**TERMS OF REFERENCE**

**of the CCCM *[Cluster/Sector]* Strategic Advisory Group (SAG) in *[Country]***

***[Date: Day, Month, Year]***

**BACKGROUND AND CONTEXT**

*[Brief details on the context, CCCM response, CCCM Cluster structure. Include any specific background to the establishment of the SAG e.g. “considering the increasing number of operational CCCM partners, there is a need to improve the Cluster’s governance and decision-making process”.] Note that the SAG should be formed with agreement of Cluster members.*

**PURPOSE**

The purpose of the CCCM *[Cluster/Sector]* Strategic Advisory Group (SAG) is to contribute to the development, review, and update of strategy for the Cluster’s response and its priority work areas, and to provide advice and support to the Cluster coordination team. The SAG will improve Cluster governance and accountability to members.

**GUIDING PRINCIPLES**

The work of SAG members is guided by the principles of neutrality, impartiality, and independence. SAG members are selected to represent the interests of Cluster members and must not privilege their own organizations.

**TASKS**

1. Strategy and planning.
   * *Provide advice and guidance to the Cluster coordination team to:*
     + Contribute to development of strategy for CCCM response through an inclusive process, including preparedness and contingency planning
     + Fulfil Humanitarian Program Cycle processes including consultative development of the Humanitarian Needs Overview and Humanitarian Response Plan
     + Input to and monitoring of the Cluster workplan

* Provide strategic advice for development of the Cluster monitoring and evaluation plan

1. Technical
   * Endorse establishment of Technical Working Groups (TWG) on behalf of the Cluster partners
   * Endorse technical guidance prepared by the Cluster and by TWGs and ensuring conformity with international standards, guidelines, policies, and procedures
2. Advocacy, communication and funding. *Provide advice and guidance for:*
   * Setting priorities and ensuring transparency for Country-Based Pooled Fund allocations
   * Developing and implementing a Cluster advocacy strategy
3. Coordination
   * Support the Cluster coordination team to uphold its responsibilities as per the Cluster ToR
   * Provide inputs to the review of the SAG ToR once a year with the Cluster coordination team

**SAG FUNCTIONING**

* The SAG will meet *[monthly, quarterly, specify if needed]* or when deemed necessary, *online or in-person*. The meetings will be conducted if the attendance of at least half of the members is confirmed. SAG members can request relevant items for inclusion on the agenda.
* In the case where decisions should be made by the SAG, decisions should be taken by a majority vote of the members present and/or represented.
* It is expected that each member will spend about *[XX hours per week/month]* on SAG-related matters, including but not limited to: attending and actively participating in SAG meetings; providing feedback during meetings or via email; review, input, and endorsement of documents.
* Members will be expected to attend at least *[specify, usually 70% - 80%]* of meetings and be involved in the activities outlined in this ToR. It is essential that the organizations and individuals who take up these positions are committed to fulfilling their responsibilities. When a member is not actively participating in the SAG meetings and supporting SAG activities it may be asked to step down from the SAG.
* *[Sub-national Cluster Coordinators may raise action points with SAG members, to be addressed by the SAG.]*

**MEMBERSHIP**

The composition of the SAG should reflect the broader composition of the national CCCM Cluster partners, while continually promoting local participation. *It is typically composed of the following organizations, each of which should nominate one person to be the representative in the SAG:* *[example; fill with composition as agreed with Cluster members]*

* Cluster Coordinator & Co-Coordinator
* *1 government counterpart*
* *1 or 2 UN agencies* (including the CLA)
* *1 or 2 international NGOs*
* *1 or 2 national NGOs*

*[The CLA and Co-Coordinating Partner organization should be invited to be SAG members, represented by a technical/programs staff member. The objective of SAG membership is to have representation and voice for all Cluster members without affecting the principles and functioning of the SAG: the SAG should have a balance of UN, INGO, and NNGO members, and should include a government representative where possible. It is not advisable to have more than 8 people in the SAG.]*

The SAG is chaired by *[the Cluster Coordinator and Co-Coordinator, alternating /OR/ the SAG members on a rotational basis /OR/ co-chaired by the Cluster Coordinator and government counterpart representative.]* The Chair is responsible for calling meetings, sharing the draft agenda, and ensuring minutes are taken and circulated to SAG members in draft form for comments *[usually within 48 hours of the meeting]*

**TENURE**

The tenure for SAG members is *[usually, one year]*. *[Membership is renewable, and there is no limit on the number of times that membership can be renewed.]*

**SELECTION PROCESS**

Selection of SAG members is done through a transparent process.

* An “expression of interest” is circulated to all Cluster partners by the Cluster Coordinator/Co-Coordinator *[by email]*, with interested organizations requested to nominate one staff member *[stating their technical experience, commitment to the SAG, value as a SAG member, and their meeting of the eligibility criteria]*
* An initial screening of applications against the eligibility criteria is done by the Cluster Coordinator and Co-Coordinator. *[Any organizations not meeting the eligibility criteria should be informed by the Cluster Coordinator/Co-Coordinator.]*
* If the number of applicant organizations which meet the eligibility criteria does *not* exceed the number of available seats, the organizations are elected to the SAG by default
* *[In case there is insufficient interest expressed by Cluster members to be members of the SAG, the Cluster Coordinator and Co-Coordinator will assign the SAG members.]*
* If the number of applicant organizations which meet the eligibility criteria exceeds the number of available seats in the SAG, an election process is held, with Cluster partners invited to vote on their preferred SAG members. *[Voting process should be transparent, either anonymous or open, and either online or during a national Cluster meeting depending on preference of Cluster members. A rotation arrangement can be agreed if desirable in the context.]*

**ELIGIBILITY CRITERIA**

SAG members (the organization and individual) must be active members of the CCCM Cluster, with thematic expertise and the capacity to consistently contribute to the tasks of the SAG. Eligibility criteria for SAG members are:

1. *Must an active member of the Cluster*
2. *[E.g. Operational relevance in the emergency*
3. *Technical expertise and appropriate level of seniority*
4. *Demonstrated capacity to contribute strategically and to provide practical support*
5. *Commitment to contribute consistently*
6. *…]*

**ACCOUNTABILITY**

The SAG plays an advisory function to the CCCM Cluster Coordinators. The SAG is nominated and elected by the cluster partners and its membership and should represent Cluster partners' interest in a transparent manner. To avoid any conflict-of-interest risks, it must be clarified that SAG members should not represent any agency-specific interest and their role within their organization should not affect or contradict their SAG responsibilities. The Cluster Coordinator is overall accountable to safeguard the transparency of the decisions made within SAG.