



Protection Mainstreaming Focal Points: Terms of Reference

OBJECTIVE

Humanitarian actors have a shared responsibility for mainstreaming protection across the Joint Response Plan (JRP). Sectors and partners are responsible for ensuring activities within the scope of their sectorial response plans integrate protection principles and standards. In line with the 2020 JRP and the objective of ensuring age, gender and diversity approaches, and in order to facilitate the process of protection mainstreaming across the response, the Protection Sector will institute Protection Mainstreaming Focal Points.

Through joint engagement between Protection Working Group (PWG), The PWG Task Team (PWG TT), and the Protection Mainstreaming Focal Points (PM FPs), efforts will be scaled up to integrate protection principles into the delivery of assistance and services so that Sectors and service providers can ensure response activities target the most vulnerable, enhance safety, dignity, and dignity, and promote and protect the rights of the beneficiaries in line with the “DO NO HARM” principle and without inadvertently contributing to, or perpetuating discrimination, abuse, violence, neglect and exploitation.

With the above objective in mind, Protection Sector aims to provide guidance, trainings, and technical advice on protection mainstreaming to Sector staff and Sectorial partners through Protection Mainstreaming Focal Points who will be guided by the PWG Task Team in actively supporting and engaging with existing Sectors.

FRAMEWORK FOR COORDINATION

On behalf of PWG, PM FPs will participate in each of the Sectors at Cox’s Bazar level. A PM FP will be assigned to each Sector along with one Back up. In particular PM FPs will support the Food Security, Education, Site Management & Site Development, Health, Nutrition, WASH, Shelter & NFI Sectors as well as the, Communication with Community WG, and Mental Health Psychosocial Support WG. One PM FP will also be assigned to GIHA WG. Four reserves will be identified in an event where selected PM FP is no longer available to perform such a function.

Two PM FPs will also be dedicated to the Protection Sector so as to build the capacity of Camp Level Protection Focal Points (PFPs), members of the Protection Emergency Response Unit (PERU) and Rapid Protection Assessment Teams (RPA). PFP will be provided with a Protection Mainstreaming TOT and will in turn take responsibility for conducting trainings at the camp level for existing partner staff. Trainings will be conducted for the PERU and RPA so as to enhance their capacity on protection mainstreaming during weather-related emergencies.

PM FPs will be guided by the Protection Coordination Team and Protection Task Team which will develop standard operational tools, workplans, guidelines, and training materials on protection mainstreaming to be used across the response. The Coordination Team will take the lead in developing materials which will then be endorsed through the PWG Task Team and further disseminated to PM FPs for use.

Roles and Responsibilities of Protection Mainstreaming Focal Points

Protection Mainstreaming Focal Points will be expected to perform the following actions:

- A. PM FPs will be the referral point within the designated Sector and regularly attend Sectorial meetings and provide needed insights and support on mainstreaming protection (act as a catalyst);
- B. In consultation with the Protection Coordination Team, ensure timely responses and feedbacks to questions presented by Sectors;
- C. Based on the established training modules / materials, conduct trainings to Sector staff and partners. Identify needs of capacity building and inform identified needs to the Protection Coordination Team;
- D. Support in the dissemination of Protection mainstreaming documents endorsed by the PWG Task Team to the designated Sectors including tip sheets, guidance notes, communication/awareness tools, protection checklist for specific measures for Sectors, good practices, and etc.;
- E. Provide insight to the Protection Coordination Team on key strategic activities/approaches based on engagement with the Sectors as well as identify challenges where targeted support is required;
- F. Implementation of PM workplan established by the Protection Coordination Team and PWG Task Team. PM FPs to track the work plan and produce progress report to the Protection Coordination Team and Task Team;
- G. In coordination with the Protection Coordination Team and Task Team, engage in the development of key guidance notes which contributes towards JRP programming;
- H. Share challenges and good practice with other PM FPs to enhance inter-sectorial interventions;
- I. Support the PWG Task Team in advocating for inclusive approaches in line with Age, Gender, Diversity Mainstreaming across Sectors;
- J. Ensure that specific challenges related to Child Protection and SGBV are channelled to the sub-sector coordinators through the Protection Coordination Team;
- K. Report back to the Protection Coordination Team through a brief email report on a monthly basis to identify issues arising and report back on training activities as per the workplan (reporting template will be provided); and
- L. When training sessions are conducted the PM FPs are expected to write a brief report on trainings undertaken and issues arising in order to inform the Protection Sector's targeted activities to fill identified gaps and tailor training as necessary.

PM FP Requirements:

Membership to PM FPs will be open to agencies implementing protection activities and who are capable and willing to contribute with expertise, knowledge and/or resources. Based on the list of nominees submitted by PWG members, Protection Coordination Team in consultation with PWG TT will compile and assign two PM FPs per Sector. The current list of PM FPs is annexed to this ToR.

Since the PM FPs will be performing specific technical functions in attaining the objectives set forth in the ToR, here below are minimum requirements needed when selecting PM Focal Points:

- A. Sufficient understanding of protection principles and experience in implementation of protection projects including engagement with community-based structures;
- B. Knowledge of and experience in existing coordination structures in Cox's Bazar and at camp-level as the PM FPs will be closely working with Sector staff and partners;
- C. PM FPs will be engaged in capacity building activities and as such need to have a good level of training facilitation skills;
- D. As PM FPs will act as a bridge between Sectors and PWG, it is recommended for FP possess strong communication skills as they need to provide verbal/written feedbacks from PWG TT to Sectors and vice versa;
- E. Analytical skills and report writing experience as the PM FPs will be required to produce reports of their activities; and
- F. Required to have clarity of the Protection Sector's 2020 JRP Strategy and is further willing to expand knowledge of Protection Mainstreaming Standards.

Critical to note that it is not a requirement for the PM FPs be a Protection Mainstreaming Expert as long as the expected protection expertise are exhibited by the prospective PM FPs. Second, PM FPs are not expected to solely be responsible for mainstreaming protection within their designated Sectors - as indicated in the above, all humanitarian actors and Sectors have a shared responsibility to mainstream protection within the Joint Response Plan. The PM FPs are expected to provide technical advice and guidance to sectors.

As such, while the main responsibility for mainstreaming protection resides with the Sectors, PM FPs in support of PWG TT will exert all efforts to expand knowledge of protection mainstreaming within the various Sectors to enhance humanitarian programming inclusive of Age, Gender and Diversity principles.

PWG Task Team will vet all Protection Mainstreaming FPs and will endorse the persons nominated through an agreed upon process.

The Protection Coordination Team can change PM FPs should their performance be substandard, or a pattern of negative comments are received by specific Sectors.

REVISION OF THE TOR

The ToR can be reviewed on an as-needed basis and if necessary, at least once a year. If modification to the ToR are needed prior to a revision taking place, proposal can be submitted to the PWG Task Team for endorsement.

ANNEX I : List of Protection Mainstreaming Focal Points As of April 2020

No.	Name of Sector	Name of PWG Focal Point Nominated for PM	Agency	Title	email	Phone
1	Food Security	Akash Paul	Relief International	CP case management officer	akash.paul@ri.org	01880125625
		Kaniz Fatema	IOM	Sr. Project Assistant (PMC)	kfatema@iom.int	1712029778
2	Education	Taslina Begum	Relief International	CP case management coordinator	taslima.begum@ri.org	1885945531
		Abdul Muktadir	SCI	Education in Emergency	abdul.muktader@savethechildren.org	1712960706
3	Site Management & Site Development	Abu. Md. Nurul Huda	UNHCR	Assistant Protection Officer (CBP)	huda@unhcr.org	01763854606
		Farzana Afrin Popy	IOM	Protection Assistant	Fapopy@iom.int	1828851988
4	Health	Masum Billah	IRC	Protection Mainstreaming officer	masum.billah@rescue.org	1847352730
		Wendy Diedrich	UNHCR	Associate Field/Protection Officer	diedricw@unhcr.org	1847326516
5	Nutrition	Jacob Kumar Saker	SCI	Senior Program Manager - CP	jacob.sarker@savethechildren.org	1711806070
		Rafiq uddin	IOM	Protection Assistant	mrfaqiddin@iom.int	01812024055
6	Water, Sanitation and Hygiene	Patrick Sooma	IRC	Protection Coordinator	patrick.sooma@rescue.org	1847352745
		Homaira Ferdous	Light House	Capacity Building & Advocacy	advocacy.lighthouse@gmail.com	1887429866
7	Shelter and Non-Food Items	Iakheiidin Mirzashev (Yasha)	DRC	General Protection Manager	iakheiidin.mirzashev@drc.ngo	01885980244
		Leena Bhattacharjee	Relief International	GBV case management supervisor	leena.bhattacharjee@ri.org	1880029998
8	Communication with Communities	Tahmina Parvi	UNHCR	Asst. Protection Officer (CWC)	parvin@unhcr.org	1869864180
		Pahima Ahmed	Relief International	Community outreach officer	pahima.ahmed@ri.org	0815841664
9	Protection	Francisca Mukta Sarder	Caritas Bangladesh	Program Manager(Gender)	pmgender.cxb.caritas@gmail.com	1751834001
		Supa Barua	NRC	Coordinator - ICLA	supa.barua@nrc.no	1821918591
10	MHPSS WG	Ariel Zarate	HI	MHPSS Technical Advisor	a.zarate@hi.org	1870722136
		Mosharraf Hossain	Caritas Bangladesh	Protection Manager	mosharrafbelal69@gmail.com	1819825925
11	GIHA WG	Md. Faysal	IOM	Protection Assistant	mdfaysal@iom.int	
Reserve		Mohammad Ibrahim	IOM	Protection Assistant		1613909349
		Md. Ruhul Amin	SCI	Nutrition	mdruhul.amin@savethechildren.org	01714021206
		Mohammad Read	SCI	WASH	Mahammad.read@savethechildren.org	18314884
		Nihar Ghosh	Christian Aid	WASH Focal	NGhosh@christian-aid.org	1713653273