VAF Governance Framework

VAF Advisory Board Purpose and Scope

The Advisory Board is designed to provide strategic and technical guidance for the Vulnerability Assessment Framework (VAF) Jordan Mission to ensure that the inter-agency framework for the assessment of refugee vulnerabilities is maintained and updated when needed. The Advisory Board does so by ensuring representation of multiple stakeholder interests in the application of the VAF. The Advisory Board is therefore expected to provide oversight and support to improving and strengthening efficiency and effectiveness in the delivery of humanitarian assistance to Syrian refugees in Jordan through the use of the VAF.

Advisory Board Composition

Board members are expected to be (1) at programme management level, decision makers within their own agencies/organizations and able to provide technical input in to the process; and (2) able to commit to regular and active participation as a member. Some members will be tasked with follow-up actions between quarterly Advisory Board meetings. Board membership should be determined by a mix of relevant expertise, operational interest in the VAF and diverse organizational affiliation to ensure good of the operational refugee response actors within Jordan. The Board provides periodic reviews of the operationalization of the VAF and provides guidance to the Humanitarian Country Team (HCT) and Inter-Agency Task Force (IATF).

Representation on the Advisory Board

- The Board is appointed by the IATF and is comprised of representatives and alternates from different entities. This include 5 INGOs, 4 UN Agencies and 2 key humanitarian donors as well as the VAF secretariat represented by UNHCR.
- The INGO members are nominated via the INGO Forum by Country Directors submitting an expression of interest to be a representative on the Advisory Board. Representatives reconfirm representatives each year unless an INGO member of the Advisory Board decides to disengage from the Advisory Board.
- The VAF Secretariat is responsible for supporting the Advisory Board by following up on technical processes in-between meetings and by taking VAF processes forward through regular coordination and engagement with the Coordination Working Groups/Sectors and the ISWG.
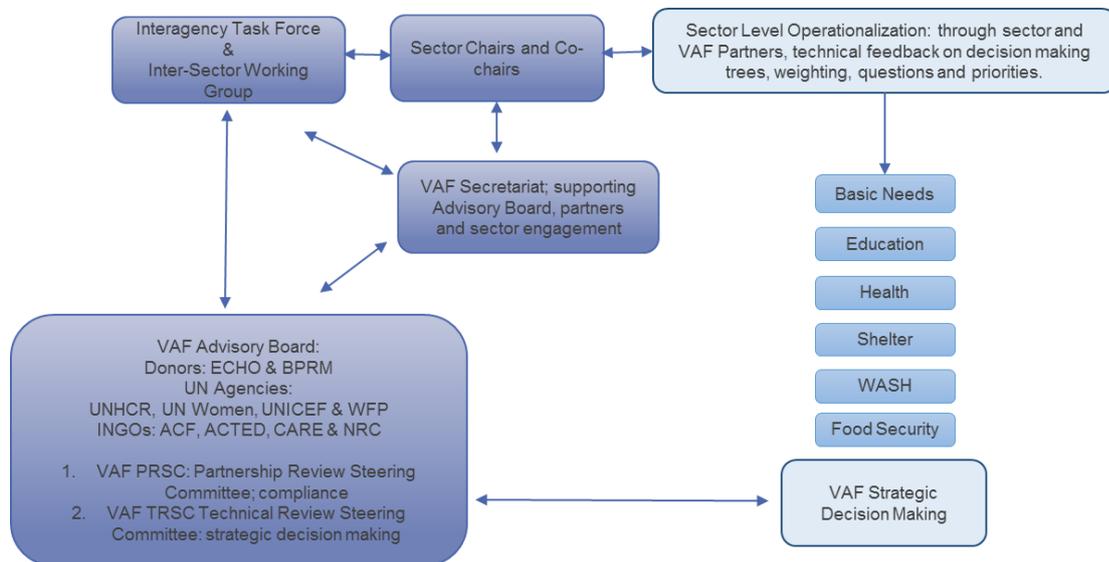
The VAF Advisory Board Terms of Reference

➢ Partnership Review: The Advisory Board is the sole entity that can review and approve request for new VAF partnerships based on consensus vote. Criteria for VAF partnership are set out in Annex A.

➢ Technical Review and Support: The VAF Advisory Board shall provide technical support for and review of: (i) the welfare model(s); (ii) baseline formulation and monitoring results; (iii) implications of important changes in the operational context as relates to Syrian refugees. The Advisory Board is expected to create task forces to support any of these processes. These task forces will be required to report back to the Advisory Board.

➢ Other Responsibilities:
  o Endorse and monitor VAF work-plan;

- Initiate regular reviews of core components of the VAF to ensure continued relevance. The items to be reviewed include but are not limited to:
  - Partnership criteria;
  - VAF Memorandum of Understanding (MOU) template;
  - Reviewing existing scoring structures and mechanisms;
  - VAF questionnaire; and
  - Communication and advocacy.
- Provide strategic and technical guidance on, and serve as a final decision-maker on Jordan VAF;
- Identify specific gaps or changes requiring review and endorse methodology for conducting such a review;
- Identify technical assistance and additional resources to support the VAF;
- Provide – as part of the sector tree review – final strategic and technical endorsement for multi-sector vulnerability indicators (so-called universal indicators);
- Generate advocacy messages based on VAF findings;
- Ensure gender and protection as well as other cross-cutting issues continue to be incorporated into the VAF; and
- Monitor compliance.

The VAF implementation is ongoing. The standard meeting schedule of the VAF Advisory Board will be quarterly. The Advisory Board reports to the Inter-Sector Working Group, within the Refugee Coordination Model applicable in Jordan.

Governance Structure of the VAF

Advisory Board Members

ACTED	UNHCR	ECHO
ACF	WFP	BPRM
CARE	UN Women	
DRC	UNICEF	
NRC		

Evaluation Criteria for new VAF Partners: Basic Eligibility

Basic Eligibility Criteria:

- ➢ Is the partner registered with the Government of Jordan? [Annex 1]
- ➢ Is the partner part of the inter-agency appeal (JRP/3RP)? [UNHCR Coordination Unit]
- ➢ Is the partner a member of the Refugee Coordination Sector Working Group(s)? [Sector Co-chair]
    - o Does the partner report on activities (ActivityInfo/RAIS)?
    - o Does the partner contribute to Sectoral Coordination (attend meetings, contribute to Work Plan, Strategy, etc.)?
- ➢ Is the partner providing assistance to Syrian refugees registered with UNHCR? [Annex 1]

Evaluation of Proposed Intervention:

- ➢ Is the proposed intervention in line with the relevant Sector strategy? [Sector co-chair]
- ➢ Will the proposed intervention fill an identified gap in the Sector (i.e. avoiding duplication)? [Sector Co-chair]
- ➢ Is the proposed intervention funded? [Annex 1]
- ➢ Has the proposed intervention been approved (i.e. MoPIC approval)? [Annex 1]
- ➢ Will the VAF be used for targeting of assistance

Evaluation of Partner Data Protection Procedures:

- ➢ Is the partner willing to adhere to the conditions and criteria contained in the VAF Data Sharing Agreement?
- ➢ Does the partner have a Data Protection Policy? (see Model PIA)
    - o Data retention procedures
    - o How does the partner share information internally?
    - o Data Collection – compliance with Annex 3: Use of mobile devices?
    - o Data Collection – does agency obtain consent prior to data collection & for onward sharing?
    - o Does the partner have a Data Protection Focal Point?
- ➢ Are relevant staff trained on the partner's data protection policy?
- ➢ Does the partner have a Code of Conduct?
- ➢ Is confidentiality/data protection included in the Code of Conduct?
- ➢ Have implementing partners/sub-contractors been trained on the partner's data protection policy/procedures?
- ➢ Does the partner have internal investigation mechanisms to investigate breaches of the data protection policy and/or Code of Conduct?