

## TERMS OF REFERENCE

### **Background:**

UNHCR convened select agencies of the Government of the Philippines to an informal roundtable discussion to gain an appreciation of the experiences and main challenges each agency faces, map the bottlenecks, key issues and existing initiatives, and discuss possible areas of support and collaboration with UNHCR. 25 participants are expected to join the activity, which will be held on 19 April 2018, 10:00 am – 3:00 pm at Hotel Jen, Pasay City.

### **Specific Functions:**

#### **FACILITATOR**

The role of the facilitator will be to support and guide discussion with key government agencies on the challenges and possible solutions to strengthening activities aimed at better responding, preventing and reducing development issues in the Philippines.

Specifically, the facilitator will act to support the achievement of three overarching goals:

- To better understand the varied perspectives of the different agencies present
- To support these agencies to better understand each other's work and how this work informs their perspectives and points of view
- To encourage and build consensus on the key areas requiring prioritisation to improve over-all approaches to issues

To achieve these goals, the facilitator will be required to:

- Manage expectations and clarify roles and responsibilities
- Present goals, themes and structure of the day (UNHCR will support with guidance on this) and generate agreement on this
- Ask the right questions to facilitate a structured discussion around the current challenges encountered and responses (UNHCR will support with guidance on this)
- Have sufficient knowledge and skills to ask probing questions to encourage a deeper analysis
- Have proficient skills to ensure all agencies are equally contributing to the discussion
- Have confidence and diplomatic skills to manage discussion and disagreement and to keep the discussion on track
- Note key points throughout the discussion and build on them – use visual aids to support this (whiteboard or flip-chart paper)
- Summarise complex issues and agreements to ensure accuracy and guide discussion
- Build consensus through facilitating discussion on priorities, principles and next steps (UNHCR will support with guidance on this).
- Other tasks related to achieving the required goals of the roundtable discussion

#### **DOCUMENTER:**

- Conduct process documentation of the proceedings, taking note of the following:
  - All discussion points
  - Points of contention and agreements made
  - Action points
- Take photos of the proceedings
- Submission of documentation reports within two weeks from conclusion of activity