Livelihoods Technical Working Group

Terms of Reference (TOR)

A living document to be adapted to the evolving Yemeni context

1. Objectives

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.
2. **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 meeting will be circulated and posted on the FSAC website.

3. **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;
4. **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.

5. **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.