



South Sudan - Technical Working Group (TWIG)

TERMS OF REFERENCE

Introduction

Technical Working Groups (TWIGs) are established and provided Terms of Reference (ToR) by the Shelter and Non-Food Item (SNFI) Cluster Strategic Advisory Group to guide their operations. The Cluster Coordination Team appoints a designated Focal Point to facilitate the work of the group. Such groups have a limited lifespan since they disband once the outputs delineated in the TORs have been achieved.

Group Composition

Composition of a TWIG is determined through a self-selection process depending on available technical skills, interests, and capacities from among the UN agencies and Non-Governmental Organizations. Governmental, private, and academic sectors may be invited to participate (based on the need). In principle, anyone can join such a group, although, in practice, the Focal Point is advised to keep the group from growing much beyond ten and not less than five members. Sub-groups (State-level TWiG) may be formed to explore specific issues. In this event, the TWIG Focal Point will appoint a responsible person to report to the TWIG.

Coordination with the National Cluster

The TWIG Focal Point is responsible for updating the National Cluster on the status of work-in-progress during the OWG meeting or monthly Cluster meeting. Final outputs/recommendations of the TWIG are presented to Cluster stakeholders in plenary coordination meetings in written form for feedback and comment. Once sufficient time has elapsed (not more than 48 hrs), the SAG will endorse the recommendations of the TWIG and will be posted as a written guideline on the appropriate website. Cluster partners are then expected to apply such recommendations.

Key Responsibilities of the Group

- Ensure relevant technical standards are formulated and agreed upon within the terms of reference and deadline set by the National Cluster Coordination Team /SAG.
- Work with the Cluster Team to ensure the promotion of such standards.
- Advise the National Cluster Coordination Team on compliance issues connected with the appliance of the agreed standards.
- Convene and facilitate ad-hoc Sub-Groups as required and ensure reporting to the deadline.
- Update the Cluster on the status of work-in-progress and present final outputs/recommendations of the TWIG to Cluster stakeholders in plenary coordination meetings in oral and written form for feedback and comment.

TWIG Focal Point - Expected deliverables

- Maintain the TWiG's ToR
- Hold consistent regular meetings (twice a month)
- Find a new lead if the current Lead is unable to fulfill duties.
- Seek out relevant participants within the S/NFI Cluster who are technical in the TWG topic and S/NFI field officers.
- Attend topic-relevant meetings among other Clusters/partners to keep the TWG relevant.
- Gather relevant technical information to inform the discussion and decisions in the technical meetings.
- Communicate technical decisions and guidance to the Cluster.
- Designate one of the members to take minutes in meetings for further sharing with the National Cluster.