**Intersector Working Group Bekaa – Terms of Reference**

**Objectives and principles**

* The ISWGB ensures that there is a clearly articulated Bekaa-level humanitarian operational response based on the identification of needs and response plans of individual sectors, and that areas of intervention are coordinated, gaps identified and overall operational response is prioritized across sectors.
* The ISWGB ensures that humanitarian principles and a protection focus are retained as a basis of all humanitarian operations in the Bekaa, and that advocacy is agreed upon and carried out when necessary to uphold the above.
* The ISWGB provides information, analysis and inputs to the ISWG to allow for national planning, and adapts and implements coordination approaches and tools developed by the ISWG.
* The ISWGB will ensure that cross-cutting issues (refugees, human rights, gender equality, civil society participation, environment, disaster risk management, youth, social stability) are adequately addressed and mainstreamed by sector coordinators.
* The ISWGB will respond to emergencies in a coordinated manner and taking into account the above mentioned principles.

**Composition of the ISWGB**

* The ISWGB is led by MOSA with support from UNHCR and UNDP inter-sector coordinators.
* Sector leads and coordinators, as well as co-leads and co-coordinators, attend the ISWGB on behalf of their sectors.
* UN heads of office or their delegates also attend the ISWGB.
* NNGOs can delegate two chosen members to the ISWGB in representation of their NGO community.
* INGOs can delegate two chosen members to the ISWGB in representation of their NGO community.
* When appropriate, whether on an ad-hoc or regular basis, the ISWGB can invite members of Government, donors, NGO representatives or other key players.

Sectors represented in the ISWGB are Shelter, Wash, Basic Assistance, Protection (including representatives for CP and SGBV, in due coordination with Protection coordinator), Social Stability and Livelihoods and Education.

**Specific responsibilities of the ISWGB**

* Maintain general, needs assessment and gap analysis of the humanitarian situation in the Bekaa, building and coordinating on the work of respective sectors. Make this information available through detailed information management and sector leads.
* On the basis of the above, provide direction and priorities as a whole to the humanitarian community in the Bekaa,
* Ensure adequate planning and facilitate humanitarian action for humanitarian priorities involving several sectors,
* Ensure contingency planning,
* Ensure appropriate coordination at Bekaa level, including identification of gaps in response between sectors and commitments secured in filling those gaps,
* Where necessary and justified, create time-limited Task Forces to address significant humanitarian problems or to undertake tasks on behalf of the Intersector. These Task Forces will report to the Intersector,
* Undertake monitoring and evaluation, as necessary, at the Intersector level,
* Report frequently to the Interagency on relevant matters,
* Coordinate and monitor relief / emergency response and undertake lessons learned,
* Coordinate or undertake capacity building of partners as decided by the different sector group members.
* Act as a link with the national ISWG.

**Meetings**

* Meetings will take place on a monthly basis, or on an ad-hoc basis as necessary.
* Invitations will be sent at least one week in advance.
* A draft agenda will be proposed one week in advance and background papers, where relevant, will be distributed to the participants well before the meeting. Urgent items may be added to the agenda by any member for either a scheduled meeting or an extra-ordinary meeting in consultation with the chairs. In this case, substantiating information should be provided by the requesting member.
* Draft minutes are issued within 48 hours of the meeting.
* Once approved, minutes are shared with the Interagency.
* ISWGB will use, as far as possible, electronic means including cloud storage to facilitate maximum shareability and transparency of its products and proceedings.
* Meetings will be limited to two hours with preparation and timekeeping managed by the meeting chair. If the agenda is not completed an additional meeting will be scheduled for specific sub-topics.

**Deliverables**

* Intersector gap analysis and needs analysis.
* Based on the above, yearly Intersector action plan.
* Contingency plans.
* Electronic library of needs, gap analysis and other relevant documents.