**TERMS OF REFERENCE (TOR)**

## OF THE NUTRITION CLUSTER STRATEGIC ADVISORY GROUP

**BACKGROUND**

The cluster approach, introduced as part of the humanitarian reform, aims at ensuring clear leadership, predictability and accountability in international responses to humanitarian emergencies by clarifying the division of labour among organizations and better defining their roles and responsibilities within the different sectors involved in the response. It aims at improving the effectiveness of humanitarian response while at the same time strengthening partnerships between NGOs, international organisation and UN agencies, the international Red Cross and Red Crescent Movement.

*[Brief details on emergency: key events and dates, crisis level, affected population, immediate priorities, if Flash Appeal or HRP have been developed, etc.]*

*[Fill in with details on cluster approach in country: which clusters have been activated and when, lead and co-lead agencies, SRSG and/or HC and/or RC, OCHA presence, Government role, sub-national level clusters]*

*[If the cluster is led by UNICEF]* UNICEF as nutrition cluster lead agency and in line with the Core Commitments for Children in Humanitarian Action, is fully committed to interagency humanitarian reform and supports this through provision of leadership and participation in assigned clusters and sectors.

*[Brief details of nutrition cluster’s main functioning, main achievements, if pre-existing, and challenges to date]*

*[If there is any specific background information that led to the creation of a SAG, please detail it here. E.g. “given the politically sensitive nutrition programming and information management in the nutrition cluster…” or “considering the increasing number of partners operational in the response to dramatic nutrition crisis there is a need to improve the governance and decision making process of the cluster…” Note that the SAG should always be formed as a result of a discussion and agreement by the cluster partners.]*

**PURPOSE**

The main objective of the Nutrition Cluster Strategic Advisory Group (SAG) is to provide advice and support to the Cluster Coordination Team on strategic and policy issues. The members of the SAG will improve the cluster governance.

**KEY TASKS FOR THE NUTRITION CLUSTER STRATEGIC ADVISORY GROUP (SAG)**

1. To provide advice and support to the Cluster Coordination Team on key priorities, including:
* Develop, review and propose to cluster partners the nutrition cluster strategic priorities for preparedness, response, and contingency plans.
* Develop and monitor the implementation of the Nutrition Cluster workplan.
* On behalf of the cluster partners establish technical working groups (TWG) and task forces (TF).
* Endorse all technical guidance prepared by TWG and TF and ensure conformity with international standards, guidelines, policies, and procedures.
* Monitor the inter-cluster strategic engagement especially with closely related clusters such as food security, WASH and health.
1. Advise the cluster coordination team in the development of funding, communication and advocacy strategies for the nutrition cluster response, including:
* The humanitarian needs overview of the nutrition sector and ensure that the process has been inclusive.
* The development of the Nutrition Cluster response plan.
* Ensuring transparency in the prioritization of projects for Common Humanitarian Funding (CHF) and the Humanitarian Response Plan
* Provide strategic oversight for the development of sector Monitoring and evaluation plan.
1. Ensure that the cluster coordination team upholds its responsibilities as highlighted in the cluster TOR.
2. Review and update the TOR for the SAG once a year in close partnership with the cluster coordination team.
3. Represent the nutrition cluster when deemed needed and appropriate.
4. Support the cluster coordinator in conflict resolution.

**NUTRITION CLUSTER STRATEGIC ADVISORY GROUP FUNCTIONING**

The SAG will meet *[monthly, quarterly, please specify if needed]* or when deemed necessary.

The meetings will be conducted if the attendance of at least half of the members is confirmed.

The draft agenda will normally be submitted by the Nutrition Cluster Coordinator, but any member can suggest relevant items. The SAG meetings will be chaired by the *NCC [or by the SAG members on a rotational basis].*

Decisions are taken by a majority vote of the members present and/or represented.

It is expected that each member will spend about *[XXX hours per week/month]* on the SAG-related matters, including, but not limited to attending the SAG meeting and providing feedback during the meeting or via emails, collaboration software, phone calls and other suitable means.

Members will be expected to attend at least *[specify, usually 70% - 80%]* of meetings and be involved in the activities outlined in these TOR. It is essential that the agencies 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 activity it may be asked to step down from the SAG.

The Cluster Coordinator will be responsible for calling meetings and ensuring minutes are taken.

**COMPOSITION OF THE NUTRITION CLUSTER STRATEGIC ADVISORY GROUP**

As of *[insert date]* the Nutrition Cluster SAG includes the following members' organizations and staffer:

Nutrition Cluster Coordinator

MoH/Director of Nutrition

UNICEF

*[fill in with all SAG members]*

*[membership of the SAG is usually granted to UN agencies on a permanent basis, while NGOs are on a two-year rotational basis. Please specify here, if this is the case, who the rotation is for, the frequency, the process. The objective is to give voice to multiple partners without affecting the principles and functioning of the SAG. It is not advisable to have more than 8 people in the SAG].*

The SAG is chaired/co-chaired by the Nutrition Cluster Coordinator [and MoH].

**NOMINATION PROCESS**

During open nomination process interested organizations (only partners who are currently implementing nutrition programs) can nominate themselves to be part of the SAG highlighting their technical experience, education qualifications, value it would bring to the Nutrition Cluster to be a member of the SAG, commitment to the SAG and any other relevant information to help the coordinator/SAG selecting them as a member. The first screening on how each application satisfies minimum requirement criteria will be done by the NCC. The final selection process would be led by the Cluster Coordinator during the Nutrition Cluster partners meeting and all partners of the cluster can vote for their preferred SAG members if the nominations exceed the minimum number of the available seats in the SAG.

**ACCOUNTABILITY**

The SAG is accountable to the cluster partners. The SAG will share decisions/endorsements to the cluster partners periodically through the cluster coordinator or directly at the NC meetings.