

Coordination Unit (CU)

Terms of Reference

1. Background

The *Platform on Disaster Displacement (Platform)* has been established in July 2016 to follow up on the work started by the Nansen Initiative¹ and to implement the recommendations of the Nansen Initiative Agenda for the Protection of Cross-Border Displaced Persons in the Context of Disasters and Climate Change (Protection Agenda).

2. Mission Statement and Objective of the Platform on Disaster Displacement

Forced displacement related to disasters, including the adverse effects of climate change (disaster displacement), is a reality and among the biggest humanitarian challenges facing States and the international community in the 21st century. In this context, the Mission of the *Platform on Disaster Displacement* is to work towards enhanced cooperation, coordination and action in order to improve the protection of disaster displaced persons. The Platform will promote concerted efforts at the national, regional and international levels and among stakeholders dealing with a broad range of policy and action areas including humanitarian assistance and protection, human rights, migration management, refugee protection, disaster risk reduction, climate change mitigation and adaptation, and development.

The overall objective of the Platform is:

To strengthen the protection of people displaced across borders in the context of disasters, including those linked to the effects of climate change, and to prevent or reduce disaster displacement risks

To support the implementation of activities aimed at achieving this objective the following structure will be put in place as part of the Platform: 1) Steering Group, 2) Advisory Committee, and 3) Coordination Unit. This document describes the Terms of Reference for Coordination Unit.

3. Objectives and Composition of the Coordination Unit

¹ The governments of Norway and Switzerland, building on the 2010 UNFCCC Cancún Adaptation Framework and the 2011 Nansen Conference on Climate Change and Displacement in the 21st Century, pledged at the UNHCR Ministerial Conference in December 2011 to address the need for a more coherent and consistent approach to the protection of people displaced across borders in the context of disasters and the effects of climate change. This was the origin of the Nansen Initiative, which was launched by the Governments of Norway and Switzerland in October 2012, with the support of a Steering Group comprised of Australia, Bangladesh, Costa Rica, Germany, Kenya, Mexico, and the Philippines, and accompanied by the Group of Friends co-chaired by Morocco and the European Union. The Nansen Initiative Agenda for the Protection of Cross-Border Displaced Persons in the Context of Disasters and Climate Change (Protection Agenda) was endorsed by 109 delegations at an intergovernmental global consultation on 12-13 October 2015 in Geneva, Switzerland, which marked the end of the Nansen Initiative in its previous form.

The Coordination Unit is tasked to support the Platform to achieve its objective and in fulfilling the strategic priorities in accordance with the applicable Strategic Framework and Workplan. It supports the Steering Group members of the Platform as well as relevant partners at the national, regional and global levels in developing and implementing the Platform's activities. It has a key liaising function between the different components of the Platform, which are the Steering Group with its Chair and Vice-Chair as well as the members of the Advisory Committee. The main functions of the Coordination Unit are threefold: 1) Coordination of efforts of key stakeholders to follow-up on the Nansen Initiative and in implementing the Protection Agenda, 2) Monitoring, mapping and analysis of gap areas, and 3) Development of recommendations on measures and tools to fill these gaps.

Upon the launch of the Platform on Disaster Displacement, the Coordination Unit receives initial funding for the duration of two years from the Federal Government of Germany. The Coordination Unit is composed of two full-time staff, one at P5 level (Head of Coordination Unit) and one at P3 level (Policy Officer). According to needs, the Coordination Unit may be supported by interns and/or specialist staff sponsored by other members and partners (temporarily) to fulfil specific functions such as admin support, legal advice, communication, and support to regional organizations (e.g. through secondment), as approved by the Chair, vice-Chair and Steering Group members.

Under the arrangement chosen and funded by Germany from 2016 – 2018, two Program Officers will be funded by the Federal Government of Germany and be based and embedded in IOM and UNHCR, respectively, to support implementation of the Platform's Strategic Framework and Workplan and the mainstreaming of activities within their respective agencies. To ensure coordination with the Coordination Unit on a day to day basis, they will have double reporting lines and also report to the Coordination Unit (through its Head).

4. Activities in Detail, The coordination Unit will execute works in the following areas, in close coordination with the Chair and as endorsed by the Chair and the Steering Group.

Representation and Advocacy

- Represent the Chair of the Platform at technical level (working groups, meetings, conferences etc.) if required and as mandated by the Chair, and serve as focal point for the Chair regarding information requests/outreach on a daily basis.
- Support and advise the Chair and Steering Group members preparing for and undertaking advocacy and awareness raising efforts at the national, regional and global levels (e.g. organizing side events or public events, preparing public events and publications etc.).
- Support and advise the Chair and Steering Group members in the coordination of fund-raising efforts.
- In case a High-level representative of the Chair is appointed, the Coordination Unit will provide all necessary administrative, logistical and technical support for him/her to discharge this function.

Program, Policy and Operational Support

- Prepare drafts of and lead consultation with the Chair, Steering Group and Advisory Committee on the Strategic Framework and Workplan of the Platform.

- Support coordination of implementation of the Strategic Framework and Workplan, and report on progress to Chair and Steering Group.
- Support development, drafting and preparation of project/program proposals to donors by relevant agencies.
- Draft policy papers and background/ information documents for use in relevant side events, submission to consultative processes and at national, regional and global policy events.
- Propose research topics on relevant thematic issues and gap areas, and support commissioning of such research upon request.
- Advise and engage with members of the Platform, upon request, in support of their operational activities, policy work (e.g. provide technical advice, analysis, training, capacity-building), information management (synergies between data systems), as well as possible pilot projects.
- Consolidate analysis and evidence regarding policy and normative gap areas and advice and support Chair on presentation of such finding to policy and decision-makers.

Coordination

- Support the work of the Advisory Committee and liaise among its members, as well between the Advisory Committee and the Steering Group members
- Establish and support the work of a Working Group as a subsidiary part of the Advisory Committee, with dedicated staff at IOM and UNHCR and other interested organizations and agencies to coordinate the implementation of the Workplan.
- Coordinate and support implementation of the Workplan with relevant organizations at the national, regional and international levels.
- Liaise with global and regional coordination mechanisms that can support the implementation of the Workplan and participate as mandated by the Chair.
- Map and explore opportunities for enhanced cooperation and coordination with actors dealing with humanitarian assistance and protection, human rights, migration management, refugee protection, disaster risk reduction, climate change mitigation and adaptation, and development.
- Encourage an active involvement of existing stakeholders, liaise with new and non-traditional actors and propose areas for future or further engagement with the Platform by such actors in consultation with the Steering Group.

Communication Support

- Develop and oversee implementation of a communication strategy.
- Manage communication outlets and produce content material to them (e.g. website, social media, and electronic communication/updates etc.).
- Support wide and continuous dissemination of the Protection Agenda.
- Under the leadership of the Chair, support media events and develop media products (press releases, op-eds, articles, webstories etc.).
- Coordinate media relations and service media requests regarding the work of the Platform.
- Ensure visibility and design compliance in communication products such as leaflets, folders, banners, reports etc.

Administrative Support

- Focal point with hosting agency on issues related to human resources, IT, travel, security, general admin and finance.
- Serve as secretary for the Steering Group (prepare meetings, report from meetings, keep minutes and records).
- Support the Advisory Committee in preparing and organizing its meetings, including reporting.
- Overall responsible for information management (maintain and update address list of key stakeholders, maintain and update electronic filing system, repository of knowledge, update photo library).

5. Reporting

The Coordination Unit reports to the Chair of the Steering Group/Platform. The Chair will call regular coordination meetings according to needs and the Coordination Unit will draft summaries from such meetings. The Coordination Unit will report annually against progress in the implementation of the Workplan to the Chair.

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