South Sudan Food Security and Livelihoods cluster
Terms of Reference
**Overall goal and purpose of the Food Security and Livelihood Cluster (FSLC)**

The overall goal of the Food Security and Livelihood Cluster (FSLC) is to improve the coordination of food security and livelihood responses in humanitarian crisis situations.

The purpose of the Food Security and Livelihood Cluster (FSL) is to promote responses that are:

- **Proportionate**: The humanitarian imperative comes first – and the needs of disaster affected communities should be the primary determinant of a humanitarian response. The FSLC will promote proportionate needs-based responses and advocate for adequate resources and support.

- **Appropriate**: The FSLC will promote appropriate – and therefore more effective – emergency food security interventions, which incorporate food assistance, emergency agricultural support, cash and voucher transfers and time-critical and urgent support to the protection and rapid restoration of agricultural pastoral and fishing livelihoods.

- **Timely**: There have been significant investments and improvements in early warning systems – yet there is too often a gap between early warning and early response. The appropriate timing of phasing down or out of responses is also important. In South Sudan, the FSLC will aim to provide timely information that would allow operational partners to improve their ability to implement appropriate responses that are both effective and cost-efficient.

- **Effective**: Maximizing Impact – by providing relevant information on community needs, food and livelihood programming, linkages with other clusters and government and importantly avoiding duplication to maximize impact for local communities.

The aim of the FSLC is to coordinate the planning and implementation of proportionate, appropriate and timely food security responses in humanitarian crisis situations which will address both the immediate needs of the affected populations while looking at the integration of livelihood stabilization and strengthening responses. This will be achieved through providing predictable, systematic and country-driven coordination support in close consultation with the IASC agencies present and national authorities. The cluster provides a framework for effective partnerships among international and national humanitarian actors, civil society and other stakeholders, and ensure that international accepted food security and livelihoods responses are appropriately aligned with national structures.

**Objectives of the FSLC**

- Support coordination in collection of information through joint assessment that can inform appropriate response design and strengthen preparedness.
- Ensure adequate emergency preparedness and support cluster partners to provide timely FSL responses to populations of greatest need during emergencies
- Advocate for entire food security community to improve access and space for humanitarian agencies and financial support to address basic survival unmet needs.
• Promote use of appropriate minimum acceptable humanitarian standards and best practices in delivery of food security and livelihood services
• Build partnerships and promote inclusiveness in all aspects of the cluster.
• Facilitate effective sharing of information and data among FSLC cluster partners and across other sector /clusters.

Expected FSLC outputs

• Functioning coordinating mechanism involving UN agencies, NGOs, CBOs, government authorities, donors, and community members, including between the center and the field, and with other sectors.
• Up-to-date mapping of FSL actors and activities.
• Up-to-date information on the FSL situation and needs is available to all stakeholders; regular situation reports/ FSL bulletins.

Cluster Strategy 2015

The FSL Cluster will continue to be the platform for coordination and information sharing. Technical working groups will continue technical support on the design and implementation of FSL cluster partners’ activities. It will continue to provide the space for partners to share experiences, challenges and collectively determine corrective measure in order to improve and expedite humanitarian response across the country. At State level, the Cluster will endeavor to improve participation of local government ministries while enhancing their capacity to take a lead in decision making. Building on the successes as well as lessons from the 2014 humanitarian response, the FSL Cluster will continue to engage its partners and members, advocating for improved coordination, information flow and rationalized targeting considering gender, age and protection across and within all States. The Cluster will ensure that appropriate and timely assistance is provided to the targeted population by its members Cluster will continue its focus on partner’s capacity building especially on gender, protection and environment mainstreaming. Through its working groups, the cluster will support partners through the provision of best practices (as required) to determine which modality is the most appropriate, feasible and efficient.

The Cluster will support people with food assistance through mainly general food distribution. In parallel, the Cluster will explore the feasibility of involving the market in availing the assistance through market based related schemes.

Under the livelihoods support FSL cluster target is to reach 2.8 million people. The Cluster will focus on a number of strategic thematic areas with the view of helping South Sudanese communities in their own efforts to address hunger, malnutrition and threats to their livelihood systems.

Under the rehabilitation of community livelihood assets clusters partners aim at reaching 1.6 million people during the lean season, by focusing on supporting creation and rehabilitation of assets (roads, dykes, canals etc) by investing in human capital formation, promoting alternative livelihood strategies, for example, ensuring women have equal access/control over assets created and prioritize activities with greater participation of women as well as those which directly benefit women and promote their well-being.
The Cluster will continue to lead debate on the feasibility of voucher based programmes especially where markets can be relied upon. There is a general recognition by all partners including donors that voucher based programmes, if properly explored, could contribute to resuscitating agricultural markets, and improve incomes and availability of food across the country.

The cluster will contribute to Strategic Objectives 1 and 3 of the 2015 Crisis Response Plan. Its specific objectives are to:

1. Ensure continued and regular access to food for the vulnerable population.
2. Protect and rehabilitate livelihoods for the vulnerable population at risk of hunger and malnutrition
3. Rehabilitate community livelihoods assets during the lean season

Accountability
The FSLC is accountable to the Heads of the Lead Agencies and the Humanitarian Coordinator. Concerns or complaints about the performance of the FSLC can be taken to the Heads of the Lead Agencies, who will consult with the HC and Global FSLC, and where necessary, propose alternative arrangements.

Governance and Coordination Mechanisms within the Cluster
To improve the consistency and quality of services they provide as a group, humanitarian organizations active in the Inter-Agency Standing Committee seek to improve the timeliness and effectiveness of humanitarian responses through humanitarian reform. One pillar of humanitarian reform is the development of the cluster coordination mechanisms to strengthen the capacity of humanitarian actors where critical gaps are identified.

The FSLC is managed by a secretariat comprising of the two cluster co-coordinators from FAO, WFP supported by an NGOs elected co-chair, an information manager (2 data management assistants) and a M&R officer. The cluster coordinators report to the Country Representatives of FAO and WFP. The FSLC meets every Thursday of the month for the regular weekly coordination meetings. Special purpose meetings are also convened as required. Similarly the sub-national cluster meet on a weekly basis or as required to discuss specific emerging issues pertaining to the cluster. Issues discussed at the sub-cluster level will be presented to the FSLC level for consideration and endorsement. Due to the robust structure of the FSLC, the sub-national management consists of a chair and a rotating minute taker.

In order to achieve the objectives of the cluster, the following governance and coordination forum will be required. ToRs for each body is described in the ToR sections below

- FSLC Co -leads
- FSLC Strategic advisory group
- FSLC Secretariat (Governance and Coordinating Forum):
  - FSLC Co-Coordinators (FAO and WFP)
  - FSLC NGO co-chair (MC)
✓ FSLC Information Management Officer
✓ FSLC Information Management Assistant
✓ FSLC M&R officer
✓ FSLC Technical Working Groups
✓ FSLC Areas coordinators
✓ FSLC State Level Focal Points
✓ FSLC Peer Review Team
FSLC Cluster Partners, Members and Observers

Due to the large number of FSLC Cluster NGOs and thus to increase effective coordination, three categories of cluster participation exist:

1. **Partners** are those organizations who are currently implementing FSLC activities, or have completed FSLC activities in previous year, as reflected in the FSLC reporting tools - planned activities that were never completed, will not be sufficient for partnership.

2. **Members** are those organizations who do not have any FSLC activities, but are interested to share information, or are planning to implement or start FSLC activities.

3. **Observers** are those organizations, who do not want to be affiliated with the cluster, but want to share information. Observers can be active in FSLC without being partners.

Only FSLC partners will be able to vote on operational cluster issues. Only Partners and Active FSLC observers can sit on technical working groups and committees.

To improve coordination activities, separate coordination meetings may be held for Partners alone.

**Responsibilities of FSLC Actors**

The FSLC structure and its coordination mechanisms are structured around supporting the needs of the membership, thus, the FSLC Partners, Members of Observers are expected to:

- Influence and engage in FS Cluster response plans and actively share information,

This will require the cluster actors to:

1. Endorse the overall aim and objectives of the FSL Cluster.
2. Be proactive in exchanging information and reporting, highlight needs, gaps, and duplication, mobilize resources (financial, human, material), engage with affected communities and build local capacity.
3. Share responsibility for FS Cluster activities, including assessing needs, developing plans, and developing policies and guidelines through working groups.
4. Respect and adhere to agreed principles, policies, priorities, and standards.
5. Work as a team.

**Specific Responsibilities of FSLC Partners**

1. Facilitate the exchange of ideas, information, guidelines, statistics and other data among partners
2. Facilitate cluster partners to assess and map the FSLC needs of the affected communities.
3. Advocate for access and availability of food
4. Contribute to the mapping of the capacities of organizations participating in the FSCLC response efforts, where organizations are working, and what inputs they are providing.

5. Support planning on the basis of mapping, to avoid overlap and duplication of efforts, and address gaps.

6. Raise, discuss and make recommendations for arising policy issues and refer to the cluster as required.

7. Contribute to the development of standards and ensure harmonization of procedures as appropriate.

8. Provide or request guidance and capacity development for FSCLC responses that is viable, cost effective and meets agreed minimum standards and is in accordance with the government.

9. Establish mechanisms and develop tools for monitoring the progress and extent of FSCLC services provided, and prepare updates on activities and results of the collective work of cluster partners in light of the agreed minimum standards including cross-cutting themes such as protection, Gender and HIV/AIDS.

10. Improve the analytical and delivery capacity of the partners with consistent access to the operation field.

11. Liaise with the field-based FSCLC focal points on policy issues and support technical and capacity development and implementation needs.

12. Participate in the identification of priority areas of FSCLC interventions and contribute to the development of appropriate response strategies.

13. Provide input for the annual Consolidated Appeal Process (CAP) and formulate FSCLC Contingency Plan.
Specific ToRs for Governance and Coordinating Forum

1. ToR Cluster Co-Leads (WFP and FAO)

Accountability
Cluster leads at the country level are accountable to the Humanitarian Coordinator for facilitating the cluster process at the national level.

Objective
The Cluster Co-Leads, through an oversight function, will ensure the cluster is achieving the needs outlined in the global FSLC ToR and the specific needs of the FSLC membership.

Specific Responsibilities
The Cluster Co-Leads, with their oversight responsibility will ensure that the FSLC is:

- Ensuring the inclusion of key humanitarian partners within the cluster coordination mechanism
- Coordinating with national/local authorities, State institutions, local civil society and other relevant actors
- Ensuring the integration of agreed priority cross-cutting issues in needs assessments, analysis and planning
- Leading emergency preparedness and contingency planning
- Ensuring predictable responses within the cluster, including the identification of gaps and the updating of cluster response plans and CAP/SRP strategy accordingly
- Developing, revising, disseminating technical standards and best practices
- Ensuring adequate monitoring and reporting mechanisms are in place to measure progress against implementation plans and cluster objectives
- Providing a forum for advocacy and resource mobilization
- Strengthening the capacity of humanitarian actors through training and capacity investment
- And as required ensuring the provision of assistance or services as the agency of last resort
2. ToR Strategic Advisory Group (SAG)

Accountability
The SAG is accountable to the FSLC’s co-leads

Objective
The SAG is the advisory group that, though a multi-stakeholder representation, ensures that the FSLC is addressing the coordination, management and technical capacity development objective of the FSLC. The SAG will consist of 9 members who include the Cluster Coordinators (3), 2 elected representative of South Sudan national NGOs, 2 representatives of INGOs/International Organizations and 2 UN Organizations, in this case WFP and FAO. The SAG will be supported through the technical guidance of the technical advisors and as required other technical units (e.g. AFIS, VAM). The SAG will meet monthly or whenever required.

Specific Responsibilities
Specific responsibilities of the SAG include:

- Endorsing all technical guidance prepared by the thematic WG’s for dissemination within the FSLC
- Advocate on the FSLC strategy and activities on behalf of the FSLC members
- Based on the technical guidance provided by the technical advisors and assessment organizations develop the annual strategic priorities for the cluster and regularly monitor the activities of the cluster members vis-à-vis the FSLC regular reports and as needed re-orientate the Cluster Secretariat to ensure that the FSLC is achieving the long term objectives
- Critically analyze and endorse the FSLC secretariat proposed strategy for pool fund allocations ensuring that the FSLC plans are in line with the strategic priorities of the FSLC and subscribe to the long term goals of the FSL.
- Act, within an oversight function, to ensure that the funding allocation plan of the FSLC is appropriate and feasible.
- As elected representatives of the FSLC ensure that the FSLC Coordinators uphold their responsibilities by applying the FSLCs ToRs and report to the Heads of Lead Agencies if grievances are identified.

1 Only organizations which are operational, in country and reporting to the cluster can be part of the SAG

http://foodsecuritycluster.net/operations/south-sudan
3. FSLC Secretariat:

The FSLC secretariat is composed of:

a) FSLC Co-Coordinators (FAO and WFP)
b) FSLC NGO co-chair (MC)
c) FSLC Information Management Officer
d) FSLC Information Management Assistant
e) FSLC M&R officer
f) FSLC Technical Working Groups
g) FSLC area coordinators
h) FSLC cluster state level focal points
i) FSLC Peer Review Team (PRT)

3.a) ToR FSLC Co-Coordinators (FAO and WFP)

Accountability

The FSLC Co-Coordinators are accountable to the Cluster Co-Leads

Objective

The FSLC Co-coordinators are responsible for ensuring that through coordination FSLC is implementing proportionate, appropriate, and timely responses that are cost-efficient

Specific Responsibilities

In order to accomplish this specific tasks and assignment of the FSL Cluster Co-Coordinators include:

1. Ensuring the inclusion of key humanitarian partners within the cluster coordination mechanism through:
   • Promoting emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns;
   • Identifying key humanitarian partners for the cluster coordination, respecting their existing mandates and program priorities
   • Identifying other key partners including local and national authorities, local and national NGOs, community-based organizations, business leaders and agriculture and natural resources expertise for the active participation and support.
   • Ensuring appropriate coordination with all humanitarian partners (including national and international NGOs, the Red Cross/Red Crescent Movement, International Organization for Migration (IOM) and other international organizations active in the sector) as well as with national authorities and local structures;
   • Ensuring the establishment/maintenance of appropriate sectorial coordination mechanisms, including working groups at the national, and if necessary, local level;
   • Ensuring the full integration of the IASC’s agreed priority cross-cutting issues, namely human rights, HIV/AIDS, age, gender and environment, utilizing participatory and community-based approaches where possible. In line with this, promote gender
equality by ensuring that the needs, contributions and capacities of women and girls as well as men and boys are addressed;

- Securing the commitments from cluster partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues where necessary;
- Ensuring that participants within each cluster work collectively, ensuring the complementarities of the various stakeholder’s actions;
- Ensuring effective links with other clusters (with OCHA support);
- Representing the interests of the cluster in discussions with the Humanitarian Coordinator on prioritization, resource mobilization and advocacy;
- Act as focal point for inquiries on the cluster’s response plans and operations.

2. Coordination with national/local authorities, State institutions, local civil society and other relevant actors

3. Ensure integration of agreed priority cross-cutting issues in needs assessments, analysis and planning which includes:

- Contributing to the development and execution of needs assessment and analysis;
- Coordinating with cluster partners, identify gaps and ensure proper response;
- Developing/updating agreed response strategies and action plans for the cluster and ensuring that these are adequately reflected in the overall country strategies, such as the CAP/SRP process.
- Authoring lessons learned from past activities and revising strategies and action plans accordingly;
- Developing an exit, or transition, strategy for the cluster.

4. Lead emergency preparedness and contingency planning

5. Ensure predictable responses within the cluster, including the identification of gaps and the updating of cluster response plans and CAP strategy accordingly

6. Development, revision, dissemination and application of technical standards and best practices

7. Ensure adequate monitoring and reporting mechanisms are in place to measure progress against implementation plans and cluster objectives. Specifically this will include:

- Ensuring adequate monitoring mechanisms are in place to review impact of the cluster and progress against implementation plans to include an analytical interpretation of best available information in order to benchmark progress of the emergency response over time;
- Ensuring regular and adequate reporting against cluster indicators of intervention progress and impact, to include a cluster gaps analysis.
- Ensuring effective information sharing (with OCHA support), with due regard for age and gender desegregation.

8. Provide a forum for advocacy and resource mobilization which includes:

- Identification of core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the Humanitarian Coordinator and other actors;
- Advocating for donors to fund cluster partners to carry out priority activities in the sector concerned, while at the same time encouraging cluster partners to mobilize resources for their activities through their usual channels.
9. Strengthen the capacity of humanitarian actors through training and capacity investment through:
   - Promoting and support training of humanitarian personnel and capacity building of humanitarian partners;
   - Supporting efforts to strengthen the capacity of the national/local authorities and civil society.

10. And as required ensure the provision of assistance or services as the agency of last resort (PoLR)² by
   - Provision of assistance or services as PoLR
   - Advocate to the cluster co-lead as PoLR:
   - This concept is to be applied in an appropriate and realistic manner for cluster cross-cutting issues such as protection, early recovery and IDP/refugee interventions coordination.

3.b) ToR FSLC NGO Co –Chair (Mercy Corps)

The overall objective is to ensure the FSLC is functionally achieving effective humanitarian coordination in the field of food security and livelihood response in South Sudan. The specific objective of the agreement is to ensure an active involvement of the national and international NGO food security stakeholders in FSLC activities.

The three expected results are as follows:

1. NGOs concerns and priorities are adequately brought up to FSLC co-leads
2. Food security stakeholders are encouraged to participate in FSLC events
3. FSLC coordination effectiveness is reinforced

The NGO co-chair will be sitting with the FSL team and act as a full member of the FSL secretariat.

While FAO and WFP will remain the cluster leads accountable to the humanitarian system, represented by the HC and the HCT, the NGO co-chair will be reporting to Mercy Corps for all contractual arrangements and will be accountable to the NGOs (both international and national) partners of the cluster.

Specific responsibilities: the FSL cluster NGO co-chair will undertake the following activities:

- Establish regular exchange with NNGOs and INGOs mechanisms
- Ensure the accountability and transparency of the cluster's decision and work
- Represent the NGO community at the monthly FSLC co-leads meetings
- Contribute to the production of FSLC documents (policies, strategies, work plans, advocacy briefs, bulletins) Work in collaboration with the UN co-lead agencies (WFP & FAO) to ensure effective coordination is provided for food security & livelihood responses in the country

² Provider of last resort (PoLR) means that the cluster co-lead agencies must ensure the provision of services required to fill critical gaps identified by the cluster. When no resources are available, and/or access is denied, there is an obligation on the part of the cluster co-lead agencies to advocate for both of these.

http://foodsecuritycluster.net/operations/south-sudan
Motivate NGOs to participate in FSLC events (coordination meetings, working groups, training, workshop, assessments, etc.)

- Maintain appropriate links and dialogue with national and local authorities, state institutions, local civil society
- Represent the cluster in humanitarian forum where needed
- Represent the NGOs/cluster partners during processes such as defenses of CAP, CHF before the respective boards

Requirements

- The selected NGO should be able to take into consideration the interests of all other NGOS (international and national) while advocating or lobbying for any cause. The cluster is guided by the principles of neutrality, impartiality and advocacy for all
- Good working experience in South Sudan especially in the field of food security & livelihoods
- Able to provide effective leadership
- Pro-active
- Able to represent the cluster at any forum
- An NGO with experience working with UN agencies on food security & livelihood matters
- Ability to dedicate time and resources to support cluster activities. The position of co-lead is voluntary and requires dedicating time and resources.

3.c) ToRs FSLC Information Management Officer

Accountability

The FSLC IM Officer will report to and be supervised by the FSLC Co-Coordinators

Objective

Contribute to the overall collecting, analyzing, and sharing information within the cluster membership to make informed (evidence based) strategic decisions on:

1. the needs of affected populations
2. the prioritization of these areas according to Food Security indicators
3. where there is a need for Food Security actors and to what degree
4. what are the key gaps in activity and need
5. what capacity (human, material, financial) exists to be used in support of the identified prioritized response needs

Specific Responsibilities

- Report to the Food Security Cluster Coordinator and respond to the Cluster Membership’s needs for information;
- Provide IM services to cluster for key decision making. These services will include data collection, collation, analysis, dissemination processes relevant to the needs of the cluster.
This may require building additional and appropriate capacity through the training of additional staff and managing, organizing, and conducting these activities;

- Proactively gathering of information from other clusters/organizations/military which may be of use to the Food Security Cluster for informing decisions, including movement of population, potential camp locations, road networks;
- Identify secondary data and information resources prior to deployment for rapid onset emergency response;
- As appropriate, assist in the design of Food Security data collection forms, ensuring that the purpose and use of all data collected is clear, questions are simple, clear, collectable and easily collatable, highlighting where potential problems might arise; organize and manage the data input and initial analysis and presentation of data for the cluster;
- Create contact directories of Food Security humanitarian partners;
- Manage the Who does What Where When (4W) database and derivative products, such as gaps and response maps, needs and gap identification for the sector; and facilitating and agreeing on boundaries / benchmarks to enable prioritization within the sector;
- Ensure the archiving and analysis of Cluster data sets, including population data disaggregated by age and sex;
- Using the FSLC database and analysis tool, prepare the regular monthly and as required ad hoc reports for the Communications Officer for advocacy material
- Development of simple, user-friendly Food Security reporting formats in consultation with the local authorities, providers of Food Security assistance and other key stakeholders;
- Data on the humanitarian requirements and contributions (financial, material, human – as appropriate);
- Liaise with OCHA and IM Focal Points in other clusters – share information as appropriate and identify and gather information from other clusters which can inform Food Security response and preparedness decisions;
- Any other tasks that may be required (within reason) to achieve the objective of this assignment.

3.d) ToR Information Management Assistant

**Accountability**

The IM Assistant will be supervised by the IM Officer for responsibilities related to the management of the FSLC’s information.

**Objective**

The FSLC IM Assistant will contribute to the collection, is to contribute to and development of FSLC secretariat ability to coordinate, monitor, collect and report on the FSLC’s humanitarian responses in South Sudan.
Specific Responsibilities

Under the supervision of the IM Officer the IM Assistant will

- Work with the FSLC members, the state level Focal Points and the FSLC Coordinators to:
  - Collect as, exhaustively as possible, the planning information using the customized FSLC 3W information and enter this information into the FSLC’s response database and analysis tool
  - Ensure that the provided planning information is as detailed as possible and as necessary following up with the relevant contacts to complete the missing formation and analyze to ensure accuracy of reports received from partners by confirming the details.
  - On a monthly basis, using the completed planning information, collect, verify and enter into the FSLC database the actual responses
  - Create contact directories of Food Security humanitarian partners and ensure that they are updated.
- If necessary, provide administrative support, during periods of heightened need, to the FSLC Secretariat.
- Provide, as required FSLC reporting introductory training to new FSLC members to ensure that new FSLC Members adhere to the requirement criteria when joining.
- As required, attend the Information Management Meetings in OCHA.
- Travel occasionally to the field offices as required by the Cluster.
- Perform other duties as required by the FSLC Coordinators.
- Directly Responsible for maintaining of a database containing food security and agriculture data necessary to detect changes in the food security, agriculture and vulnerability situation of populations at risk of natural and manmade disasters/crisis.
- Participate in maintaining of a cluster partner monitoring and tracking database capturing, and strong partner information on food security interventions within the food security cluster.
- Participate in formulation of data collection tool and data collection exercises, data entry, preparation of data entry templates and data analysis.
- Perform any other task as may be assigned by immediate supervisor.
- Works as assistant Information Manager for the FSC with the following additional duties;
  - Coordinates the FSC meetings at National Level (Taking minutes of the meetings) and supporting the FSC Working groups i.e. Livestock and Food Assistant Working Groups.
  - Following up Food Security Cluster Assessments at field levels that are being conducted by partners.
  - Supporting Area coordinators of Greater Upper Nile and Equatorial Regions with information; i.e. SitRep required by OCHA. Following up on field FSC meetings in the two regions.
3.e) ToRs FSLC M&R Officer

**Accountability**

The FSLC M&R Officer will report to and be supervised by FSLC Co-Coordinates

**Specific Responsibilities**

Under the supervision of the Food Security Cluster Co-Coordinates, the staff member will carry out the following duties:

- Provide overall support to the FSLC Coordinators in the management of the FSLC Secretariat; including the development of the quarterly and annual Food Security response strategy and action plans;
- Support the IM officer in the coordination of the FSLC’s response for the Consolidated Appeals Process (CAP), including participation in field workshops and integration activities with the Agriculture and Livelihoods Cluster;
- Development of simple, user-friendly Food Security monitoring formats in consultation with partners;
- Ensure the CHF/ERF projects are accurately captured in the FSLC’s 3W;
- Support FSLC secretariat with the development of member requested programme guidance and technical standards for the food assistance response;
- Develop appropriate reports, briefings, advocacy and visibility documents on the cluster activities as instructed by the FSLC coordinators;
- Carry out quality assurance on project proposals submitted for the Common Humanitarian Fund (CHF) and the CAP, ensuring that responses are in line with the overall humanitarian strategy, as well as the FSLC objectives;
- Together with the IM officer, support the Peer Review Team in the vetting processes of CHF and CAP projects to ensure that FSLC member responses reflect adequate monitoring mechanisms to review impact of the cluster and progress against implementation plans; as well as ensuring that the FSLC members adhere to agreed reporting and effective information sharing standards, with due regard for age and sex disaggregation;
- Ensure that FSLC responses contribute to gender sensitive programmes that promote gender equality and addresses the needs of women and girls as well as men and boys;
- Support inter-cluster coordination with relevant clusters (Agriculture and Livelihoods, Nutrition, WASH, Health, Education, Protection, and the Cash-Based Working Group);
- Support the Peer Review Team in the vetting processes of CHF and CAP projects to ensure that FSLC member responses reflect adequate monitoring mechanisms to review impact of the cluster and progress against implementation plans; as well as ensuring that the FSLC members adhere to agreed reporting and effective information sharing standards, with due regard for age and sex disaggregation;
- Coordinate the FSLC’s inputs in to the mid-term reviews and evaluations of CHF and CAP projects;
- Undertake field visits to strengthen field-level cluster coordination, as well as project support and implementation (needs assessments and monitoring missions);
• Develop appropriate training materials and coordinate developed training to address the gaps of the planning, implementation, monitoring and reporting capacities of the FSLC implementing partners.
• Any other tasks that may be required (within reason) to achieve the objective of this assignment
• In coordination with sub working groups compile and inventory of tools for quality review of the programme with qualitative and quantitative indicators. Finalizing workable monitoring strategy for all sub groups.
• Performance evaluation of the cluster and suggestions/plan to improve the performance of the cluster.

3.f) ToRs FSLC Technical Working Groups

Owing to the success of the thematic working groups in contributing to the cluster inputs for the South Sudan CAP for 2012, it was unanimously agreed that the thematic groups be strengthened and institutionalized within the overall FSLC structure. It was agreed that the FSLC will have four Technical Working Groups:

1. Food assistance
2. Agriculture support
3. Livestock and fisheries
4. Cash and Urban livelihoods

Accountability
The Technical Working Groups are accountable to the partners which is delegates for day to day management to the FSLC Coordinators.

Objectives
The Technical Working Groups are expected to contribute to the development, revision, dissemination of technical guidance and development of training materials, in identified FSLC capacity gaps. to strengthen the capacity of the FSLC membership in the design, implementation, monitoring and reporting of their humanitarian responses in South Sudan.

Specific Responsibilities
Under the leadership of the FSLC coordinators and appropriate technical advisor, the thematic (Food assistance, Agriculture support, Livestock and fisheries and Urban livelihoods) working groups are expected to take the technical lead to

• Through a consensual approach among recognized technical experts, develop common standards in the working groups technical thematic area for interventions in emergency and recovery situations this include the development of FSLC specific technical guidance to ensure that partners are aware of minimum standards and have a reference to assess their
project implementation capacity prior to the submission of a proposal (e.g. terracing: methodologies, best practices, and impact assessments)

- Address area specific technical questions/challenges brought forward by FSLC member during the project design, implementation, monitoring and evaluation phases of a FSLC member project cycle
- Provide the technical backstopping for thematic training developed and lead by the FSLC to cluster members in the different geographical areas of within South Sudan.
- Act as a technical reference for assessment agencies and participate in both ad hoc and regular food security and nutrition assessments within South Sudan.
- Liaise, engage and support the development of technical guidance materials and debates ongoing within existing development orientated working groups.
- Technical guideline and agreement on different food and livelihoods packages including quality and quantity looking at vulnerability and impact of HH food security and livelihoods.

The TWG will not replace assessments but play an alert role, through a livelihood lens, within the cluster to advise assessment agencies of potential impending crisis.

Specific WG ToRs being drafted

3.g) ToRs FSLC Area cluster coordinators

Prior to the crisis of December 15, 2013, each state cluster coordination was the responsibility of the two lead agencies Head of Sub-office who by default was acting as FSL cluster state level focal and in charge of cluster coordination. Meetings were held at state level on a monthly basis even before the crisis. Given the current situation created by the ongoing crisis the field level coordination structured has been reinforced to address the increased need of coordinated responses. Please see the document on sub national coordination for more information on the structure.

The ten states that form South Sudan face severe food and livelihood security challenges of different nature - man-made and natural, structural and transient. Coordination of government institutions and humanitarian/development partners is key to achieving food and livelihood security of the most vulnerable communities. The FS&L Cluster, co-led by FAO and WFP, plays a crucial role in supporting local stakeholders’ coordination while building their capacity to perform coordination-related functions.

Under the general supervision of the FAO and WFP Head of Office in South Sudan, the direct supervision of the FS&L Cluster Coordinators at national level, the backstopping of the Global Food Security Cluster the International Consultant will undertake the following tasks to achieve the stated objective:
Objective: To improve state level coordination within the FSL Cluster in order to respond to emergency situations effectively and improve the delivery of FSLC services in the 10 States of South Sudan and Abyei.

Reports to the National Cluster Co Coordinators and the sub national cluster lead agencies.

1. Coordination

1. Ensure regular and appropriate State level FSL cluster and thematic meetings between all FSLC humanitarian partners as well as MAF/MARI/RRC, and local authorities.
   - Ensuring that government and all partners are informed of meetings; agenda is written and used; meeting minutes are shared with government, partners and FSCL Cluster Coordination team.

2. Oversee the establishment/maintenance of appropriate FSLC coordination mechanisms, i.e. FSLC Response Plan during acute emergencies, Monthly Activity Reports and according to the situation, provided an overview of the prepositioning situation related to identified needs

3. Address inquiries on the cluster’s response plans and operations within the state.

4. Provide feedback to Cluster Coordination Team on CAP/CRP and CHF processes to ensure national level decisions are well informed.

5. Assist the relevant government institutions and Humanitarian/development partners in the coordination of emergency and early recovery cluster strategy.

6. Contribute to prepare and coordinate operational strategies, including:
   - Actively contribute to the formulation and definition of area-based cluster strategy (e.g. needs, emergency response, safety nets...);

7. Ensure close collaboration and coordination with other UN-agencies and the UN Mission (UNMISS), NGO partners and local authorities involved in relief, emergency and recovery activities;

2. Networking & Representation

1. Represent the cluster at Humanitarian Coordination Forums (ICWG) in the state.

2. Ensure effective links with other clusters at state level (with OCHA support), especially Health, Nutrition, and NIFs.

3. Serve as Chair or Co-Chair (depending on level of government involvement) at state level cluster meetings, ensuring agenda is followed and action points are followed up on.

http://foodsecuritycluster.net/operations/south-sudan
4. Support advocacy campaigns, especially cross-sector advocacy issues (such as humanitarian space and access, need based assistance, impartiality and neutrality of humanitarian response).

5. Receive and support UN, donor and partner missions and present FS&L Cluster activities and interventions taking place at local level;

3. Communication & Information Management

1. Ensure knowledge of newly developed FSL reporting tool who is doing what and where within the sector in the given state, using a 4W tool that is periodically updated.

2. Ensure FSLC partners in the state are reporting their activities to the national FSLC Cluster on a monthly basis at Juba level.

3. Provide feedback to the FSLC Cluster Coordination team on progress in achieving cluster objectives at state level, including successes, obstacles and best practices.

4. Brief new cluster members on the humanitarian situation in the area and sector specific issues, share the contact list with them, and facilitate connections with key partners and local and national authorities.

5. Provide updates to the national FSLC Cluster Contact List, to ensure it is accurate to state-level.

6. Keep partners informed of funding opportunities, especially CHF (and the CAP in relation to accessing CHF) and ensure that submissions are done at national level.

7. Support National FSLC secretariat during PRT process for projects based in there area of operation.

8. Closely monitor the food security situation in the area:
   - Ensure that food security situation analysis are shared with partners and discussed at cluster level;
   - Participate in food security assessments including CFSAM, FSMS and other initiatives undertaken in the region if other partners are not available and there is gaps identified;
   - In close collaboration with the state IPC focal persons, ensure data flows into IPC analysis forums and vice-versa;

4. Pipe Line Monitoring

1. Provide feedback to Cluster Coordination team regarding outstanding FSLC Cluster Core Pipeline needs at state level, as needed.

5. Planning, Monitoring & Assessments

http://foodsecuritycluster.net/operations/south-sudan
1. In case of crisis, in case of needs for further information not provided in an IRNA, promote assessment of and consensus building on the impact of the crisis, and ensure timely dissemination of information to all partners involved in relief and early rehabilitation activities;

2. Advocate for partners participation in needs assessments and monitoring of achievement of cluster strategy.

3. Provide leadership in rapid-onset and chronic emergency situations by coordinating and if possible participate in rapid needs assessments (depending on partner capacity), joining in IRNA’s and coordinating a response in partnership with OCHA, RRC, all clusters at state level, and the FSLC Cluster Coordination team.

4. Support Cluster Coordination team with planning issues including Consolidated Appeal Process/CRP, risk analysis, preparedness/contingency planning, gap filling and implementation of preparedness actions.

5. Advise and support development and monitoring of FSLC Cluster measureable indicators.

6. Support in the preparation of appeals, action plans and project proposals, especially for national NGOs as part of the capacity building role of the FSLC;

Training:

- Support the national cluster in the assessment of partners capacity building needs
- Advocate for capacity building trainings
- Facilitate opportunities for learning and growth.

Perform any other duties as requested

3.h) TORs State/site FSL Focal Points

Accountability
The State level Food Security and Livelihood Cluster Focal Point liaises is accountable to FSLC Coordinator

Objective
The purpose of the State level Food Security Cluster Focal Point, provide a field level forum for the discussion, coordination and advocating the information/training needs of FSLC members activities to the FSLC Secretariat.
As there is limited staff availability in many locations the capacity of organisations taking on the role of focal points will vary from place to place, however, focal points should have an understanding of the situation, geography, local actors, etc. and must have a field presence in their respective area.

**Specific Responsibilities**

- Focal points will act as the cluster's local 'representative' in specific geographic areas, e.g. in a state or county, and will be the cluster coordinator’s main channel for disseminating and collecting information in the geographical area – particularly minutes of meetings, emergency alerts, contingency matrices and the FSLC Cluster Activity Map.
- Focal points should encourage coordination meetings at either the state or county level. To the extent possible, focal points will keep the cluster coordinator informed of major new developments of relevance to the cluster.
- Focal points will also if possible facilitate joint needs assessments and other related activities within the geographical area.
- As required liaise with OCHA and other local level coordination mechanisms where available.
- Although preferred, focal points need not necessarily be employed by the cluster co-lead agencies.
- Train state-level WFP and FAO focal point on cluster management.
- Ensure that coordination meeting of cluster partners is held regularly and meeting agenda and minutes are circulated at the state and Juba level.
- Implement information sharing protocols between state and national-level.
- Any other tasks that may be required (within reason) to achieve the objective of this assignment

3.i) ToRs Peer Review Team (PRT)

**Accountability**

As an elected committee among FSL partners, the PRT is accountable to the FSLC co coordinators

**Objective**

The PRT is the FSLC body that is responsible for screening and technically reviewing the FSLC CAP/SRP proposals before submission to CHF secretariat to ensure that they are in line with the cluster’s response strategy and the FSLC’s project selection criteria. The PRT is also responsible for screening and technically reviewing the proposal already included in the CAP/SRP that are submitted to the cluster during the CHF standard allocations, and might be called to vet also proposal submitted to the Emergency reserve of the CHF in case the cluster coordinators require the PRT contribution, as per CHF guide line.
Specific Responsibilities

Specifically the PRT will ensure that:

- The project is in line with CAP/SPR strategic priorities and sector objectives.
- The project is based on assessed needs.
- Where applicable, the project is designed in coordination with other aid agencies to avoid duplication.
- The submitting organization commits to regularly share information with the relevant clusters for the cluster quarterly reports and other purposes, and to ensure its activities appear in the ‘Who does What Where’ (3W) tables or activity matrices of the relevant clusters.
- The project is realistic, cost-effective, and meets technical standards as agreed by the cluster.
- The project presents a clear objective, which can be reached during the project duration
- The applying organization has a recognized capacity to implement the project and/or proven track record. The cluster makes this determination.
- The project includes a monitoring and evaluation mechanism and agrees to be monitored by the cluster.
- The project identifies and strives to respond to the different needs of women, girls, boys and men as measured by the gender marker code.

Composition

The composition of the PRT will be developed by the SAG and endorsed by the members.