Livestock and Fisheries Technical Working Group

Terms of Reference (TOR)

1. Introduction

The Livestock and Fisheries Technical Working Group (LFTWG) shall be established under the umbrella of the Food Security and Livelihoods (FSL) Cluster Coordination. The group will be chaired by FAO (Food and Agriculture Organization of the United Nations) and composed of partners and observers with interest in the livestock sector programming.

2. Objectives

The Livestock and Fisheries Technical Working Group shall be expected to contribute to the development, revision, dissemination of technical guidance and training materials in identified FSL Cluster capacity gaps; to strengthen the capacity of the FSL Cluster membership in the design, implementation, monitoring and reporting of their livestock sector interventions in South Sudan.

3. Purpose of the working group

Under the leadership of the FSL Cluster Coordinators and appropriate technical advisors, the Livestock and Fisheries Technical Working Group shall provide the technical leadership to:

- Develop livestock specific technical guidelines and standard operating procedures in line with the Global and Regional and National livestock sector strategies, policies and minimum standards bench marked on the World Animal Health Organization (OIE) protocols, Livestock Emergency Guidelines and Standards (LEGS) and the National Veterinary Policy instruments.
- Develop common livestock and fisheries data collection tools for cluster coordinated assessments, outbreak investigation and reporting livestock interventions in emergency and recovery situations in consultation with key stakeholders.
- Address livestock and fisheries sector questions/ challenges brought forward by FSL Cluster members and other stakeholders through rapid response and intervention mechanisms.
- Organize, capacitate and operationalize a standby emergency rapid response team to deploy and respond to livestock related emergencies brought to the attention of the FSL cluster coordination and membership.
- Regularly update the wider FSL cluster membership on livestock and fisheries specific concerns emerging, sector programming opportunities, on-going and planned activities and key intervention outcomes through presentations at the biweekly FSL Cluster meetings.
- Promote shared learning through regular presentations on innovative approaches in livestock and fisheries sector programming through regular presentations at the biweekly on case studies, lessons learnt, best practices and or publications.
- Provide the technical backstopping in livestock and fisheries related training and capacity support to FSL cluster membership through the improvement and or adoption of approved existing standard training manuals, guidelines and or modules.
• Act as a technical reference and provide technical support to FSL Cluster led assessment missions by participating in both ad hoc and regular inter-agency needs assessments or the periodic Food Security and Nutrition Monitoring assessments within South Sudan to ensure livestock and fisheries related data is well captured and reflected in the reports.

• Develop effective communication and advocacy strategies to donors and other stakeholders to highlight the relevance, significance and contribution of livestock and fisheries to food and nutrition security in the country.

4. Membership

The working group will be composed of the following categories:

a) **Members**: will include those organizations with ongoing programs and activities in the livestock and fisheries sectors and providing regular monthly 5W reports to the FSL Cluster coordination, are implementing livestock and fisheries sector projects / activities and or have regularly, coordinating and having supervisory mandate over the sector. Members will also include those organisations with interest in livestock and fisheries sector programming, regularly attending LFWG meetings and have planned activities in the pipeline. These may include FAO, national NGOs (Non-governmental Organizations), international NGOs and Community Based Organisations (CBOs), the National Line Ministry of Animal Resources and Fisheries representation.

b) **Observers**: shall be those participating organizations, institutions, individuals or entities with general interest on information and materials and/or have independent mandates in the livestock sector or may be planning to implement livestock/fisheries project(s). These may include national NGOs, international NGOs and Community Based Organisations (CBOs). (e.g. International Committee of the Red Cross-ICRC, Red Cross and Red Crest movements), UN Mission in South Sudan, donors, visiting livestock and fisheries consultants, specialists, experts or advisors and private companies.

5. Membership admission criteria

Admission to the membership of the Livestock and Fisheries Technical Working shall be done by completing an application form (see Annex 1) and upon review and approval by a special committee of the Working Group, and as proposed, seconded and approved in the plenary of the regular LFTWG session.

**a) Essential Requirements**

Membership shall be granted upon meeting the following criteria; i) applicant is duly registered under the relevant Laws, ii) applicant has demonstrated interest in the sector as evidenced by ongoing, planned and special mandate activities, iii) applicant demonstrates technical and operational capacities as evidenced by a recommendation from a partner in the FSL cluster and iv) applicant already implementing livestock/fisheries activities/project.

**b) Cessation of membership**

Membership of the group may terminate when a member ceases operations in the country or when a member fails to attend regular LFTWG meetings for three (3) consecutive months (absence in 6 consecutive meetings) without apologies. The decision to drop a member will be
proposed to the floor by the Chair of the Group and approved by majority vote in the plenary session.

5. Structure and leadership of the working group

The working group will operate under the guidance of the FSL Cluster Coordination. The governance structure shall comprise of the Chair and two Co-chairs (one national and one international NGO). Co-chairs shall serve for a term of one year renewable once.

**Chair**: FAO, which has many partners through Letters of Agreements and sub contracts and a technical co-lead United Nations agency in the FSL nationally and globally, shall assume the automatic role of Chair of the group on a permanent basis and shall nominate Focal Point Livestock Specialist staff to steer the operations and functions of the group, including secretariat support.

**Co-chairs**: The co-chairs shall be one national NGO partner and one International NGO partner with demonstrated technical expertise in Livestock and Fisheries sector as evidenced by ongoing programmes and contribution to the group. The Co-chairs shall assume roles through an election by the wider membership of the group based on expression of interest, nomination and or online election and minimum set of requirements as listed below;

- Must be an active partner in the FSL Cluster with ongoing sector activities
- Must have implemented livestock and fisheries programs for a minimum of 5 years
- Have demonstrated track record in supporting cluster activities
- Operates in at least two states with established field presence
- Has demonstrated technical staff capacities that include at least Livestock Technician / Veterinarian / Fisheries Specialist in the staff establishment

**Chair and Co-Chair Roles and Responsibilities**: The Chair and Co-chairs will steer and serve the LFWG with alternate responsibilities to discharge the working group functions. This will be through organizing and moderating of the LFWG meetings, ad hoc sessions including special sittings upon request by the FSL Cluster. The Chair and Co-chairs will have the final mandate in consultation with the FSL Cluster to approve LFWG membership. The Chair and Co-chairs will be mandated in documentation and dissemination of LFWG meetings in consultation with the FSL Cluster.

**FSL Cluster Representation**: The FSL Cluster Coordination through the NGO Co-Coordinator shall maintain permanent seat in the LFWG to provide secretarial, policy and strategy support when needed.

6. Meetings

The LFWG will hold regular meetings fortnightly (every 2 weeks). However, ad hoc meetings may be convened at any time convenient to members/observers through notice by the Chair/Co-chair. Proposed agenda of the group though flexible to the needs and changing dynamics shall include the following:

a) Introduction
b) Review and confirmation of previous meeting minutes and matters arising
c) Context updates from partners as per agreed template
d) Technical presentations from partners (if any)
e) Important matters arising
f) AOB

**Meeting Schedules:** Meeting shall be convened bi-weekly, at least one and half hours before the main bi-weekly FSL cluster meetings.

**Representation in meetings:** LFTWG shall be expected to nominate at least one regular and one alternate technical staff member to attend meetings of the group on behalf of their respective organizations. Changes on representation due to staff turnover or other reasons shall be promptly notified to the Chair in writing and suitable replacements appointed.

**Reporting / Minutes:** The Chair and Co-chairs shall act in liaison to ensure that proceedings of meetings are well documented and disseminated.

7. Amendments

This is a living document and when necessary, addendums will be made through inclusive consultation and consensual agreement of the membership.

8. Guiding principles

- Meetings to be held regularly (bi-weekly) and more frequently if and when it’s necessary as may be convened through a special notice by the Chair
- Participatory approaches to be observed in all activities and decision making processes
- Agenda for meetings shall be established in a participatory manner with input from all members
- All members have equal rights and privileges including voting on decisions.