CONCEPT NOTE

Background

The Food Security Cluster (FSC) in Papua New Guinea provides a forum for bringing together national and international stakeholders to improve the timeliness and effectiveness of humanitarian assistance for natural disaster affected population. In particular, FSC helps to ensure coherent, coordinated and integrated humanitarian response driven by food security need assessments for both emergency food distribution and immediate agricultural support.

In line with the mandate of the global Food Security Cluster (gFSC), the cluster in Papua New Guinea is currently lead by relevant line ministries in Papua New Guinea: Department of Agriculture and Livestock (DAL) and National Disaster Center (NDC), in collaboration with two co-lead agencies: Food and Agriculture Organization of the United Nations (FAO) and the United Nations World Food Programme (WFP). Currently, DAL chairs the FSC and is supported by a co-chair Cluster Coordinator. The latter works on behalf of the cluster as a whole, facilitating all cluster activities and supports the development of a joint strategic vision and operational framework, where needed. He/she ensures coordination with other clusters and sectors, as well as crosscutting issues. The Cluster Coordinator also has a duty towards all stakeholders within the FSC, to act as their representative rather than solely as a representative of his/her particular agency (refer to figure on page 3).

In line with similar practices among FSC in other emergencies, the cluster stakeholders can activate and agree on (or elect) a Non-Governmental Organization (NGO) member of the FSC (including Faith-based organizations) to support the cluster as a co-chair working closely with the DAL, NDC and the Cluster Coordinator to ensure the functionality and transparency of FSC, as well as following up with the agreed upon cluster priorities and strategies in Papua New Guinea, if and when available.

Terms of Reference for FSC NGO Co-Chair

a. Objectives:
The overall objective is to support FSC’s functionality in achieving effective humanitarian coordination of food security and immediate agriculture support in Papua New Guinea, and to ensure the following:
1. An active representation and participation of various stakeholders in FSC related activities; and
2. Stakeholders’ concerns and priorities are adequately brought up to DAL and FSC co-leads.

b. Description of Services
The chosen or elected NGO co-chair will undertake the following activities:
1. Represent the NGO community (including Faith-based organizations) at FSC meetings;
2. Support the Cluster Coordinator in mobilizing NGOs to ensure good participation at FSC events (coordination meetings, working groups, trainings, workshops, assessments, etc.);
3. Ensure the accountability and transparency of the cluster’s decision making and work;
4. Maintain appropriate links and dialogue with national and local authorities, state institutions and local civil society relevant for FSC;
5. Link with Regional Focal Points to establish a clear understanding of the specific regional concerns (refer to below ToR for the Regional Focal Points);  
6. Support the Cluster Coordinator in mobilizing NGOs to support the Regional Focal Points;  
7. Support DAL and the Cluster Coordinator and contribute to the production of FSC related documents (policies, strategies, work plans, advocacy briefs, newsletter, etc.);  
8. Represent the cluster in humanitarian forums (for example, DMT and Inter-Cluster meetings, etc.), when asked by DAL, FSC co-leads and/or the Cluster Coordinator; and  
9. Co-chair FSC coordination meetings, when asked by DAL, FSC co-leads and/or the Cluster Coordinator.

c. **Timeframe**  
The duration of this ToR is from **10th May to 31st of December 2016**. Most activities are recurrent ones that need to take place throughout the ToR period. After December 2016 FSC will agree to continue with the current co-chair, choose/elect a new co-chair or suspend the co-chair duties.

d. **Reporting Requirements**  
Before 31st of December 2016, the NGO co-chair will provide a brief report to FSC highlighting and evaluating activities and services stated in this ToR during the above-mentioned period. After December 2016, FSC will decide on the frequency of the reports from the co-chair.

e. **FSC Responsible Officer**  
The Cluster Coordinator is the direct responsible officer to follow up with the NGO co-chair activities and ensure proper implementation of services stated in this ToR. In the absence of a Cluster Coordinator, DAL and FSC co-leads will liaise with the NGO co-chair.

f. **Regional Focal Points**  
The Regional Focal Points (RFP) are chosen from staff members of DAL, PDC, NGOs, IOM, Faith-based Organizations, CBOs and other non-governmental stakeholders that have operational presence and/or capacity in a particular region. The number of regions will be decided by the FSC. Each region will have one RFP and an alternate RFP from the (same or different) government agency or non-governmental stakeholder.

The final choice of RFP and alternate RFP from each region will be indorsed by the FSC. The focal points can be replaced or changed with the likely change of staff members or agencies; however, FSC must be notified of any changes in staff. If an agency wants to relinquish this role, FSC should be notified and a replacement agency endorsed again by the FSC.

In coordination with the Cluster Coordinator and/or NGO co-chair, RFP will work towards the following objectives:

1. Liaise with provincial government departments within the region and other non-governmental stakeholders involved in food security and agriculture response efforts, preparedness and recovery;  
2. Facilitate and strengthen effective sharing of information amongst regional agencies and organizations, including local government departments and other non-governmental stakeholders involved in food security and agriculture response efforts, preparedness and recovery;  
3. Support national FSC with frequent regional updates regarding food security and agriculture response efforts; and  
4. Liaise and coordinate with other regional clusters and sectors as required.
Figure: National Coordination Structure (Updated April 2016):

National Coordination Structure

Gov of PNG Leadership

DAL

NDC

Leading Agencies

FAO

WFP

Chairmanship & Co-chairs

Chair DAL

Co-chair Cluster Coordinator

Co-chair NGO

Cluster Stakeholders

NGOs, UN, IOM, Red Cross, Churches, Donors & Private Sector