EXAMPLE Technical Working Group (TWG) Terms of Reference (TOR)

for

Better Building Information Education Communication Material (IEC)

# Scope of work:

## Introduction

The primary aim of the technical working group is to identify and develop clear and concise Information, Education, and Communication (IEC) resources for promoting better building.

Significant effort will be placed upon understanding the information gap in relation to promoting better building and also the most appropriate communication pathways (i.e. consider different medium of communication). Stress is also placed upon identifying the evidence for the appropriateness and quality of sub-messages in relation to IEC.

Better building will safer but also include, healthier, more durable, lower maintenance needs, and promoting greater level of dignity [define to local context].

The Informing Choice for Better Building: A Protocol for Developing Shelter and Settlement IEC will be applied where appropriate.

[Define to local context]. The guidance will focus on construction and improvement of non-architect designed, non-engineered, occupier constructed lightweight housing.

## The scope of work includes:

* Refer to Informing Choice for Better Building: Protocol
* English and [Local Languages] versions of guidance with minimal text written in “plain layperson language” (see plain English guidelines)
* For any visuals use of simple clear and technically correct graphics presented in a consistent style
* The output of the work is to be further defined once the information gap and the most effective engagement pathways are further developed.
* Any advice provide must be both affordable and realistically achievable. It should be field-reality based, referring to documented examples of best and worst practice.
* Focus should be on good construction principles, rather than specific designs.

## Scope should NOT include:

* Preference for any particular design of shelter
* Overly complex technical drawings, language or specifications

# Target Group

These resources will have the following audiences:

* Shelter cluster member staff and volunteers
* Households and communities that are rebuilding their homes (this can include repairs, retrofit and reconstruction) through owner/occupier driven construction and improvement.
* Significant stakeholders in promoting better building (such as hardware stores, local authority technical staff, local masons and carpenters)

The target groups may change on investigation of the key stakeholders for better building as part of this TWG.

# TWG Membership

The technical working group is intended as a small group of technical experts from cluster member organisations and specifically invited technical specialists tasked with a time-bound technical task. The TWG will be facilitated by the Shelter Cluster’s technical coordinators as it’s secretariat.

* The TWG is not an open forum for public debate and discussion
* The main group should contain approximately 8-12 people a working group. However, smaller sub-groups can be added also to undertake specific components of the task.
* At least 30% of members of the main group and any smaller sub-groups must contain members who know the context significantly.
* Include representative of relevant National Agencies who can help to represent government lead where possible.
* In addition to cluster members undertaking activities directly related to this activity, there needs to be representation or consultation with the following competences:
  + Communication with Communities (CWC)/Communication Engagement and Accountability (CEA)/Communication experts
  + Local context communication experts (e.g. advertising or marketing)
  + Sociologists or Anthropologists
  + Those working in Technical Education
  + Local Technical Institutes or Colleges which focus on the built environment.
  + Builders, Carpenters, Masons (skilled construction workers not just architects and engineers).

# Recommended reporting stages to SAG

The work of the TWG is to be broken into a series of stages for reporting back to the TWG. This aims to ensures that the technical advice being developed accurately reflect the needs of the Shelter Cluster and it’s members, while ensuring information can be communicated in stages to ensure timeliness of the IEC resources being developed.

Recommendations made at each Protocol stage will be overviewed by SAG, edited then shared at the next SC meeting to keep members informed of progress.

# TWG Formation and Frequency of Meetings

## Pre formation

* Cluster team to identify and invite proposed TWiG members
* Proposed members to be announced at next SC meeting

## Frequency of meetings and duration of TWG

The TWG is to run for an initial period of 12 weeks with key IEC resources to be developed and defined within the first 2 weeks of TWG. The SAG will determine if after 12 weeks the TWG will continue. The SAG can terminate or suspend the TWG at anytime. Meeting frequency will be weekly in the first weeks reducing to fortnightly as members determine.