



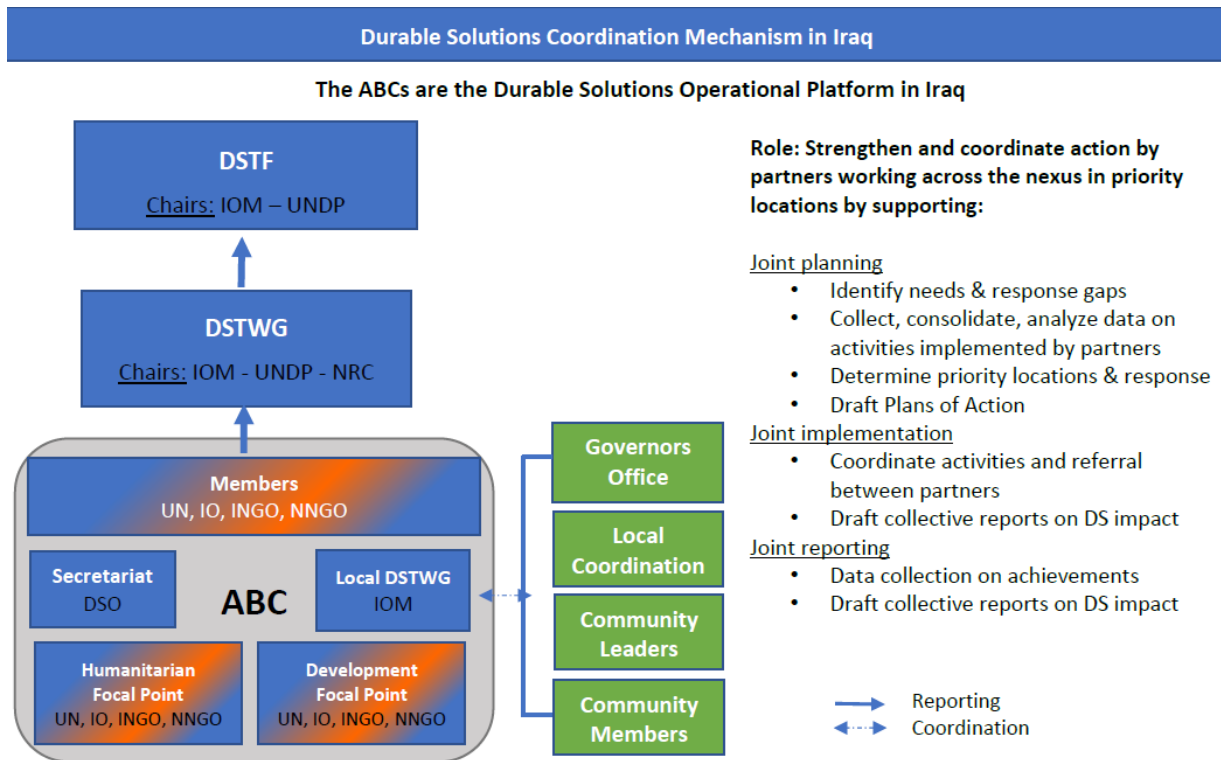
Terms of Reference Durable Solutions Area-Based Coordination (ABC)

Updated in March 2022

**Terms of reference will be reviewed on an annual basis or when deemed necessary.
ToRs will be discussed at the DSTWG level and be endorsed by DSTF.*

Background

The Area-Based Coordination (ABC) groups works at the localized level to help affected communities achieve durable solutions. An ABC group consists of two to three focal points and member organisations.



Objective: ABC groups and their focal point organisations will be responsible for strengthening collective impact and integration of durable solutions activities as part of a coherent area-based approach.

Roles and Responsibilities of ABC Focal Points (FPs)



Outreach/ Stakeholder participation

1. Regular ABC meetings are organized at minimum on a monthly basis (minutes to be shared with the DSTWG)
2. Meetings with local authorities are organised at a minimum on a monthly basis (minutes to be shared with the DSTWG)
3. Identify and coordinate with key stakeholders who should be engaged in DS PoAs among UN agencies, national and international non-governmental agencies, civil society and community-based organisations and the private sector, as well as existing working groups, coordination platforms and other mechanisms relevant to DS in the area;
4. Identification and mapping of actors and their activities at the Governorate, district, sub-district, and local level, whichever is the most relevant. Update of actor mapping on a monthly basis. Priority locations, ongoing and planned activities are updated on the template provided by the DSTWG and include key needs to be addressed and proposed integrated response<
5. Community consultation with different community members, inclusive of children, youth, and adults, taking into account person with specific needs (women, elderly, and persons with a disability); *¹

Planning

6. Lead the organisation of workshops, roundtables and other events with government counterparts and other key partners for the purposes of developing and regularly updating PoAs;
7. Define, jointly with the identified local authority and government counterparts, priority geographic locations, sectors, population groups and other planning elements related to DS PoAs; *
8. Lead discussion with the local government to transition from humanitarian to development and gradually re-orient towards nationally owned development solutions and enhancement of systems;
9. Plans of Action are drafted for each ABCs and revised on an annual basis (next revision October 2022 for the initial 8 ABCs) *

Implementation

10. Conduct area-level referrals and facilitate the identification of and coordination with potential partners to fill gaps, where feasible using the system developed by DSTWG;
11. Building on existing mechanisms wherever possible, and using DSTWG-provided tools, guidance and frameworks, maintain and disseminate referral mechanisms and pathways, including referral pathways available to beneficiaries at area level. If a new sub-group is required, one can be formed;
12. Ensure regularly updated response and service mapping (coordination) such that the PoA remains updated and relevant to continue the regular work of the ABC;
13. In line with DSTWG guidance, conduct regular analysis per priority location from the PoA on ongoing activities and provide regular updates on the progress of implementation of the PoA to local authorities in the area and governorate concerned;
14. Working through existing mechanisms wherever possible, facilitate information exchange and sharing of information related to challenges in implementation, technical work areas, good

¹ Asterisk (*) indicates that this activity will be supported by members. In this case members will predominantly carry out community consultation.



practices, local dynamics, and other issues across the wider group of interested organisations as relevant; identify opportunities for joint approaches and collaboration between organisations and with local authorities* and

15. Support resolution of area-level key issues and barriers to durable solutions and, where required, raise key issues to DSTWG.

Monitoring and reporting

16. Monitor implementation and progress of the PoAs using frameworks and tools developed by the Monitoring and Assessment sub-group to the DSTWG or any other tools as prescribed by the DSTF; *
17. Undertake recurrent joint field-based assessment and monitoring missions to verify quality and timely progress of implementation; *
18. Annual report is submitted to the DSTWG using the template developed by the DSTWG, inclusive of ABC achievements and impact, internal coordination and referrals, and coordination and outreach with local authorities and communities.

Roles and Responsibilities of ABC members

1. Participating in coordination efforts, including by sharing information on new or planned activities and considering adjustments to targeted locations whenever required to support the collective response to the maximum extent possible;
2. Actively supporting the use of the ABC referral mechanisms by sharing information on unmet needs or responding to request by members for support;
3. Responding to the needs and priority locations as outlined in the PoA during internal planning processes to the maximum extent possible;
4. Providing timely, accurate and complete information on activities in line with the templates developed by the DSTWG;
5. Providing timely, accurate and complete information on needs and gaps and on priority locations in line with the templates developed by the DSTWG;
6. Sharing assessments, surveys and/or supporting/participating in the organisation of assessments, FGDs, and KIIs in their targeted locations.

Selection Criteria for Focal Points and Membership

Membership is open to organizations which meet the selection criteria. A call for expression of interest to become a focal point or a member shall be open to all UN agencies, international and national NGOs, and other relevant actors. The application process for focal points and members will be to submit an expression of interest to the DSTWG. Focal points will be endorsed by the DSTF. In case of a membership application not being immediately validated by the DSTWG, the decision will remain with the DSTF.

Focal points will be selected based on their applications scored against the following criteria:



- One from the humanitarian sector and one or two from development, stabilization, or peacebuilding for each ABC group;
- Have physical presence of active DS-related programmes in the applied ABC areas (Physical presence of the nominated focal point in the applied ABC areas is preferred);
- Have available time to devote to the Focal Point role (12 hours a week on average)
- Have a good understanding of the location, geographical presence in the area, and a strong existing network of local stakeholders, including local authorities;
- Have the capacity and skills to coordinate and lead the creation and implementation of the DS plans, jointly with local authorities, and with support from DSTWG;
- Possess commitment and ability to represent ABC and not own Organization;
- Understand Durable Solutions as well as promote and apply the humanitarian-development peace nexus approach; and,
- Able to demonstrate good relations/reputation in the community and local Government.

Membership criteria:

- Have active programmes supporting durable solutions that can contribute to area-based planning and implementation in the ABC area
- Have a physical presence of personnel (nominated member) in the ABC area;
- From diverse sectors (HA/PB/Dev) and type of Orgs (UN, INGO, NNGO);
- Understand Durable Solutions as well as promote and apply humanitarian-development peace nexus approach, and
- Active participation in the ABC group-initiated meetings and activities.

Focal Point and Membership Review

Should ABC Focal Points or Members not stay actively engaged in the work of the group, they may be removed from membership. The review process will occur once every six (6) months. Active participation will be judged against the following criteria:

1. Regular attendance of meetings (not sending a representative for 2 consecutive meetings);
2. Inputs to all key documents of ABC Group, especially PoA;
3. Timely follow-up on allocated tasks regarding the division of work among ABC Team;
4. Timely and complete inputs to all ABC templates;
5. Timely sharing of assessments conducted in the ABC areas by the membership organisation;
6. Active participation in the ABC coordination and referrals; and,
7. Support to the reporting process by sharing data and information based on the monitoring framework under DS Strategic and Operational Framework

Should any ABC focal points or members fail to be active in the ABC group, they may be removed from the ABC group. In case a focal point is not engaging fully in the ABC group based on the criteria articulated above, the DSTWG will review and report this to the DSTF for further action: inform the agency, present



an opportunity for agency to select a different person to take over FP role, and in case of renunciation of the role, select of a new agency to become FP. The process will be similar at the ABC level, but handled by the ABC FPs with support from DSTWG.

ABC Group Location Selection:

New ABC Groups will be formed as time passes. The ultimate selection of the location is at the discretion of the DSTF, which will consider the following criteria:

1. **Needs** (needs to be fully developed)
 - a. Gaps and Challenges for durable solutions (available programmes vs. needs)
 - b. Availability of Basic services (functioning, inclusive, supported, legal)
 - c. Areas with high levels of complex, inter-related and multi-sectoral needs
2. **# of Affected Population in an Area**
 - a. Number or percentage of returnees among the local population
 - b. Number or percentage of IDPs among the local population (in and outside of the area)
 - c. Host community willingness to meaningfully engage
 - d. Cross reference area with severity of needs
3. **Partners Presence**
 - a. Presence of different sectors (humanitarian, peace, development)
 - b. Diversity in type of organization (UN, INGO, NNGO, Private Sector)
 - c. Partners should have a willingness to engage with Durable Solutions in area of operation
 - d. Partners should be accepted by the community
 - e. Commitment of partners to work in an area
4. **Access and Security**
 - a. Responsiveness of Local Government to support with security and access issues
 - b. The area is cleared, or Mine Action groups are working to clear the area
 - c. # of security incidents in the past three (3) months – a barometer for safety
 - d. Conflict amongst multiple security forces (can we work in a specific contested area)
5. **Government Commitment**
 - a. Government ownership/involvement in DS planning
 - i. Government has a DS plan
 - ii. Government DS plan includes financial contributions
 - b. Agreement on location
 - c. Government willingness to coordinate
 - i. Dedicated local government focal point available to streamline communication
 - d. Government support for Access