

TERMS OF REFERENCE

Purpose of Project and Background

The following are the Terms of Reference for the 2016 Non-Food Items Workshop Meeting facilitator.

During the GSC meeting 2015 and the GSC SAG retreat a recommendation was put forward that the GSC should capitalise on different country cluster experiences with the prioritisation and delivery of NFIs with a view to provide more guidance to country-level clusters on how to deal with NFIs and meeting household needs in general

Meeting household needs is part of the shelter response and in many contexts it constitutes a very important part of this response, particularly in conflict-related emergencies with repeated displacements. These household needs are often met through the distribution of NFIs but other methodologies are being used, potentially with better results.

In 2008, the cluster produced guidance on selecting NFIs for shelter which focusses on how to select and combine NFIs into packages. A number of country-level shelter cluster have had important NFI components and good lessons have been learnt on dealing with NFIs and meeting household needs through fairs, cash, and other tools..

The meeting is convened and organised by the GSC's lead agencies (IFRC and UNHCR) through the support of the Global Cluster support team. The support team focal points have the responsibility for the design and organisation of the agenda and have decided to engage an external lead facilitator for the workshop, who will be providing guidance on the design of the agenda and methodology and overall facilitation of the event itself.

Alignment to the GSC's objectives and strategy

The project is in line with the GSC Strategy 2013 – 2017, particularly the strategic aims 1.2, 1.5, 1.7, 2.3, 2.4, 2.10, 3.6, 3.7, and 3.8.

Project objective

The main objective of this consultancy is to contribute to strategic aim 3 of the GSC strategy, an effective and well-functioning GSC, through the provision of professional facilitation services at the 2016 NFI Workshop.

Desired outputs

1. Co-design of the NFI workshop agenda, and pre-event preparation

- a) Link with the two global support team representatives to review the draft agenda in detail and to:
 - Clarify the anticipated outcomes/ outputs of the meeting and of individual sessions (with reference to the outcomes from the GSC 2016 meeting); the key content/ issues and questions for discussion.
 - Identify the appropriate methods for each session with a view to creating a shared context and enabling a high degree of participation and engagement.
 - Identify key roles during the meeting (eg co-chairs' roles, session leads, small group hosts, note taking, admin support, etc).

- Identify key information to be prepared/ shared with participants ahead of time; this to include communicating the purpose and agenda, and key issues for discussion.
- b) Based on the above, prepare outline session notes for the 3 days of the NFI workshop (for use by the facilitator and two representatives)
- c) Guide GSC support team representatives in engaging with participants and the preparation required by selected participants ahead of the workshop, and how this will be communicated.
- d) Coordinate with those organising the room to advise on set-up and use of space (ie flexible room space so that people can move around; display boards/ panels for group outputs).

2. Pre-meetings and event facilitation

- a) Meet with the two GSC support team representatives via telecommunications or in person to ensure all understand what is required of them.
- b) As lead facilitator, guide and support the overall process of the meeting. This includes: providing guidance to the GSC support team representatives on each session, inviting and encouraging participation and attending to group dynamics, making adjustments to the programme as required/agreed and provide a brief meeting evaluation and closure.
- c) Convene an end-of-day review on Day 1 with the GSC support team representatives and others, making adjustments as needed.

3. Post-meeting responsibilities

- a) Convene a brief meeting at the conclusion of the workshop on Day 3 to review the process and identify any next steps required
- b) Provide a 2-3 page brief on the workshop event and outcomes

Support to be provided to the NFI Working Group Facilitator

The IFRC Senior Officer, Shelter and Settlements and the UNHCR Global Focal Point for Coordination will provide support to the facilitator in the meeting organisation and preparatory activities as required.

Timeframe

The contract duration will be for 7 days, including 3 days for the co-design of the programme and pre-event preparation, 3 days for the workshop facilitation itself and 1 day for brief workshop report.

September 2016.