Annex 1: SSHF Advisory Board Terms of Reference

1. Introduction

1.1. The South Sudan Humanitarian Fund (SSHF) falls under the overall authority of the Humanitarian Coordinator (HC), supported by the SSHF Advisory Board (SSHF AB) and the SSHF Technical Secretariat (SSHF TS). It is a mechanism which enables donor contributions to be allocated to projects within an agreed prioritisation, coordination and monitoring and reporting framework.

1.2. The SSHF AB represents the views of Donors, UN agencies and the NGO Community and provides guidance and advice to the HC on strategic and policy matters in pursuit of the Fund’s overall objectives. SSHF AB members represent their respective communities and not individual agency opinions. Representation on the SSHF AB should be at the Country Representative / Country Director / Head of Country Office level. Equal gender representation is desirable.

2. Responsibilities of the Advisory Board

2.1. Advisory Board members shall be responsible for the following:

a) Advise the HC on the strategic direction of the SSHF and its continuous development and refinement as an effective humanitarian funding instrument. This may involve participation in occasional reviews, evaluations and other learning initiatives;

b) Analyse risks that may affect the achievement of the Fund’s objectives and advise the HC on risk management strategies;

c) Support the HC in the mobilisation of resources to maximise overall reach and impact of the Fund;

d) Advise the HC on the quality, transparency and equitability of SSHF processes throughout the programme cycle. Participate during the development of allocation strategies, at cluster defences, and at any other stage as may be required by the HC. Advise on monitoring and reporting arrangements;

e) Support the promotion of the Fund, including but not limited to the review of key information products such as Annual Reports, to ensure an accurate reflection of achievements.

3. Membership

3.1. Membership of the SSHF AB shall be as follows:

a) Humanitarian Coordinator (as Chairperson, non-rotating)

b) 2 representatives of contributing donors (rotating)

c) 2 representatives of participating UN Cluster Lead Agencies (rotating)

d) 1 representative of the international NGO community (rotating)

e) 1 representative of the national NGO community (rotating)

f) UNCHS Head of Office (as Observer on behalf of SSHF TS, non-rotating)

g) UNDP Country Director (as Observer on behalf of SSHF TS, non-rotating)

h) 1 representative of a non-contributing donor (as Observer, rotating)

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1. These Terms of Reference were first adopted in November 2015 when the Fund was known as the South Sudan Common Humanitarian Fund (CHF). Updated wording here reflects its re-naming as the South Sudan Humanitarian Fund (SSHF).

2. While the representatives of contributing donors are in principle rotating, the wider group of contributing donors present in country may recommend to the HC the continuing membership of a particular donor as appropriate, for example where a particular donor is contributing a high proportion of all donor contributions to the Fund, or can add value due to its familiarity and engagement with pooled funding mechanisms globally.

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The mission of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA) is to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors.

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3.2. SSHF AB meetings may be attended and supported by others as invited by the HC and as relevant to the agenda, including but not limited to staff working in the SSHF TS.

4. Nomination

4.1. Representatives of contributing donors shall be nominated by the wider group of contributing donors present in country.

4.2. Representatives of UN Cluster Lead Agencies shall be nominated by the wider group of UN Cluster Lead Agencies.

4.3. Representatives of NGOs, both international and national, shall be nominated by the NGO Forum.

4.4. A representative of non-contributing donors shall be invited by the HC.

4.5. Nominations and membership shall be noted in SSHF AB meeting minutes, including at the time

5. Rotation and alternates

5.1. Where membership is rotating the normal duration is one year. The SSHF AB will discuss the practicalities of rotations as and when they become due. At the decision of the HC the period of membership may vary, with explanations to be documented.

5.2. Where a member is unable to attend a meeting or other required activity, alternates shall attend. Where the HC is unavailable, the HC a.i. shall be the alternate. The OCHA Head of Office and the UNDP Country Director shall nominate alternates from within their respective organisations. For representatives of donors, UN Agencies and NGOs, alternates shall be nominated by the same constituencies and in the same way as members.

6. Member attributes

6.1. Members shall commit to the following attributes

  a) Active and collaborative: members should be actively engaged in, and concerned for, the overall wellbeing of the SSHF and the attainment of its objectives. Members should collaborate with other members to promote the best interests of the Fund.

  b) Objective and independent: members must offer an independent and un-biased contribution to the governance and operations of the SSHF. They represent their constituencies and not the interests of their own agencies and mandates.

  c) Technical knowledge: members should demonstrate a general understanding of the humanitarian environment including the coordination system and humanitarian operations. They will also contribute expertise in specific areas such as resource mobilisation, strategic planning, and risk management.

  d) Time commitment: members are expected to attend a minimum of one AB meeting every two months, in addition to two full days each year in support of the first and second round standard allocation processes. Ad hoc support to the ongoing work of the SSHF between meetings is expected, for example during reserve allocation processes or by reviewing and commenting on draft documentation related to specific topics.

7. Support to members

7.1. Members shall be supported in their roles by OCHA and UNDP (notably through the SSHF TS), for example through the timely receipt of background documents and meeting papers, face to face briefings and the like.

8. Decision making

8.1. To the extent possible, decisions and agreements are reached through dialogue and consensus. In the extraordinary event that a vote may be required, observers do not have voting rights. In all cases the final decision rests with the HC or alternate.

As endorsed November 2015