

TERMS OF REFERENCE

Yemen Food Security and Agriculture Cluster (FSAC)

1. Preamble

The Food Security and Agriculture Cluster (FSAC) in Yemen provides an action-oriented forum for bringing together national and international humanitarian partners, to improve the timeliness and impact of humanitarian assistance on the lives of crisis-affected population in Yemen. In particular, it helps ensure a coherent, coordinated and integrated humanitarian response driven by the assessed food security needs of the crisis-affected population.

In line with the Inter-Agency Standing Committee (IASC)¹ guidance on cluster coordination and the mandate of the Global Food Security Cluster (gFSC), the United Nations World Food Programme (WFP), and the Food and Agriculture Organization of the United Nations (FAO) act as the Cluster Co-leads² in Yemen in close collaboration with FSAC Partners, relevant government bodies, and other stakeholders (*refer to annex 1 for a profile of the cluster partners*). An NGO Co-Chair selected by other NGOs supports cluster operations to ensure both the national and Sub-National FSAC is functionally achieving effective humanitarian coordination of the food security, agriculture and livelihoods response, and representing agreed cluster priorities (*refer to annex 2 for the NGO Co-Chair TOR*). An international NGO (NRC) is currently co-chairing the cluster at the national level.

2. National FSAC Structure

¹ The Inter-Agency Standing Committee (IASC) is the primary mechanism for inter-agency coordination of humanitarian assistance. It is a unique forum involving the key UN and non-UN humanitarian partners. The IASC was established in June 1992 in response to United Nations General Assembly Resolution 46/182 on the strengthening of humanitarian assistance

² All clusters have lead organizations, known as Cluster Lead Agencies, which operate at the global and country level. Globally, Cluster Leads are responsible for strengthening system-wide preparedness and coordinating technical capacity to respond to humanitarian emergencies in their respective sector. They also act as a provider of last resort in their respective sector

Yemen requires a strong and flexible approach for an effective and efficient coordination mechanism in the rapidly evolving, fluid and at times unpredictable situation across the country. The coordination process involves bringing together various humanitarian stakeholders (including donors, authorities, and relevant technical institutions) in order to provide a stable and predictable leadership, for all the humanitarian agencies and organizations operating in the field of food security, livelihoods and agriculture.

The cluster is co-led by WFP and FAO with a single cluster coordinator co-supervised by the two lead agencies on an equal basis. The FSAC Coordinator works under the general supervision of the FAO Representative and the WFP Country Director in Yemen and the direct supervision of the FAO Deputy Representative and the WFP Emergency Coordinator. S/he works impartially with all members of the Cluster and its sub-components, and serves and represents the group as a whole, and not as an agency officer. S/he works closely with the UN Humanitarian/Resident Coordinator or their designated official as required. The Cluster Coordinator also ensures coordination with other clusters in relation to inter-cluster activities and crosscutting issues (*refer to Annex 3 for the Cluster Coordinator TOR*).

An Information Management Officer (IMO) based in Sana'a plays a vital role in collecting, analyzing, and sharing information that is important for the cluster stakeholders to make informed, evidence based and strategic decisions (*refer to Annex 4 for the IMO TOR*). In addition, an Information Management Associate based in Aden also plays a similar role with a focus on the governorates in the Southern corridor (*refer to annex 5 for the IMO Associate TOR*).

A Cluster food security officer supports the cluster and its partners in the coordination of needs assessments (including Expanded Famine Risk Monitoring, IPC analysis, food security and livelihoods assessments), leading strategic joint analysis of the available information, and maintaining a database of all partners' assessments relevant to food security programming. The food security officer also represents FSAC in all relevant technical working group meetings e.g. Cash and Markets working Group, Livelihoods Technical Working Group, Community Engagement Working Group, Assessment and Monitoring Working Group etc. (*refer to Annex 6 for the Food Security Officer TOR*).

All the FSAC team (national and Sub-National levels)³ report equally to both Co-lead Agencies, are 100% dedicated to the cluster operations, are neutral, and work on behalf of all cluster partners impartially, facilitating and coordinating all cluster activities, and supporting the joint development of a strategic vision and operational framework. The 100% dedication to cluster activities has enabled fulfilment of the team's duty to all partners within the cluster, acting as representatives of the cluster as a whole rather than as representatives of a particular agency or organization. With the exception of the Cluster Coordinator, all the other FSAC Staff are national staff and are part of the country level capacity-building plan and exit strategy. Moreover, Sub- National Cluster Coordinators are very essential due to the size and complexity of the largest humanitarian emergency operation in the world.

The FSAC has a Strategic Advisory Group (SAG) that supports the cluster coordinator in an advisory role. The SAG supports the achievement of the Yemen food security, livelihoods, and agriculture response strategy, highlights new areas of strategic direction for consideration, and engages in constructive discussions regarding the implementation of the FSAC work plan and the Technical Working Groups (*refer to annex 7 for the SAG TOR*).

The FSAC provides for the functioning of both permanent and ad hoc working groups, aimed at enhancing the technical quality of coordinated food security, livelihoods and agriculture response. The working groups inform sectoral analysis, are accountable to the FSAC, are formulated based on needs, and have definite timelines and specific TORs (*refer to annex 8 for the Livelihoods Working Group TOR*).

Humanitarian actors who participate in the development of common humanitarian action plans are expected to be proactive partners in assessing needs, developing strategies and plans for the cluster, and implementing agreed priority activities. Provisions are made for those humanitarian actors who may wish to participate as observers, mainly for information-sharing purpose (*refer to annex 9 for an outline of a cluster partner/ member functions*).

³ Cluster Coordinator, Information Management Officer, Food Security Officer, Information Management Associate (Aden based), Roving Sub-National cluster coordinator (Hajjah based), 8 Sub-National Cluster Coordinators based in Sana'a, Aden, Hudaydah, Ibb, Sa'ada, Al Mukalla, Marib and Al Turbah. With the exception of the Cluster Coordinator, all the other FSAC Staff are national staff and are part of the country level capacity-building plan and exit strategy. Moreover, Sub- National Cluster Coordinators are very essential due to the size and complexity of the largest humanitarian emergency operation in the world

3. Sub - National Cluster Structure

The FSAC field set-up and staffing are guided by the HCT direction and guidance on existing (and realignment) of coordination hubs across the country, in order to adapt to the fluid, fast moving and constantly evolving context. Under the HCT direction, there are seven humanitarian hubs and three sub-hubs across the country (Sana’a, Aden, Ibb, Sa’ada, Hudaydah, Al Mukalla, and Marib hubs; and 3 sub-hubs (Al Turbah, Al Mukha , and Hajjah). Considering that Yemen is under L3 emergency level, the HCT has reinforced the point that coordination in each hub should be undertaken by a fully dedicated Sub-National cluster coordinator with the requisite capacity and skills.

The field level FSAC coordination structure follows accountability lines as per the national level *whereby each Sub-National cluster coordinators co-supervised by WFP and FAO on an equal basis*. In each humanitarian hub, support is provided by a 100% full time dedicated Sub-National coordinator (*refer to annex 10 for the Sub-National Cluster Coordinator TOR*). The Sub-National cluster coordinator is supported by an NGO Co-Chair drawn from either an International or National NGO based on the election by cluster partners (*refer to annex 11 for the role of the Sub-National Cluster*). The Sub-National cluster coordinators assist the cluster coordinator in providing technical coordination support at the field level with a wide array of stakeholders (including authorities).

As part of the Global Food Security Cluster policy on inclusivity and sustainability, all Sub-National cluster coordinators in the various field hubs undertake food security coordination assisted by an NGO co-chair drawn from either an international or national NGO, based on cluster members’ election. NGO co-chairs help the cluster coordination not only sharing the workload but also facilitating the NGOs engagement. It should however be noted that *‘sharing of leadership can strengthen cluster leadership but does not displace the core responsibilities and accountability of the designated in-country cluster lead agencies, including provider of the last resort’*⁴.

⁴ Within the IASC Cluster Coordinator Reference Module, it is clearly stated that: “Sharing leadership can strengthen cluster leadership but does not displace the core responsibilities and accountability of the designated in-country Cluster Lead Agencies, including its role as Provider of Last Resort”

4. FSAC Working Groups

The FSAC provides for the functioning of both permanent and ad hoc working groups, aimed at enhancing the technical quality of coordinated food security, livelihoods and agriculture response. The working groups are established based on the advice of the cluster to inform sectoral analysis and develop specific technical guidelines and standards, are accountable to the FSAC, are formulated based on needs, and have definite timelines and specific terms of reference.

5. FSAC Responsibilities

The FSAC will ensure/improve the quality of food security, agriculture, and livelihoods response in Yemen through the following:

5.1 Establishment and Maintenance of an Appropriate Food Security Coordination Mechanism

- Ensure appropriate coordination with all humanitarian partners (including Donors, UN agencies, relevant government institutions, national and international NGOs, the International Red Cross/Red Crescent Movement and other international organizations), through the establishment and maintenance of appropriate coordination mechanisms for the FSAC at the national and Sub-National levels;
- Secure commitments from humanitarian partners to respond to identified needs, ensuring the appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues where necessary;
- Promote a timely and appropriate emergency response (including Rapid Response Mechanisms), while also considering the need for early recovery planning as well as disaster prevention and risk-reduction activities;
- Ensure effective links with other relevant clusters, both bilaterally and through the OCHA coordinated Inter-Cluster Coordination mechanism;
- Represent the interests of the Cluster in discussions with the Humanitarian Coordinator and other stakeholders.

5.2 Provision of a platform for evidenced based food security assessments, analysis and appropriate response

- Undertake regular 4Ws mapping (“who, what, where, when”) to ensure that information on the programmes and projects of cluster partners is comprehensive and up-to-date, as a basis of monitoring humanitarian response, and identifying eventual gaps;
- Collect, analyze, and share information that is important for the cluster stakeholders to make informed, evidence based and strategic decisions on:
 - the food security needs of affected populations;
 - the prioritization of these areas according to Food Security indicators;
 - where there is a need for Food Security actors and to what degree;
 - what are the key gaps in activity and needs;
 - What capacity (human, material, financial) exists to be used in support of the identified prioritized response needs.
- Develop and utilize an FSAC protocol for assessment and response options, based on agreed food security classification and appropriate action;
- Proactively organize and participate in needs assessment and analyze the data for sectoral application;
- Develop/update agreed response strategies and action plans for the cluster and ensure that these are adequately reflected in overall country strategies, such as Flash Appeals, Humanitarian Pooled Funds, Humanitarian needs Overview, or the Humanitarian response Plan.

5.3 Planning and strategy development

- Ensure that FSAC priorities are guided by an annual work plan developed through the FSAC and based on common situational analysis;
- Ensure predictable action within the cluster for the following:
 - Identification of gaps;
 - Drawing lessons learned from past activities and revising strategies accordingly;
 - Developing an exit, or transition, strategy for the sectoral group.

5.4 Coordination with National/Local Authorities, State Institutions, Local Civil Society and Other Relevant Actors

- Ensure that Cluster partners' humanitarian responses build on local capacities whenever and wherever possible;
- Develop effective linkages with other relevant clusters (Early Recovery, Nutrition, WASH, Health) to improve humanitarian integrated response through joint planning;
- Ensure appropriate links to promote coordination and information exchange with national and local authorities, government institutions at the National, Governorate and district levels, local civil society and other relevant actors;
- Improve information exchange and coordination with food security, agriculture and livelihoods actors outside of the cluster and Humanitarian Response Plan system.

5.5 Needs Assessment and Analysis

- Proactively organize, lead and participate in needs assessment and, where possible, common analysis rolling-out a balanced strategy linking food assistance with food security and livelihood objectives activities;
- Ensure FSAC partners agree on tools, standards, approaches/guidelines through consensus (minimum standards, core indicators, compatible assessments processes and analysis, etc.);
- Ensure that data and analysis reports are shared.

5.6 Attention to Priority Cross-Cutting Issues

- Ensure the integration of agreed priority cross-cutting issues in sectoral needs assessments, analysis, planning, monitoring and response (e.g. Protection, AAP, Environment, Protection, Gender and Disaster Risk Reduction).

5.7 Smooth Transition from Immediate to Longer-Term Programming

- Identify strategies and approaches that would enable FSAC members' activities to efficiently bridge the gap between emergency assistance, early recovery and longer-term development assistance.

5.8 Application of Standards

- Ensure that Cluster members are aware of relevant policy guidelines and technical standards related to food security activities, and that their responses are in-line with them.

5.9 Monitoring and Reporting

- Ensure adequate reporting and effective information sharing, including the updating of the Humanitarian Dashboard and the FSAC webpage;
- Ensure adequate monitoring mechanisms are in place to review the impact of the cluster's activities and progress against Strategic FSAC objectives/ implementation plans;
- Once a year, the FSAC will proceed with a self-evaluation to monitor its own progress towards objectives, as well as the coordination teamwork plan. This is achieved through conducting an annual Country Cluster Performance Monitoring (CCPM) to enable an assessment on how far FSAC has fulfilled its six core functions in line with IASC guidelines on Cluster performance monitoring. Conducting this monitoring exercise on an annual basis is crucial in order to understand the clusters' performance and understand areas which need improvement.

5.10 Advocacy and Resource Mobilization

- Identify common advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the Humanitarian Coordinator, Custer Lead Agencies, Cluster partners, and other actors;
- Develop and implement a communication strategy on behalf of all Cluster members, to ensure that key decision-makers, including government and donor partners, are aware of the needs, priorities and importance of necessary support to the cluster in emergency, and post-crisis situations;
- Advocate for donors to fund humanitarian actors to carry out priority activities in the Food Security sector, while at the same time encouraging cluster members to mobilize resources for their activities through their existing bilateral channels.

5.11 Training and Capacity Building

- Provide needs-based trainings and capacity building initiatives for cluster members;
- Support efforts to strengthen the capacity of the national NGOs, local authorities, and civil society.

5.12 Provision of Assistance or Services as a Last Resort

- As agreed by the IASC Principals, Cluster lead Agencies are responsible for acting as the provider of last resort (subject to access, security and availability of funding) to meet the agreed priority needs and will be supported by the Humanitarian Coordinator and the Emergency Relief Coordinator in their efforts in this regard.

5.13 Role of Cluster Members

- Humanitarian actors who participate in the development of common humanitarian action plans are expected to be proactive partners in assessing needs, developing appropriate strategies and plans for the sector, and implementing agreed priority activities;
- Provision is also made in the Cluster for those humanitarian actors who may wish to participate as observers, mainly for information-sharing purposes.

ANNEXES

ANNEX 1: Membership by FSAC Partners

FSAC membership is as inclusive as possible, on a voluntary basis, and is comprised, among others, of the following:

- Relevant UN and related agencies (including WFP and FAO as the Cluster Lead Agencies)
- National and International NGOs
- Relevant Government institutions and bodies
- The International Red Cross/Red Crescent Movement
- Donor agencies and other development partners
- Provision is also made in the Cluster for those humanitarian actors who may wish to participate as observers or limited participation mainly for information-sharing purposes.

ANNEX 2: Terms of Reference - NGO Co-Chairs

Depending on the workload and country context, a NGO co-chair can help the cluster coordination not only sharing the workload, but also facilitating the NGOs engagement. It should however be understood that ‘sharing of leadership’ can strengthen cluster leadership *but does not displace the core responsibilities and accountability of the designated in-country cluster lead agencies (WFP/FAO), including the Provider of Last Resort.*

Based on the assessed need in consultations with various humanitarian actors, and cluster partners, a NGO co-chair for the coordination is nominated if the consultation determined that technical and coordination support would add great value to on-going efforts in FSAC. The FSAC Cluster Lead Agencies (WFP/FAO) are responsible for deployment of the Cluster Coordinator and an Information Management Officer to provide contextualized coordination solutions and sector support to food security and Agriculture actors in emergencies. FSAC is chaired by the Cluster Lead Agencies (WFP/FAO), with an NGO nominated by cluster partners or the NGO consortium (through an election process) as the Co-Chair.

Once nominated as the Co-Chair of the cluster, the person must represent the interest of the Cluster as a whole and not of the individual NGO and/or the NGO consortium. The NGO Co-Chair should work in very close coordination with the Cluster Coordinator and agree on specific tasks and division of labour so that there is no overlap with the Cluster Coordinator’s functions. The main strategic and decisional tasks remain with the Cluster Coordinator by virtue of being directly accountable to the Cluster Lead Agencies, who are in turn accountable to the Humanitarian Coordinator for the FSAC performance.

Specific Tasks and Responsibilities of the NGO Co-Chair:

Administrative line of report of the Co-Chair falls within the management structure of the NGO seconding him/her, however on the sectoral activities - the NGO Co-Chair will report to the Cluster Coordinator or to the sector management group - which consists of the Cluster Lead Agencies and NGO, depending on the agreement between the Cluster Lead Agencies and NGOs.

The FSAC Co-Chair is responsible to strengthen and support the Cluster implementation of proportionate, appropriate, and timely response, in strong collaboration with the Cluster Coordinator and Cluster Lead Agencies (WFP/FAO). *Their role is not to supersede or be confused with the line management, which rests with the recruiting lead agency.*

Specifically, the NGO Co-chair is expected to perform the following tasks:

- Support the Cluster Coordinator and fellow co-chairs to implement the overall six core functions that define the expected outputs and overall purpose of the Cluster (not to supersede or be confused with the line management which rests with the cluster lead agencies);
- Co-facilitate meetings of the Cluster (and/or joint meetings with other working groups);
- Support the cluster coordinator in strengthening the management of the Cluster in an effective manner, action and results-oriented, with decisions clearly communicated to relevant partners and stakeholders;
- In coordination with the cluster coordinator, ensure that meetings are managed in line with the Principles of Partnership;
- Facilitate agreement on an efficient division of labour and the assignment of responsibilities amongst members, which takes account of their comparative advantages and complementarities;
- Be responsible to facilitating the work of the various technical working groups and ensure the linkage between working groups and core cluster meetings;
- In coordination with the cluster coordinator, ensure that the strategic operational framework of the Cluster is updated regularly according to evolving needs;
- Be responsible for taking reasonable measures to proactively engage with and support local NGOs to participate in cluster coordination and the Consolidated Appeal;
- In coordination with the cluster coordinator, maintain appropriate links and dialogue with Cluster partners and other relevant actors especially the national and international NGOs as well as NGO Consortia;
- Participate actively in priority setting for meeting agenda and the development of a crisis response strategy and action plan - in order to improve the quality of food security and agriculture based humanitarian response in Yemen;
- Participate actively in cluster/inter-agency contingency planning and preparedness, ensuring that the Cluster NGO members are also contributing to and sharing responsibilities;

- Support and promote training of staff and capacity strengthening of Cluster partners (including authorities);
- Represent the interests of the Cluster in discussions with stakeholders on priorities, resource mobilization and advocacy in coordination with the Cluster Coordinator;
- Provide the Cluster Secretariat with a co-coordinator and information management/ supporting officer when necessary;
- Bring primary information and urgent needs/ issues to the Cluster attention from direct access to field;
- Participate actively on development, revision, dissemination and application of technical standard and best practices;
- Ensure that NGOs participate in and assume their responsibilities as part of any emergency response work, including planning, assessments, analysis and response;
- Ensure the accountability and transparency of the cluster's decisions and work. The NGO Co-Chair should act as a focal point for receiving NGO concerns in order to raise these with the other co-chairs and the lead agencies;
- Ensure that the NGO members of the cluster are kept fully informed of the meetings and decisions that take place outside of regular FSAC meetings.

ANNEX 3: Terms of Reference - Cluster Coordinator

The FSAC Coordinator works under the general supervision of the FAO Representative and the WFP Country Director in Yemen and the direct supervision of the FAO Deputy Representative and the WFP Emergency Coordinator. S/he works impartially with all members of the Cluster and its sub-components, and serves and represents the group as a whole, and not as an agency officer. S/he also works closely with the UN Humanitarian/Resident Coordinator or their designated official as required.

The role of the Cluster Coordinator, as set out in the IASC Generic Terms of Reference for Cluster Leads at Country Level, is to lead and facilitate this process through:

- Inclusion of key humanitarian partners;
- Establishment, enhancement and maintenance of appropriate humanitarian coordination mechanisms with focus on localization including capacity strengthening on coordination if/as required at national and subnational levels;
- Coordination with national/local authorities, state institutions, local civil society and other relevant actors, as well as provision of support to related coordination mechanisms (e.g. IPC

National technical Working Group, Livelihoods Technical Working Group, Cash and Markets Working Group);

- Ensuring appropriate participatory and community-based approaches;
- Enhancing working relationship between nutrition, WASH, health, early recovery and other relevant clusters to harmonize and coordinate needs assessment and response for HNOs and HRPs;
- Ensuring appropriate attention to priority cross-cutting and cross-sectoral issues (e.g. Protection, Early Recovery, Gender, AAP, Age, HIV and AIDS, and environment) by the partners;
- Represent the Food Security and Agriculture Cluster at the Inter-Cluster Coordination Mechanism (ICCM);
- Undertaking/supporting needs assessment and analysis;
- Coordinating sector-wide emergency preparedness;
- Interfacing with the Government Food Security coordination mechanisms and ensuring that strategies of all stakeholders are coherent;
- Ensuring the application of appropriate standards;
- Establishing monitoring and reporting systems as needed through partners participation;
- Undertaking advocacy and resource mobilization;
- In coordination with the Cluster Lead Agencies and FSAC partners, assessing the needs for sub national cluster(s), and if needed facilitate the formulation of sub national coordination mechanism
- Providing supervision and coaching to FSAC team and revise FSAC team structure as required
- In coordination with other clusters, working on priority programming and coordinated response, where and when relevant;
- Widening the cluster partners to include development partners to bridge the gap between the development and humanitarian responses
- Promoting and ensuring preparedness, risk reduction and early recovery actions along the emergency responses.
- Support the preparation of the Humanitarian Response Plan, Humanitarian Needs Overview, Flash Appeal and/or any other UN document;
- Coordinating with relevant partners and national authorities on Rapid Response Mechanisms;
- Undertaking training and capacity building;
- Provision of assistance or services as a last resort subject to access, security, and availability of funding;
- Perform other duties as requested.

ANNEX 4: Terms of Reference - Information Management Officer (National Level)

The Information Management Officer (IMO) is one of the core Food Security and Agriculture Cluster (FSAC) Coordination team members and plays a vital role in collecting, analyzing, and sharing information that is important for the cluster stakeholders to make informed, evidence based and strategic decisions on:

- i. the food security needs of affected populations;*
- ii. the prioritization of these areas according to Food Security indicators;*
- iii. where there is a need for Food Security actors and to what degree;*
- iv. what are the key gaps in activity and needs;*
- v. what capacity (human, material, financial) exists to be used in support of the identified prioritized response needs.*

The Information Management Officer therefore supports the Food Security and Agriculture Cluster Coordinator by collecting and analyzing data and information required to make programmatic decisions.

Fundamental to the job is the ability to collect and analyze data as well as to present information in a way that is easily understood by the cluster members. Sometimes this is through graphic means such as mapping, info graphs but also through tables, charts, and narrative writing. Other times it involves discussing the information directly with the decision makers to make important interpretations on the findings.

Specific IMO duties:

- Report to the Food Security and Agriculture Cluster Coordinator and respond to the Cluster Membership's needs for information;
- Provide Information Management (IM) services to cluster and its partners for key decision-making, including managing the FSAC IM Tool. These services will include data collection, cleaning, collation, analysis and 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;
- Conduct Information Management related trainings and capacity building activities to FSAC partners;
- Respond to ad hoc requests from the cluster coordinator, Cluster Lead Agencies, cluster partners, OCHA, donors, and other stakeholders on FSAC Information Management and data needs;

- Proactively gather information from Cluster Lead Agencies, Cluster partners, and other organizations which may be of use to the Food Security and Agriculture Cluster for informing decisions;
- Identify secondary data and information resources as needed;
- 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;
- Participate in relevant Information Management related coordination meetings;
- Organize and manage the data input and initial analysis and presentation of data for the Food Security and Agriculture cluster, including setting up the FSAC IM Tool in accordance with the Yemen context;
- Create, manage and maintain contact directories and mailing lists of Food Security and Agriculture Cluster partners;
- Update the FSAC 4W on the OCHA Google sheet on a monthly basis for inclusion in OCHA’s Yemen Organizations 3W Operational Presence;
- Establish, collect information for and maintain Who does What Where and When (4W) database and derivative products, such as maps;
- Establish and collect information for and maintaining the national level “Who does What Where and When (4W)” database and derivative products in collaboration with Sub-National cluster coordinators;
- Produce country wide district level information management products (response and gap analysis info graphs and maps with the corresponding narrative) for each of FSAC’s YHRP objectives (1st and 2nd line of response);
- In close coordination with the relevant Sub-National cluster coordinators, collect, update, and disseminate yearly village level FSAC partners planned activities to assist in avoidance of overlaps and/or duplication of assistance;
- Based on collected data, conduct needs and gap identification for the cluster; facilitating and agreeing benchmarks to enable prioritization within the cluster;
- Conduct inventory of and identify relevant common Cluster / Sector data sets, including population data disaggregated by age and sex;
- Develop simple, user-friendly emergency Food Security monitoring reporting formats in consultation with the Cluster Lead Agencies, relevant Sub-National cluster coordinators, local authorities, FSAC partners, and other key stakeholders;

- Collect data on the humanitarian requirements and contributions (financial, material, human- as appropriate) to inform HNO, HRP, Country Based pooled Funds (e.g. YHF) and other appeals 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;
- Mapping of Food Security resources, needs and gaps as requested (support may be available by OCHA);
- Assist in organizing and following up with FSAC Meetings (including preparing and disseminating meeting minutes);
- Disseminate information, including through e-mail updates, bulletins, etc.;
- Ensure the Yemen FSAC website is kept up to date;
- Provide inputs for various situation reports and information inquiries as needed;
- Backstop the IM Associate when on leave;
- Any other tasks that may be required to achieve the objective of this assignment.

ANNEX 5: Terms of Reference - FSAC Information Management Associate (Aden based)

- Respond to the Cluster partners needs for information;
- In close coordination with the FSAC IMO, Provide Information Management services to the cluster and its partners in the Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs (and elsewhere based on request) for key decision-making, including managing the FSAC IM Tool. These services will include data collection, cleaning, collation, analysis and dissemination processes relevant to the needs of the cluster;
- In close coordination with the FSAC IMO and the relevant Sub-National Cluster Coordinators, conduct Information Management related trainings and capacity building activities to FSAC partners in the Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs (and elsewhere based on request);
- Assist the IMO in organizing and managing the data input and initial analysis and presentation of data for the Food Security and Agriculture cluster;
- Proactively gather information from Cluster partners, Cluster Lead Agencies (WFP and FAO) and other organizations, which may be of use to the Food Security and Agriculture Cluster for informing decisions;

- Respond to ad hoc requests from the cluster coordinator, cluster partners, OCHA, donors, and other stakeholders on FSAC Information Management and data needs;
- Participate in all relevant coordination (AHCT, ICWG, IFRR, etc) and cluster meetings conducted in the Aden hub;
- Identify secondary data and information resources as needed;
- As appropriate, assist in the design of Food Security data collection tools, ensuring that the purpose and use of all data collected is clear, information requests are simple, clear, collectable and easily collatable, highlighting where potential problems might arise;
- Assist the IMO in organizing and managing the data input and initial analysis and presentation of data for the Food Security and Agriculture cluster;
- Assist the IMO in creating, managing and maintaining the National contact directories and mailing lists of Food Security and Agriculture Cluster partners on a monthly basis;
- Create, manage and maintain the contact directories and mailing lists of Food Security and Agriculture Cluster partners in the Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs on a monthly basis;
- Assist the IMO in establishing, collecting information for and maintaining the national level “Who does What Where and When (4W)” database and derivative products, such as maps;
- Establish, collect information for and maintain the Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs “Who does What Where and When (4W)” database and derivative products such as maps;
- Assist the IMO in producing a monthly 4W National map (map and full list of partners) of existing FSAC partners based on the previous month’s report;
- Assist the IMO in updating the FSAC 4W on the OCHA Google sheet on monthly basis for inclusion in OCHA’s Yemen Organizations 3W Operational Presence;
- Update the FSAC Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs 4W on the OCHA Google sheet on monthly basis for inclusion in OCHA’s Yemen Organizations 3W Operational Presence;
- Assist the IMO in producing country wide district level information management products (response and gap analysis info graphs and maps with the corresponding narrative) for each of FSAC’s 2019 objectives (1st and 2nd line of response);
- Produce district level information management products (response and gap analysis info graphs and maps with the corresponding narrative) for each of FSAC’s 2019 objectives (1st and 2nd line of response) for the Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs;

- In close coordination with the IMO, and the relevant Sub-National cluster coordinators, collect, update, and disseminate yearly village level FSAC partners planned activities to assist in avoidance of overlaps and/or duplication of assistance;
- In close coordination with the Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs Sub-National cluster coordinators, collect, update, and disseminate yearly village level FSAC partners planned activities to assist in avoidance of overlaps and/or duplication of assistance;
- Based on collected data, assist the Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs Sub-National Cluster Coordinators in conducting needs and gap identification for FSAC;
- Develop simple, user-friendly food security monitoring reporting formats in consultation with the IMO, Cluster Lead Agencies, relevant Sub-National cluster coordinators, local authorities, FSAC partners, and other key stakeholders;
- Backstop the FSAC IMO when on leave;
- Backstop the Aden Sub-National Cluster Coordinator (and the Al Mukalla, Marib, Al Turbah, and Al Mukha Hubs Sub-National cluster coordinators) when on leave based on specific requests. Coordination issues should be backstopped by the relevant NGO Co-chair;
- Under the direction of the Cluster Coordinator, and in close coordination with the IMO, collect data on the humanitarian requirements and contributions (financial, material, human- as appropriate) to inform HNO, HRP, Country Based pooled Funds (e.g. YHF) and other appeals as appropriate;
- Liaise with OCHA and IM Focal Points in other clusters in the Aden, Al Mukalla, Marib, Al Turbah, and Al Mukha hubs - share information as appropriate and identify and gather information from other clusters which can inform Food Security response and preparedness decisions;
- Assist in the IFRR IMO in the production of district level response analysis (maps, infographics etc.) for Integrated Famine Risk Reduction (IFRR) FSAC, Nutrition, WASH and Health activities;
- Mapping of Food Security resources, needs and gaps as requested (support may be available by OCHA or iMMAP);
- Assist in organizing and following up with FSAC Meetings (including preparing and disseminating meeting minutes);
- Disseminate information, including through e-mail updates, bulletins, etc.;
- Assist the IMO in ensuring that the Yemen FSAC website is kept up to date;
- Provide inputs for various situation reports and information inquiries as needed;
- Any other tasks that may be required (within reason) to achieve the objective of this assignment.

ANNEX 6: Terms of Reference - FSAC Food Security Officer

- Support the cluster and its partners in the coordination of needs assessments (including Famine Risk Monitoring, IPC analysis, food security and livelihoods assessments), leading strategic joint analysis of the available information, maintaining a database of all partners' assessments relevant to food security programming;
- Represent FSAC in all relevant technical working group meetings (e.g. Cash and Markets working Group, Livelihoods Technical Working Group, Community Engagement Working Group, Assessment and Monitoring Working Group etc.);
- Assist the Cluster Coordinator and FSAC partners in refining the beneficiary targeting and vulnerability criteria, developing minimum standards for food and livelihoods assistance, food baskets/amounts of CBT and distribution modalities;
- In the absence of the Cluster Coordinator, Alternate Cluster Coordinator or Deputy Cluster coordinator, represent the Food Security and Agriculture Cluster in all relevant national level meetings and fora;
- Maintain close contact with partners and Sub-cluster Coordinators, and support reporting including the humanitarian periodic monitoring report, sit-Reps, FSAC Bulletins/Briefs and Dash Boards;
- Support the Cluster Coordinator in planning and organizing the National Level FSAC Meetings (including translating the meeting discussions and minutes into Arabic);
- Synthesize the market, nutrition, livelihoods, and other partners food security information and contribute to the preparation of high-quality food security information products;
- Assist in the development/improvement of the required tools and methodologies for effective food security monitoring, data collection, analysis and reporting;
- Conduct trainings to FSAC Partners on key food security related aspects (based on needs, evolving situation, and partners requests);
- Participate in the production of food security bulletins and other information products as required;
- Assist in the preparation of presentations and presentation materials as required;
- Coordinate food security cluster and Inter-cluster needs assessment and analysis, e.g. IPC, Rapid Food Security Assessments, Multi-Cluster/Sector Initial Rapid Assessments (MIRA), Initial Situation Tool (IST) and Rapid Response Mechanism (RRM);
- In close coordination with Sub-Cluster Coordinators, undertake regular joint field monitoring visits to FSAC partners' project sites to monitor impact of programs, ensure adherence to FSAC standards, and get beneficiary/community feedback.

ANNEX 7: Terms of Reference - Strategic Advisory Group (SAG)

The FSAC Strategic Advisory Group (SAG) is the advisory group that, through a multi-stakeholder representation, supports the cluster coordinator in an advisory role in addressing the coordination, management and technical capacity development objectives of the cluster. The SAG supports the achievement of the Yemen food security, livelihoods, and agriculture response strategy, highlights new areas of strategic direction for consideration, and engages in constructive discussions regarding the implementation of the FSAC work plan and the Technical Working Groups (TWGs)

The role of the SAG:

- Make strategic decisions on behalf of the larger Cluster group;
- Take ‘formal’ responsibility for representing the collective Cluster position;
- Collectively agree on a strategic operational framework that outlines the overall FSAC approach while allowing for diversity in programme orientation;
- Formulate the FSAC response strategy and action plan in harmony with the YHRP; ensure complementarity with government policies and plans at local level; update regularly according to evolving needs; and hold partners to account against this framework;
- Formulate and agree the FSAC work plan and provide strategic oversight of its implementation; agree performance indicators, and method by which these will be measured;
- Establish ‘Technical Working Groups’ (TWIGs) as required and hold such groups accountable to Terms of Reference agreed by the SAG; ensure proper representation within such groups; ensure timely output; ensure transparent reporting; and close such groups;
- Formulate and agree FSAC advocacy positions/strategies on behalf of the Cluster partners and advocate to authorities, other Clusters, and donors for necessary change;
- Support the FSAC Coordinator in setting up dedicated mechanisms and systems for transparent and equitable allocation and monitoring of ‘pooled’ funds available to the Cluster;
- Provide strategic oversight on integration and inclusion of cross-cutting issues (e.g. AAP, Protection, Gender equity) in FSAC actions;
- Ensure appropriate technical standards are agreed and consistently applied in all FSAC response actions;
- Seek proportionality of response actions; ensure balance between food assistance and livelihoods assistance; ensure response is directed to locations with response gaps/unmet needs

- It is the responsibility of the Cluster Coordinator to ensure that outputs from SAG meetings are brought to the attention of, and followed up with relevant authorities, promulgated in plenary coordination meetings, reflected in Situation Reports, and posted to the Cluster web-site.

The Composition of the SAG:

The FSAC SAG consists of 10 members and 2 observers as follows:

- Two Cluster Lead Agencies (CLAs) representatives one each from WFP & FAO;
- The Cluster Coordinator;
- The Cluster NGO Co-chair;
- Two elected representatives of Yemeni NNGOs;
- Two elected representatives of INGOs;
- One representative from the International Red Cross/Red Crescent Movement;
- One Representative from the Ministry of Planning and International Cooperation (MOPIC)/ or relevant Technical authorities;
- Two Donors can join on a needs basis as observers.

ANNEX 8: Terms of Reference - Livelihoods Technical Working Group

Objective:

The Livelihoods Technical Working Group (LTWG) working group will provide an inclusive technical platform for in -depth discussion of food security, livelihoods and agriculture related activities through the following:

- To harmonize livelihoods related assessments within the cluster through drawing up a list of common core livelihood indicators to get an overview of sectoral needs and gaps for response planning and advocacy;
- To make available appropriate and contextualized guidance to support the quality of all livelihoods related response e.g. Minimum Emergency Livelihoods Package, Cash for Work (CFW) rates etc.;

- Provide guidance on standardization of livelihoods activities (emergency and longer term livelihoods);
- Facilitate the identification, organization, and provision of trainings and other livelihoods capacity development based on existing needs of the cluster members
- Provide a platform for sharing information, experiences, good practices, and lessons learned of livelihoods programmes/ activities;
- Improve targeting for livelihoods projects by discussing and proposing household beneficiary vulnerability and targeting criteria;
- Promote referrals and ensure complementarity of activities amongst agencies, NGOs and other organizations implementing livelihoods activities;
- Discuss and develop livelihoods advocacy strategies;
- Advocate for and guide livelihoods resource mobilization through relevant mechanisms or calls for proposal from donors;
- Collaborate with relevant stakeholders to bridge between humanitarian and development actions;
- Facilitate inter-agency/organization referral of beneficiaries to take advantage of complementary livelihoods services e.g. including former emergency food assistance cash recipients in livelihoods projects targets, advising on viable training that leads to employment;
- Promote the mainstreaming of AAP, Protection, Gender, Age and Disability into livelihoods programming.

Membership and Frequency of Meetings:

- Membership is open to all humanitarian organizations with completed, planned or ongoing activities for livelihoods and agriculture related activities. This includes International Organizations, Local/National Organizations, UN agencies, representatives of relevant technical line Ministries, donors etc.;
- The LTWG meetings will take place based on a needs;
- The LTWG group will be facilitated/chaired by an NGO and co-chaired by a UN agency on a rotational basis;
- Minute taking will rotate between members. The minutes will be shared with the Chairperson as soon as possible after the meeting, but not more than 3 days after the meeting. The minutes will then be circulated to members for information, and approval via email and/or at the next meeting. This process will be carried out in a timely manner as possible;
- The costs of the meeting will be covered by the hosting organization/agency;

- Minutes of the meetings will be circulated and posted on the FSAC website.

Tasks of the Chair:

- Carry out the overall responsibilities in the TOR to meet the expected outputs and overall purpose of the LTWG;
- Convene and facilitate meetings of the LTWG (and/or joint meetings with another working group), increasing or reducing their frequency as needed but being careful to avoid meeting overload;
- Ensure that the LTWG is well-managed and action and results-oriented, with decisions clearly communicated to relevant partners and stakeholders;
- Ensure that meetings are managed in line with the Principles of Partnership;
- Facilitate agreement on an efficient division of labour and the assignment of responsibilities amongst members which takes account of their comparative advantages and complementarities;
- Designate focal points or sub-working groups for specific issues where necessary;
- Ensure that the strategic operational framework of the LTWG is updated regularly according to evolving needs;
- Organize and chair the Livelihoods Working Group meetings and facilitate inclusive discussions;
- Promote synergies with other working groups (e.g. CMWG) and other actors active in complementary sectors (with particular regard to EECR and WASH);
- Promote coordination amongst members, ensure decisions are taken in a participatory way and follow up on key decisions and action points;

Tasks of the Co-Chair:

- Participate in LTWG meetings regularly, and facilitating the meeting when appropriate;
- Maintain appropriate links and dialogue with LTWG members and other relevant actors;
- Participate pro-actively in priority setting for meeting agenda and follow-up of action points emanating from meetings;
- Participate actively in the cluster livelihoods contingency planning and preparedness, ensuring that the LTWG members are also contributing to and sharing responsibilities ;
- Promote/support training and capacity building of LTWG partners;
- Provide access to Arabic language translation as and when required;

- Bring primary information and bring urgent needs/issues to LTWG's attention from direct access to field.

Tasks of the Members/Partners:

- Each cluster partner/member will identify a dedicated focal point (from the organization/ agency) to facilitate communications, as well as to ensure that they have the opportunity to participate in the LTWG to their maximum capacity;
- Each cluster partner/member will, as much as possible, attend LTWG meetings and contribute in the agenda and action points; and will update the working group on specific area of concerns/unmet needs;
- The focal point person of each cluster partner/member will contribute to the relevant strategic planning and implementation of the LTWG responsibilities;
- The focal point person, or a suitable technically skilled alternate, if available, will support relevant sub-working groups established by the LTWG;
- Participate regularly at working group meetings, to the degree possible by the same individual(s) and with an appropriate level of technical knowledge;
- Share responsibilities for LTWG activities, including the development of livelihoods guidelines/tools;
- Proactively share best practices, lessons learnt, and findings from assessments, monitoring and evaluations;
- Disseminate the information, guidance, decisions and tools developed in the LTWG within their organizations;
- Ensure structured handover in case they are replaced as focal points by their organizations.

ANNEX 9: Minimum commitments by FSAC Partners

- Minimum commitments by cluster partners are needed because strong coordination by humanitarian agencies on global, national and local levels results in a more efficient use of resources, more accountability and transparency and, finally, a more effective response.
- These minimum commitments for participation in FSAC provide a common basis of understanding of what organizations - whether local, national, or international - commit to bring to clusters at the national and Sub-National level through their participation. The commitments are not intended as a means to exclude organizations from participating in clusters nor should they

preclude actively seeking the participation of national authorities within cluster coordination, as appropriate.

- Balanced with these commitments from cluster partners, Cluster Lead Agencies (WFP and FAO) have a reciprocal responsibility to ensure that they lead clusters in a manner that goes beyond simply sharing information and that they provide effective coordination with their Sub-National counterparts. Cluster Lead Agencies, together

The minimum commitments are:

- *A common commitment to humanitarian principles, the Principles of Partnership through example, cluster-specific guidance and internationally recognized programme standards, including the Secretary-General’s Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse;*
- *Readiness to participate in actions that specifically improve accountability to affected populations as per the IASC Operational Framework for Accountability to Affected Populations;*
- *Demonstrate an understanding of the duties and responsibilities within the cluster, as defined through the IASC Terms of References and Guidance Notes and any guidance specific to the cluster itself, as well as country cluster terms of reference, where available;*
- *Active participation within the cluster and commitment to consistently engage in the cluster’s collective work;*
- *Capacity and willingness to contribute to the cluster’s strategic response plan and activities, which must include inter-cluster coordination and crosscutting themes;*
- *Commitment from a relevant senior staff member to engage consistently in the cluster towards the fulfilment of its mission;*
- *Commitment to work cooperatively with other cluster partners to ensure an optimal and strategic use of available resources, including sharing information on organizational resources;*
- *Willingness to take on leadership responsibilities of Sub-National and/or working groups, as need, capacity, and mandates allow;*
- *Contribute to developing and disseminating advocacy and messaging targeted at various actors, including, but not limited to, affected communities, the host government, donors, Humanitarian Country Team, CLA, and the media;*

- *Ensure interpretation and effective communication (i.e. appropriate language) in order to support diverse participation within the cluster, notably from local organizations (and national and local authorities where appropriate).*

ANNEX 10: Terms of Reference - FSAC Sub-National Cluster Coordinator

The Sub-National Cluster Coordinator is a member of the Food Security and Agriculture Cluster (FSAC) team and works impartially with all the members of the Cluster and its sub components. The incumbent is 100% dedicated to the cluster and does not represent any specific agency or organization.

The main purpose of the FSAC Sub-National Cluster Coordinator is to provide technical coordination support at the field level covering governorates that are under a specific humanitarian hub. The Sub-National Cluster Coordinator will assist the FSAC Coordinator in organizing timely and effective cluster meetings, information management, and coordination with humanitarian partners (OCHA, UN Agencies, INGOs, and NNGOs), relevant technical line ministries, and local authorities operational in the governorates listed above.

Under the overall guidance and supervision of the FSAC Coordinator, the FSAC Sub-National Cluster Coordinator has the following duties and responsibilities: -

- Represent FSAC in the humanitarian hub;
- Create a network of organizations involved in Food security and Agriculture activities;
- Create, manage and maintain up to date sub-cluster (hub level) contact directories and mailing lists of Food Security and Agriculture Cluster partners;
- Establish and maintain appropriate FSAC coordination mechanisms at local level (e.g. organize regular meetings, draft meeting agendas, lead field level FSAC meetings, prepare minutes and share with partners, and communicate key issues to the FSAC Coordinator, etc.);
- Coordination with UN agencies, INGOs, local authorities, relevant technical line ministries, local civil society and other relevant actors;
- Actively support the inclusion of key local humanitarian partners within the hub in FSAC meetings;
- Ensure constant support to local partners (NNGOs and CBOs), UN Agencies, INGOs, relevant technical line ministries, and authorities through organizing relevant food security and agriculture related capacity building trainings;
- Participate and represent the FSAC in other relevant Coordination and Cluster meetings (AHCT, RCT, ICCM, ICWG, CMWG, Nutrition Cluster, WASH Cluster, Health Cluster etc.) conducted in the hub;

- Collect and manage relevant Food Security and Agriculture related information from the hub and timely share it with the National Cluster, Cluster Lead Agencies (WFP and FAO), OCHA, local cluster partners, and other relevant stakeholders;
- In collaboration with the Information Management Officer (IMO), produce regular cluster district level 4W/ response and gap analysis maps, reports and info graphics, and snapshots for the hub;
- Produce monthly hub sitreps on the evolving food security situation highlighting key concerns, gaps, challenges faced by partners, key advocacy messages and support needed (from the National cluster, Cluster Lead Agencies, OCHA, authorities, and other stakeholders);
- In conjunction with the IMO, ensure that all respective hub FSAC partners' details are captured accurately in the response and gap analysis maps, info graphics, 4Ws, and other communication documents;
- In close coordination with the IMO, collect, update, and disseminate yearly village level FSAC partners planned activities to assist in avoidance of overlaps and/or duplication of assistance;
- Constantly ensure that there are no overlaps or duplication in assistance in the hub by making sure that FSAC partners provide and adhere to sub-district and village level plans, and coordinate prior to activity implementation;
- Ensure that FSAC Partners adhere to the YHRP district level targets for Emergency Food Assistance, Emergency Livelihoods Assistance, Conditional Cash Transfers/Cash for Work, and longer-term livelihoods activities for the hub;
- Support the implementation of Food Security and Agriculture related assessments in areas under the coverage of the hub;
- In close coordination with the IMO, collect data on the humanitarian requirements and contributions (financial, material, human- as appropriate) to inform HNO, HRP, and other appeals as appropriate;
- Ensure that sub-cluster FSAC Partners are familiar and adhere to all FSAC tools and standards (e.g. Reporting Tools, Assessment Tools, FSAC Indicators, minimum food basket, minimum emergency livelihoods package etc.);
- Participate in hub level FSAC specific and Inter-Cluster needs assessment and analysis, e.g. Famine Risk Monitoring (FRM), Integrated Food Security Phase Classification (IPC), Rapid Food Security Assessments, Multi-Cluster/Sector Initial Rapid Assessments (MIRA), Initial Situation Tool (IST);
- Ensure that all beneficiaries assisted under the Rapid Response Mechanism (RRM) and either Multi- Purpose Cash Assistance (MPCA) or one-month General Food Distribution (GFD) are incorporated into the regular 1st line FSAC response;

- Undertake regular joint field monitoring visits to FSAC partners' project sites to monitor impact of programs (including Humanitarian Fund funded programs), ensure adherence to FSAC standards, and get beneficiary/community feedback;
- Undertake a capacity audit of local partners (NGOs and CBOs) to determine eligibility for FSAC membership;
- Respond to ad hoc requests from potential partners wishing to join the cluster (as per the laid down FSAC membership criteria);
- Ensure adequate attention to priority cross-cutting and cross-sectorial issues (e.g. Accountability to Affected Populations, Gender, Age, early recovery);
- Track the financial expenditure of the sub-cluster activities (e.g. workshops, trainings, meetings etc.) in the respective hub and liquidate advances on a timely basis;
- Contribute to regular programme monitoring and reporting systems as needed;
- Bring any issue requiring urgent action to the attention of the Cluster Coordinator and Cluster Lead Agencies immediately;
- Perform other tasks as required.

ANNEX 11: Role of the Sub-National Cluster

- Ensure appropriate coordination with all humanitarian partners (including government institutions, national and international NGOs, the International Red Cross/Red Crescent Movement and other international organizations), through the establishment and maintenance of appropriate coordination mechanisms for the FSAC at the sub - national level;
- Organizing regular meetings of local FSAC partners to agree on priorities and coordinate action;
- Mapping of partner capacities through the who, what, where, when (4W) tool to ensure that information on the programmes and projects of Sub-National FSAC cluster partners is comprehensive and up-to-date, as a basis of monitoring humanitarian response, and identifying eventual gaps;
- Identifying gaps in the coverage of needs, and reviewing strategies needed to address them locally;
- Ensure that Cluster members are aware of relevant policy guidelines and technical standards related to food security and agriculture activities, and that their responses are in-line with them;
- Ensure the integration of FSAC priority cross-cutting issues in needs assessments, analysis, planning, monitoring and response (e.g. AAP, Protection, Gender, Equality, and Disaster Risk Reduction);
- Provide needs-based trainings and capacity building initiatives for Cluster partners;

- Support efforts to strengthen the capacity of the national authorities, civil society, and local partners;
- Advocating to relevant governorate and district authorities, other clusters and community representatives concerning the food security, agriculture, and livelihoods situation and needs;
- Proactively organize, lead and participate in local level needs assessment (including joint assessments) and, where possible, common analysis rolling-out of a balanced strategy linking emergency food assistance with livelihoods assistance activities;
- Maintaining an overview of evolving food security situation and changes in the emergency context;
- Communicating key decisions and other data/information from Sub-National to the national cluster;
- Communicating key decisions, details of available resources, guidance on policy and standards from the national to Sub-National cluster partners.