



SOUTH WEST& NORTH WEST REGIONS PROTECTION CLUSTER

TERMS OF REFERENCES OF STRATEGIC ADVISORY GROUP (SAG)

I. Purpose of the Strategic Advisory Group

The Strategic Advisory Group (SAG) is composed of Protection Cluster undersigned members operating in the North West and South West region of Cameroon. SAG is a functional body in charge of key tasks on behalf of the Protection Cluster to facilitate ongoing strategic direction and prioritize actions in the context.

The SAG works on behalf of the Cluster, notably on the development and validation of ad hoc documents and advocacy notes initiated under the protection cluster. In an ad hoc manner and according to the urgency of the situation, the SAG is allowed to submit guidance notes on behalf of the protection cluster to the relevant persons in charge of the response without consulting all the members of the cluster. Where possible, the SAG submits documents to the entire protection cluster for approval and validation by all members.

II. Guiding Principles of the SAG

The work of the Protection SAG members is guided by the principles of humanity, neutrality, impartiality and independence. All documents will be circulated among the SAG members with sufficient notice for feedback to support a system that is timely and participatory. Any document generated and endorsed by the SAG will be circulated to the full membership of the cluster.

III. Main tasks of the SAG

a. Strategic Role:

- Development/Revision of Protection Cluster strategy and action plan to feed into the Humanitarian Response Plan
- Development/Revision of Protection Cluster ToR, guidelines, forms, scorecards and other tools as needed for the functioning of the cluster
- Support Protection Cluster to ensure synchronization of activities and tools of all thematic groups of the protection cluster: GBV, CP and others in NW &SW regions

- Support cluster to coordinate emergency response to ensure accountability to affected communities, lack of duplication and gaps by streamlining the information management systems and the creation of feedback products

b. Technical Support role

- Support the cluster at the divisional level to strengthen coordination and capacity-building actions of protection actors at NW&SW regional level.
- Provide support for the identification of capacity gaps within the cluster and the provision of capacity building activities where applicable.
- Support the cluster to participate fully and contribute to any other Inter-Cluster Coordination process and requests etc.
- Development of Protection Cluster specific guidance notes for funding instruments e.g. Pooled Funds, CERF etc.

c. Advocacy role :

- Support cluster in development of advocacy products, which the lead agency will relay effectively between the North West and South West and national/international agencies to advocate for adequate responses to humanitarian needs of population as well as funding and awareness raising of the crisis.
- Liaise with Cameroonian government authorities, by the lead agency, to advocate for favorable protection environment for the civilian population, sufficient humanitarian space and to respect the principle of humanitarian action.
- Generate advocacy and communications strategies in favor of protection of the civilian population, and provide guidelines for development of advocacy materials to ensure harmonization across all cluster members
- Bring Protection priorities and issues to the attention of the Humanitarian Coordinator/HCT and advocate for protection mainstreaming in all sectors of humanitarian response.
- Provide information for the cluster on funding opportunities.

IV. Meeting schedule:

The SAG meetings are convened ad hoc by SAG lead and co-facilitator. The frequency of the meetings depends on the nature of the issues that arise or documents related to the protection activities that are requested by cluster members.

V. Composition and Membership of the SAG

The Protection Cluster Coordinator leads SAG at the operational level. It is composed of the Co-facilitator of the Cluster and the Coordinators of the protection thematic

groups (GBV, CP), two representatives of international NGOs, three representatives of national NGOs, one representative of UN agencies and one representative of OCHA.

ICRC and MSF may attend the meeting as observers.

Decision making will be participatory. SAG members may take decisions on behalf of the cluster as a whole. However, this must be agreed by a majority of SAG members.

In the absence of the SAG lead or co-facilitator, the agency responsible for these individuals may appoint a temporary replacement, with the understanding that they are representative of the SAG in this capacity and not of their agency.

VI. Eligibility Criteria for membership of the SAG:

To be eligible as SAG member, organizations must have demonstrated attendance at cluster meetings and active participation in all activities of the Cluster; they must also have significant geographical coverage in North West and /or South West regions.

Agencies must demonstrate specific expertise in one or more thematic area of Protection and are expected to engage particularly on these points actively.

SAG members are required to actively participate in at least 75% of the meeting annually. If members fail to do so, the SAG may decide to replace their membership, pending a majority decision. The representatives of international and national NGOs, as well as the representative of UN agencies can be renewed annually based on a majority decision of cluster members.

The SAG will determine entry procedures for new members and perform periodic reviews on the suitability of the old members.