**Protection Cluster Mozambique**

**Strategic Advisory Group**

**Terms of Reference**

**23 October 2021**

**1. Purpose**

The Strategic Advisory Group (SAG) provides strategic direction and guidance to the Protection Cluster. The SAG membership must be representative of the overall cluster membership. It provides a forum for regular collective decision-making, and ensure participatory, inclusive, transparent, and accountable collective governance of the cluster.

The SAG shall meet at least on a quarterly basis to ensure strategic monitoring and review of the Cluster strategy. It is highly recommended to meet more regularly or *ad hoc*, depending on the size of the cluster and need for regular and collective decisions to support the representation functions of the cluster coordinators.

**2. Guiding Principles**

The SAG is guided by protection and humanitarian principles in its work and comply with the principles in the Transformative Agenda and the Principles of Partnership.

**3. Functions**

The SAG ensures the following key functions and responsibilities:

1. Develop, monitor, and review the Protection Cluster’s HRP and cluster strategy, particularly progress against strategic objectives and indicators, funding, and targets
2. Develop the strategy and priorities for the Pooled Fund/Country-based Humanitarian Funding, as well as input into CERF and other humanitarian funding strategies and proposals as relevant
   * The SAG may delegate the review of HRP and Pooled Fund to a separate Review panel/committee
3. Undertake light monthly and full quarterly collective Protection analysis, and draft or adopt Protection Cluster’s monthly and quarterly reports, factsheets, dashboard, etc., including Protection Analysis Update to be used as basis for briefings to the ICCG and HCT
   * *the SAG may delegate this function to a Protection Analysis working group, and focus on reviewing and endorsing the final analytical report (e.g. quarterly Protection Updates)*
4. Meet with donors on a quarterly basis to provide updates protection achievements, emergency protection trends and risks and key advocacy messages, and operational and funding gaps/needs, and to support a coordinated fundraising of the Protection Cluster’s strategy and response
5. Adopt the PC advocacy papers, statements, and key positions and messaging on protection issues to be raised at the ICCG, HCT, donors, or local authorities
   * *the SAG may delegate the drafting of advocacy strategy, messages and/or papers to an Advocacy working groups, and focus on reviewing and endorsing final products*
6. Review key protection policy and strategic documents or Protection Cluster inputs to strategic documents – e.g. Durable Solutions strategies
7. Ensure Cluster Coordination Performance Monitoring (CCPM) process is undertaken in a timely manner in accordance with GPC guidance, and monitor progress
8. Any other key deliverable set by the GPC or relevant issue as agreed by its members

**4. Composition and Membership**

The SAG is automatically composed of:

* the Protection Cluster coordinators and co-coordinator
* the AoR coordinators and co-coordinator
* Option: Chairs of the Cluster technical working groups (if any)
* Option: 1 representative of the NGO Forum

It also includes the following representatives selected with a renewable mandate of 12-24 months:

* 2 operational representatives (program or technical advisor) from UN Agencies
* 2-3 operational representatives from international NGOs
* 2-3 operational representatives from national NGOs

To ensure minimum quorum of presence during meeting, ach are represented by an effective SAG member, and an alternate in case the effective member is absent.

**Selection process**

Eligibility to participate in the SAG is based on the following criteria:

* Operational relevance in the operation (geographical presence, participation in interagency forums, etc.)
* Relevant technical expertise and demonstrated capacity to contribute to the functions of the SAG
* Demonstrate Code of Conduct, PSEA, and Child Safeguarding policies and mechanisms in place – or at least demonstrate that measures taken to ensure those are in place
* Commitment to reporting on protection data and issues in accordance to the PC’s protection information system and to contribute consistently (including systematic monthly update of the 5Ws and protection funding)

Based on those criteria:

* All interested organizations submit their expression of interest
* The cluster coordinators review applications based on the eligibility criteria
* The cluster coordinators present the list of eligible partners to the cluster for endorsement, and launches the (s)election process

**5. Way of working**

* Regular meetings SAG will take place every month
* Extraordinary/*ad hoc* meetings can be convened by the coordinators or upon the request of one of the SAG members
* The SAG is chaired by the protection cluster coordinator
* Protection Cluster members may bring protection issues to the attention of the SAG
* The SAG may invite any other Cluster partner or stakeholders to attend SAG meetings; such request shall be communicated in advance to SAG members, and automatically agreed unless a SAG member expresses explicit objection
* To ensure the accountability of the SAG to the Cluster partners
  + The minutes of the SAG should be shared with the cluster members
  + every Cluster meeting shall include an agenda item for the cluster coordinator to report on SAG discussions, actions, decisions, products, or recommendations to the partners of the Cluster
* A member of the SAG, other than the cluster coordinator, may be suspended, removed, or replaced by decision of the SAG in the following cases:
  + Failure to attend 2 meetings without excuse
  + Failure to share information in accordance with the protection cluster’s information management system (5Ws, protection data, etc…)
  + Continued failure to deliver and contribute to SAG functions
  + Other…?
* If a SAG member is removed, the Cluster coordinator will inform the Cluster partners, and call for the (s)election of another SAG member for the remainder of the on-going mandate