Stability sector strategy and its supporting sector results framework including Outcome, Outputs and Targets in the LCRP, the sector (co-) leads are accountable to:

* The LCRP steering committee through the inter-sectoral coordination structure;
* The Working Group members;
* The field based working groups, which is based on a two-way accountability mechanism between the field and Beirut;
* The institutions and individuals benefiting from the sector interventions in line with the Humanitarian Accountability Principles;

**Responsibilities of the sector leads and co-leads**

Sector leads share the following responsibilities:

**Establishment and Maintenance of Appropriate Sectoral Coordination Mechanisms**

* Ensure appropriate coordination with all humanitarian and stabilization partners (including governmental institutions and agencies, national and international NGOs, the International/national Red Cross, UN agencies, IOM and other organizations), through establishment/maintenance of appropriate sectoral coordination mechanisms (i.e. regularly scheduled working group meetings; use of inter-agency portal and mailing list to disseminate information), including working groups at the national and local level;
* Participate in field based meetings and ensure minutes of meetings are shared with all sector members including those based in the field;
* Secure commitments from partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the sectoral working group, with clearly defined focal points for specific issues where necessary;
* Ensure the complementarity of different humanitarian and stabilization actors’ actions;
* Ensure that sectoral coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of development partners;
* Provide technical support/training to partners and promote capacity building;
* Engage sector/inter-agency Information Management structures in the implementation of the sector strategies;

**Planning, Assessments and Strategy Development**

* Ensure participatory planning, mid-term reviews and strategy development for the sector;
* Engage with the Joint Analysis Unit, the Information Management and Assessments Working Groups to ensure effectively coordinated needs assessments, gaps and capacities analysis, evaluation and impact assessments to maximize impact, prevent overlap and minimize gaps;
* Identify and share information about needs/gaps analysis to guarantee a common understanding by all partners of the sector’s needs, to ensure that the strategy’s objectives and targets are met;
* Encourage the use of common needs assessment and monitoring tools, and ensure timely and accurate reporting by all partners, and advise accordingly;
* Provide inputs into the development of national and regional planning and reporting documents;
* Develop appropriate strategic documents, guidelines, SOPs and policies to implement the sector strategy;

**Attention to cross-sectoral priorities including gender**

* Participate in monthly inter-sectoral and inter-agency meetings and other relevant inter-agency processes to ensure that appropriate linkages are made with other sectors’ objectives and strategies;
* Reach out to other sectors (i.e. attending meetings of other sectors or engage Core Group members to represent if needed) to ensure effective cross sectoral links for an improved cross sectoral coordination; the social stability sector will do so particularly in relation to its responsibilities to mainstream conflict sensitivity in the response.
* Identify and address cross-sectoral priorities;
* Ensure gender-sensitive programming and promote gender equality and ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed;

**Monitoring and Reporting**

* Use and promote Activity Info as the inter-sectoral reporting tool to monitor progress of the implementation of the sector strategy.
* Verify monthly data entry of sector partners and provide quality assurance of Activity Info data for the sector.
* Submit the monthly and quarterly sector dashboards every 15th day of the month following the reporting period. The dashboards monitor progress against key indicators and targets as set out in the LCRP sector strategies and results frameworks.

**Communication, Advocacy and Resource Mobilization**

* Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the HC and other actors;
* Advocate for donors to fund humanitarian actors to carry out priority activities in the sector concerned, while at the same time encouraging sectoral group participants to mobilize resources for their activities through their usual channels;
* Submit inputs into regular inter-agency communication products;

**Emergency preparedness**

* Ensure contingency planning, preparedness, and capacity building for new/seasonal emergencies;
* Participate in contingency planning and preparedness processes.
* Actively engage in the ERF (and where appropriate CERF) processes, incl. participate in the technical review of projects and ensure that they comply with sectoral priorities.

**Application of standards**

* Ensure that agreed in-country and global standards and guidelines are met;
* Ensure that the working group members are aware of relevant policy guidelines, technical standards and relevant commitments/policy changes that the Government has made;

**Inclusion of key stabilization and humanitarian partners**

* Ensure inclusion of key stabilization and humanitarian partners for the sector respecting their respective mandates and programme priorities. Special focus will be given to the inclusion of Lebanese institutions and organizations.

**Responsibilities of the sector member**

In order to ensure that the sector is able to fulfil the above mentioned responsibilities, members of the sector bear the following responsibilities:

* Attend all working group meetings, at the central level and in field where the partners are present, and maintain as much as possible consistent representation in such meetings to ensure continuity.
* Input in the different coordination processes: input in meetings, review the different documents produced by the sector (ToRs, guidelines), and participate in the design and revision of the sector plans.
* Ensure timely and quality reporting of their respective completed and ongoing activities in ActivityInfo.

**Responsibilities of the Core Group**

The Social Stability core group has been established for more in-depth review and guidance on matters of concern to the WG, and to enhance strategic direction, planning and inclusive decision-making.

The core group should not exceed a maximum of 12 members, collectively identified by the WG partners based on their level of (a) operational engagement in the response under the RRP, (b) representation of the various stakeholders in the sector, and (c) participation in sector working groups. Co-leads are *ex officio* members of the CG, and will report to the full membership of the WG on the work by the CG. The Social Stability core group composition is as followed, and will be reviewed on a bi-yearly basis:

* Sector Coordinator (UNDP)
* Lead Government Ministry: MOSA
* Lead UN Agency: UNDP
* Co-lead Government Ministry: TBC
* Co-lead UN Agency: UNHCR
* 6 INGOs representatives (with possible rotation every six months): ACTED, International Alert, Mercy Corps, RET Liban, Search for Common Ground, World Vision.
* At least one local NGO representative (with possible rotation every six month): TBC.

Organizations that fail to attend more than two consecutive core group meetings will be automatically replaced as per the rotation system.

The CG will:

* Participate actively in the development of the sector strategy/review, including with respect to setting priority interventions, targets and indicators;
* Provide strategic oversight on the prioritization of resources within the sector and on the division of labour amongst the sector’s partners;
* Participate in the drafting of sector guidelines, SOPs and policies;
* Monitor implementation of the sector’s objectives against the LCRP sector results frameworks and assist in the identification of significant gaps;
* Validate common processes related to the sector’s response, such as contingency planning, transition from in-kind to cash interventions, targeting, or use of common data collection and information management tools; and,
* Support internal and external evaluation of the sector, and sharing of lessons learned;
* Act as back-up to the sector leads in representing the sector at the request of the co-leads as required.

Decision in the core group will be taken by consensus. If consensus cannot be reached, decision will be taken through majority voting of members, except from the sector coordinator.

**2015 priorities of the Social Stability Working Group.**

In order to ensure the successful implementation of the sector plan outlined in the LCRP, the sector will prioritize the following tasks in 2015 under its different outputs. The sector coordinator will lead this process jointly with the core group and with regular input and consultation from the Working Group members:

* Output 1: Community capacity to manage tensions in strengthened
	+ Conflict mitigation mechanisms: strengthen the sustainability of exisiting mechanisms, including through improved coordination with community mobilization work done in other sectors.
	+ Youth Peacebuilding Initiatives: identify lessons learnt and success factors from existing experiences of engaging youth to promote community engagement and defuse inter-community tensions.
	+ Youth Deradicalization Initiatives: in collaboration with the Livelihoods sector, gather evidence and identify potential entry points for programmes aiming at preventing radicalization among youth from all communities.
* Output 2: capacity of local governance institutions to mitigate tensions is increased
	+ Facilitate coordination of interventions engaging directly municipalities and unions of municipalities across the LCRP sectors and beyond the LCRP, by producing regular maps and briefs of the different interventions targeting municipalities, maintaining updated 3W databases/matrix, and facilitating access to Municipal Multi-sectoral actions plans established with support of MOSA-UNDP Lebanon Host Community Support Programme.
	+ Establish close cooperation with CDR to ensure proper synergies of coordination initiatives with municipalities.
	+ Facilitate access to municipal institutions targeted by the sector to other partners.
* Output 3: capacity of national level institution to mitigate tensions in increased
	+ Identify lessons learnt and success factors in engaging media to build social stability.
	+ Increase participation and role of local civil society in the coordination structure.
	+ Support the development and ensure cross-sector coordination of interventions targeting security forces.
* Output 4: Mainstream conflict sensitivity and social stability in the response.
	+ Conduct regular inter-agency survey to identify needs and gaps of partners in terms of conflict sensitivity mainstreaming.
	+ Ensure constant liaison with other sectors through core group representation in other sectors’ meetings.
	+ Based on the above, develop a ‘mainstreaming plan’ to support each sector and the different partners in strengthening their capacity on conflict analysis and social stability mainstreaming.
	+ Regularly share information on conflict trends and analysis and the evolution of inter and intra-community tensions through the publication of regular briefings and reports, their presentation to national and local working groups, and regular collective analysis on the evolution of tensions at the local level.
	+ Develop tools to analyse and monitor impact of the response on social stability and the evolution of tensions and disseminate them across sectors.
1. Social stability is an important element of Track 1 (p.8-9) and 2 (p.14) of the stabilization roadmap, which also emphasizes the need to support municipalities to reduce communal tensions and enhance social cohesion (p.10) [↑](#footnote-ref-1)
2. UNFPA and al, Situation Analysis of Youth in Lebanon affected by the Syrian Crisis, April 2014, p.31 [↑](#footnote-ref-2)
3. Municipalities, Unions of Municipalities, Social Development Centers, Committees in Palestinian camps and gatherings. [↑](#footnote-ref-3)
4. The sector has developed draft guidelines on conducting participatory processes at the local level, based on best practices and lessons learnt from partners, and including a specific focus on involving women in such processes. [↑](#footnote-ref-4)