

Meeting Minutes

FSS Bi-Weekly Coordination Meeting

Date: Tuesday, 14 November 2023, 11:00 AM – 12:00 PM

Location: WFP Meeting Room (Sunrise Bay)

Agenda

- Introductions & welcome
- FSS general Updates
- Project template – Presentation Q&A
- Gender considerations Q&A
- FSS JRP 2024 - PRT and vetting
- Partner Updates
- AOB

Participants:

29 participants from 19 organizations and program units

AAB, ACF, BRAC, CWW, CODEC, DRC, ESDO, FIVDB, FSS, HAP, IOM, ISCG, Prottiyashi, PULSE, SHED, SHUSHILAN, RIC, WFP - Gender, WFP – SL

Find presentation slides and meeting minutes [link here](#)

Action Points:

Who	Action	When
FOOD SECURITY SECTOR		
FSS JRP 2024		
FSS and Partners	Partners will submit JRP 2024 filled project template.	14 November 2023
	FSS will compile all partners submitted proposal for JRP 2024	20 November 2023
	FSS will organize Peer Review Team workshop.	21 & 22 November 2023
	FSS will organize SAG meeting for endorsement of FSS JRP matters.	25 November 2023
	FSS will finalize partner JRP 2024 proposal.	24 – 25 November 2023
	Partners will submit final revised proposal through HPC.	3- 5 December 2023
	FSS will finalize and approved partners proposal through HPC.	6-7 December 2023
Next FSS coordination meeting 12 December 2023, 11:00AM – 12:30PM Location: ISCG Meeting Room (Coordination Hub)		

FSS GENERAL UPDATES

FSS JRP 2024 PROJECT TEMPLATE

During coordination meeting, ISCG IM and FSS gender focal briefly discussed about the partners project template including GAM, PSEA and AAP. FSS requested partners to submit their proposal for JRP 2024 by today.

PEER REVIEW TEAM (PRT)

FSS briefly discussed the core composition of PEER REVIEW TEAM. **Core PRT members is selected from the Strategic Advisory Group (SAG).**

- 1 Gender focal - WFP
- 1 UN agency – lead agencies WFP and FAO
- 1 NGO - BRAC
- 1 INGO – CONCERN WORLDWIDE
- ISCG Secretariat will attend as observer, cross-cutting sections will be sought for advise (EEN, PSEA, ...) when needed as well LSDS.

FSS is planning to organize 2 days long PRT workshop to review the partners proposals on 21 & 22 November 2023. The main objective is organizing the workshop is to review the partners proposal for FSS JRP 2024.

FSS PROJECT SELECTION RATIONALIZATION STRATEGY

- Not all project proposals will be selected for the JRP 2024
- Due to funding reductions all over the world = obligation to follow a strategic rationalization process
- FSS response needs to cover the maximum targeted PIN with the minimum of inputs/partners through the most efficient strategic planning.
- Obj_1: life-saving food assistance to refugees = 100% need coverage
- Obj_2: food security resiliency building for the refugees = 75% HH need coverage (25% gap)
- Obj_3/4: food security related livelihood activities for the HC = 56% HH need coverage (44% gap)

RATIONALIZATION STRATEGY: FSS works towards the maximum coverage of targeted needs, with the least number of projects / partners.

- PRT has the responsibility to conduct a rigorous vetting of the appeals and will:
- That the proposal is in line with the FSS response needs and strategy.
- Prioritize projects / partner that have a coordinated/collaborative approach with other interventions/partners, working within the same area.
- Prioritize partners that have a strong experience in food security with the Rohingya refugees.
- Prioritize partners that have the proven to have the resources and expertise.
- Submissions with confirmed funding will be regarded positively.
- JRP 2023 partners performance and % met/unmet of planned funding requirements.
- Attention to projects that objectives are development / poverty reduction rather with saving lives / alleviating hardship interventions (humanitarian / development nexus).
- Up-coming year, FSS priority will be to conduct a cost-efficiency rationalization exercise. As an example, it can entail harmonization approach for cost-saving withing partners conducting the same type of activity. (office sharing for cost reduction with other partners)
- Partners with a proven willingness to collaborate/coordinate/link with other partners will be prioritized. The essence now is cost efficiency.
- PRT will prioritize partners that have participated/conducted a strategic cost-efficiency rationalization process.

PARTNERS UPDATES

- Partners are requested to share operational updates to FSS at info.coxsbazar@fscluster.org or coxsbazar.fss.wfp.org

AOB

- Update on FSS files: all files from 2022 have been archived [here](#)

Next Coordination Meeting

- [FSS Bi - Weekly Coordination Meeting](#) | 12 December 2023, 11:00AM – 12:30PM | ISCG Meeting Room (Coordination Hub)