

Terms of Reference

National Technical Working Group on the Implementation of Family Safety & Resilience Plan Non-Technical Digital Toolset

The Family Safety Plan Technical Working Group (FSP TWG) is convened by the national disaster management office in collaboration with Save the Children in Solomon Islands and determines its authority, as needed. The National Disaster Management Office will be the convener of the technical working group with support from Save the Children to provide overall leadership and hosting of the digital tool. The FSP TWG authority may be exercised in the form of oversight, review, consultation, and recommendations, as well as approval of tools, guidance and resources adopted for testing or for implementation at scale.

Purpose

The purpose of the FSPTWG is to guide the development and implementation of family safety and resilience data collection and analysis for use in planning and decision-making, in relation to existing and planned strategies for community-based disaster risk reduction and climate change adaptation.

This includes the adaptation, localization, and implementation of family safety planning initiatives for their context, with support from development and humanitarian partners where appropriate.

It includes ongoing review and guidance of all family, household and related community-based risk reduction and resilience initiatives in order to achieve coherence, reduce duplication of effort, and achieve results consistent with shared goals for the improvement of community-based risk reduction and resilience.

Scope of Work

Scope includes the following:

1. Oversight and coordination of related household and community safety initiatives

- Identify current and recent projects involving data collection and analysis for household and community improvement, including both non-technical and technical efforts related to: family, household and community risk reduction and resilience, including but not limited to climate change adaptation, disaster risk management, water and sanitation, child protection, and health and well-being
- Identify existing priorities, common agenda, shared interests and overlapping concerns in relation to existing policies, priorities, and data collection systems

- Identify opportunities for collaboration, synergy and integration to avoid potential duplication of efforts, and to achieve effective and efficient use of resources for greatest impacts.
- Identify relevant resources available (i.e. people, rooms, equipment, financial, etc.) to support the work of the TWG and the efforts over which it has oversight.
- Identify and document specific project-related deliverables and timelines, roles and responsibilities associated with any relevant projects.
- Planning of field deliverables, they include reviewing of questionnaires and uploading to digital app, field testing with communities and undertake actual household level data collection, sense making of data collected via the auto reporting through the digital app and ensure reports are fed back to community and household for sense making and simulation if required.

2. Integration with existing climate, and other risk and geoinformatics systems, data collection, analysis and risk reduction efforts

- Identify of existing hazard and risk data in the country and linking for use of these source base-maps with administrative boundaries and full set of place-names as needed (including location of health facilities, emergency shelters, and schools, where available).
- Provide guidance and decision-making on when and how to integrate with any related data sources and/or information management systems.
- Provide technical support to ensure inter-operable data sharing as needed.
- Make decisions regarding hosting.
- Provide oversight of data security measures.
- Provide oversight of data privacy measures.
- Provide oversight of human-subjects protections, where applicable.
- Provide oversight of decisions regarding equipment and devices, problem-solving on connectivity and communications challenges.

3. Surveys

- Guide scope and content of data collection questionnaire(s).
- Align terminology with national (or state/province) categories.
- Review and approve national (or local) language content of the data collection questionnaire(s).

4. Automated Reports

- Review and approve the content and format of automated individual family and aggregate family safety reports.
- Review and approve algorithms for ratings, rankings, and recommendations.
- Review and approve recommendations and associated algorithms
- identify and provide all existing guidance documents for delivery as part of recommendations.

5. Portal / Dashboard

- Review and approve portal and dashboard localizations.

6. User Implementation Guidance

- Review and approve user implementation guidance.
- Plan for training and capacity-building for users.

7. Planning & Decision-Making & Research Dissemination

- Participate in and support use of the data outputs for planning and decision-making.
- Participate in documenting, communicating, and socializing the outputs from this practice-based field research to various audiences.

Membership

NDMO will be the convenor of the TWG with support from Save the children. Membership of the technical working group shall include but not limited to the following –

NDMO

- Chief operation officer (National Emergency Operation Centre) – Provide strategic oversight and technical support on planning, reviewing of key documentation, questionnaires, and data collection inputs.
- Program lead – The program lead of NDMO shall be the chairman of the TWG supported by the ANCP project manager of Save the Children as co-chair
- Provincial liaison officer - Provide oversight and support on the data collection processes, liaising and advice on provincial level engagement and socialization of the automated reports at community and household level
- Information Management officer (GIS & Data Management) – The Information Management officer will be the responsible person to provide oversight on the technical aspect of data management, hosting of the digital information, management of equipment, providing technical training to data collectors on digital application and automating of the reports and provide analysis of the reports to TWG for review.

Climate Change Division

- Senior Climate Change officer (Research and Communication Unit) – The senior climate Change officer within the climate change division will support the TWG on climate change related advice and ensure that climate change issues and appropriate data are collected and in-cooperated into the planning processes

Save the Children

- Climate Change Manager

- ANCP Project Manager
- Safe School Coordinator
- AHP Disaster Ready Team Leader

Ministry of Education and Human Resource Development

- EiE/DRR and Resilience focal point – The officer will ensure to provide guidance on data related to children at house hold level are captured and generated reports can be used to support the work on education in emergency.

Meeting arrangements

- The TWG will convene in the last week of the month at the end of each quarter.
- At the initial establishment, frequent meeting will be hosted and as necessary, meeting will be called for at any given time
- Time and location will be agreed upon at the end of each meeting. This will also recorded in the minute. NDMO and Save the Children will in communication prior to each meeting to ensure ample notice to members to maximize participation.
- Online meetings, are recommended where technically feasible
- A preliminary TWG meeting agenda is shared with members in advance to allow for feedback and is adopted at the beginning of each meeting.
- Meeting procedures are established (if applicable) at the beginning by the TWG Chair or their designee.
- Meeting minutes are prepared by the TWG Secretary or their designee, and shared with the participants digitally shortly after the meeting.
- Communication between meetings is achieved in the manner established by the TWG at its initial meeting.

Reporting

- The FSP TWG reports to the convening authority in this case NDMO, which establishes the content, the frequency and the format of the report(s)with support from Save the Children focal person

Review

- This ToR will be reviewed annually, or as necessary when called for by the FSP TWG Chair.