

The logo for INEE (Inter-Agency Network for Education in Emergencies) is displayed in large, bold, white capital letters on a dark blue background.

Inter-Agency Network for Education in Emergencies
Réseau Inter-Agences pour l'Éducation en Situations d'Urgence
La Red Interagencial para la Educación en Situaciones de Emergencia
Rede Inter-Institucional para a Educação em Situação de Emergência
الشبكة المشتركة لوكالات التعليم في حالات الطوارئ

Call for Applications!! INEE Minimum Standards Working Group, July 2011

Sent to the Main INEE Listserv 22 July 2011

The [INEE Minimum Standards Handbook](#) is the network's foundational tool. The Standards provide concrete guidance based on education rights and good practices to improve access to safe, relevant and quality education. Developed through a broad consultative process, the INEE Minimum Standards are currently being used in over 80 countries around the world to improve programme and policy planning, assessment, design, implementation, monitoring and evaluation, as well as advocacy in order to reach the Education for All goals.

INEE established a [Working Group on Minimum Standards](#) to oversee the development of the Standards in 2003-2004. A second Working Group on Minimum Standards was constituted to oversee the promotion, training, analysis and implementation of the INEE Minimum Standards in 2005-2009. The third Working Group (2009-2011) led the update of the INEE Minimum Standards, the creation of the [INEE Toolkit](#), and supported the wider promotion and application of the Standards. Based on INEE members' feedback and recommendation by the INEE Steering Group, INEE will establish a new Working Group on Minimum Standards (2011-2013) with a renewed mandate and reconstituted membership.

The new Working Group on Minimum Standards (2011-2013) will work toward the following objectives (see complete [WG Terms of Reference here](#)):

1. Translation, dissemination and promotion of the INEE Minimum Standards

- To widely disseminate and promote the use of the INEE [Minimum Standards with key advocacy targets, including the IASC Education Cluster, donors, education and humanitarian workers, governments, teachers and other education personnel, and academics.](#)
- To encourage and provide guidance on the translation of the INEE Minimum Standards Handbook and related tools.

2. Application and capacity development on the INEE Minimum Standards

- To support the application of the INEE Minimum Standards through capacity-building, application visits, tool development, experience documentation and guidance on institutionalization of the INEE Minimum Standards.
- To conduct a major evaluation of the INEE Minimum Standards as a tool for coordination, program planning and response, advocacy, research, and institutional change.

INEE Minimum Standards activities will be tied to the operationalisation of the Sphere/INEE Companionship Agreement and to the work of the IASC Education Cluster at global and field

levels. The Working Group will work in a manner that allows for a dynamic, consultative and transparent process that builds upon ongoing research and INEE's other initiatives.

Working Group Membership Criteria and Application Process

Membership in the INEE Working Group on Minimum Standards is on an organizational basis. Any interested organization is invited to apply by August 8, 2011 to become a member of the Working Group and to nominate an individual as a representative for a period of two years (September 2011 - August 2013). An inter-agency Transition Team will assess the applications in August. The first meeting of the new Working Group is planned for September 26-28, 2011 (location TBD), and all Working Group members are expected to attend.

Organizational Member Criteria (Institution)

- The organization's interest in and commitment to supporting and contributing to the INEE Minimum Standards process;
- Involvement in INEE and past effort to develop and/or implement the INEE Minimum Standards and/or interest in supporting and contributing to the process in the future;
- Promotion of the INEE Minimum Standards within their organizations, as well as to partners and networks;
- Willingness to share expertise, technical materials and work in a collaborative manner on behalf of INEE;
- Background and experience relevant to the objectives of the Working Group: Institutional expertise in education in emergencies, post-crisis recovery, disaster risk reduction; Institutional expertise relevant to the particular tasks outlined in the Working Group ToR;
- Commitment of resources (funds to cover travel to WG meetings and staff time, approximately 3-5% of each month);
- Organizations should commit to the entire period of two years;
- Assist in Working Group fundraising efforts;
- Other voluntary contributions, such as support to training material development, hiring training facilitators and consultants; printing and distribution of materials; promotion and evaluation of INEE Minimum Standards, conference calls, and indication of annual financial and/or in-kind contributions.

Organizational Representative Criteria (Individual)

- Organizational seniority in order to ensure institutional buy-in, bring others on board, and influence decision-makers and donors;
- Professional education and/or protection background;
- Direct experience in education programmes in situations of emergencies, crisis and early recovery; Previous experience using the INEE Minimum Standards is highly desirable;
- Special skills, such as development of strategy and policy; planning and administration of programs; program implementation, assessment, monitoring and evaluation; group facilitation and training; effective writing and fundraising abilities; and education cluster/sector-related experience;
- Field-based, field-focused or policy-focused position;
- Access to efficient means of electronic communication, including e-mail and phone.

Organizational Representative Responsibilities (Individual)

- Promoting the INEE Minimum Standards internally within the organization, as well as externally with partners and networks; Providing internal technical support on the use of the INEE Minimum Standards for trainings, capacity-development, policy development, development of education programme proposals and strengthening ongoing education programmes;
- Participating in the activities of one of the sub-groups (Operations Sub-Group, Promotions & Analysis SubGroup, and Application Sub-Group), as outlined in the Working Group ToR;
- Conducting at least two training workshops and/or application visits on the INEE Minimum Standards; or contributing to the implementation of other Minimum Standards-related initiatives such as advocacy projects, application/use of the Standards, etc.;
- Assisting in fundraising efforts, as needed.

Time Commitment: Working Group members will be expected to attend two meetings each year (one approximately every six months). Each meeting will be two days in length and may include an optional third day for advocacy meetings, field visits, trainings or other activities to implement or promote the INEE Minimum Standards. More time will be required for conference calls, e-mail correspondence, and coordinating and carrying out promotion, training, application support, and monitoring and evaluation. Working Group members will need to make a commitment to keep in touch and respond to communications and meeting deadlines, even when traveling on other program business.

Working Group members will do their work alongside their regular jobs; estimation of this time commitment is approximately two to four days per month. This time commitment and work should ideally be written into the job description of the Working Group member.

How to apply? Please submit a letter signed by a senior organizational officer who is able to make an institutional commitment, preferably at the Director level or above, specifying their commitment to this two-year process. Please state the organization's ability to meet the criteria and responsibilities involved. In addition to the letter, please send the C.V. of the organization's proposed member for the Working Group.

Application deadline: August 8, 2011. Email: aya@ineesite.org and tzvetomira@ineesite.org. Late and incomplete applications will not be considered.

Thank you for your interest in the INEE Working Group on Minimum Standards.

Sincerely,
INEE Secretariat