

INEE

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

INEE Working Group on Minimum Standards (2011-2013) Terms of Reference

I. Introduction

The Inter-Agency Network for Education in Emergencies (INEE) is an open global network of over 5,000 practitioners, students, teachers, staff from UN agencies, non-governmental organizations, donors, governments and universities who work together within a humanitarian and development framework to ensure all persons the right to quality education and a safe learning environment in emergencies and post-crisis recovery.

The INEE [Minimum Standards for Education: Preparedness, Response, Recovery](#) is the network's foundational tool. The INEE Minimum 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, they are currently being used in over 80 countries around the world to improve program and policy planning, assessment, design, implementation, monitoring and evaluation as well as advocacy in order to reach the Education for All goals.

INEE first established a Working Group on Minimum Standards to oversee the development of the standards in 2003-2004. The Working Group was reconstituted to oversee the promotion, training, analysis and implementation of the INEE Minimum Standards in 2005- 2009. The Working Group was reconstituted with a renewed mandate membership in 2009-2011. To continue the promotion, application and evaluation of the INEE Minimum Standards, the Working Group will be reconstituted again by August 2011 and will have a lifespan of two years (Sept 2011- Aug 2013).

II. Objectives and Strategy

The following objectives have been identified based on INEE members' feedback and lessons learnt and recommendations from the INEE Working Group (2009-2011):

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

The INEE Working Group on Minimum Standards (2011-2013) will carry out these objectives in an integrated manner, ensuring linkages between INEE Minimum Standards promotion and application activities. The operationalization of the Sphere/INEE Companionship Agreement will contribute to meeting these objectives through the formalization of training linkages, development of guidance and tools, joint advocacy and promotion activities.

INEE Minimum Standards activities will also be tied to the work of the IASC Education Cluster at the global level (through capacity-building, knowledge management, advocacy, and field operations) and at the field level to facilitate the development of shared objectives between stakeholders, promote holistic thinking and response and frame and foster inter- and intra- agency policy dialogue, coordination, advocacy and action for the provision of quality education in emergency, chronic crisis and early recovery contexts.

In addition, the Working Group will work in a manner that allows for a dynamic, consultative and transparent process that builds upon on-going research and INEE initiatives, including the INEE Working Group on Education and Fragility, the INEE Task Teams and other INEE Initiatives such as on Teacher Compensation, Teaching and Learning, Safer School Construction, and the Strategic Research Agenda.

III. Membership Criteria

Membership in the INEE Working Group is on an organizational basis. Any interested organization is invited to apply to become a member of the Working Group and to nominate an individual to represent it on the Working Group for a period of 2 years (September 2011 – August 2013). An inter-agency Transition Team will assess the applications by August 2011 and recommend organizational members and their proposed representatives to the INEE Steering Group for approval. The first meeting of the new Working Group is planned for September 26-28, 2011 (location TBD).

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, 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 (Person)

- 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 (Person)

- 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 2 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.

IV. Working Group Structure

Pending approval at the first meeting of the INEE Working Group on Minimum Standards (2011-2013), the group will consist of a Working Group Chairperson and three SubGroups:

- Operations SubGroup
- Promotions and Analysis SubGroup
- Applications SubGroup

At the first meeting of the Working Group, changes may be made to the SubGroup structure based on the work plan developed. The Chair of the Working Group will be elected by the members of the group for a period of one year, after which the chair will rotate to another member through a transparent election process. Each SubGroup will have a Chair and a Vice Chair whose selection and rotation will follow the pattern of the Working Group Chair.

The Operations SubGroup provides direction and support to the INEE Coordinator for Minimum Standards, including monitoring the Working Group's plan of work, budget, structure, fundraising and external relations. The Operations SubGroup serves as a Standing Committee between meetings of the full Working Group, executing actions agreed in principle by the Working Group.

The Promotion & Analysis SubGroup oversees the promotion, implementation, and impact of the INEE Minimum Standards Handbook. The Promotion & Analysis SubGroup will ensure that the development of new resources and materials is consultative and rigorous and will provide direction to the INEE Minimum Standards Coordinator. The SubGroup also carries out activities to promote the use of the INEE Minimum Standards. The SubGroup will be responsible for the planning, design, and implementation of the INEE Minimum Standards Evaluation, as well as sharing evaluation results throughout the network and taking measures on the evaluation

recommendations.

The Applications SubGroup oversees and supports the application of the INEE Minimum Standards. This includes facilitating tools development, case-study development, application visits, training and capacity-building, INEE Minimum Standards trainings and TOTs, and institutionalization support.

V. Time Schedule and Key Milestones

The INEE Working Group has a limited life span of up to two years (September 2011- August 2013) for facilitating the promotion, implementation, training, monitoring and evaluation of the INEE Minimum Standards. Towards the end of its lifespan, the Working Group will review and decide on the extension or renewal of the Working Group. Recommendation for extension or renewal of the Working Group will be made to the INEE Steering Group.

Key Milestones to be drafted by the new Working Group (2011-2013) at their first meeting, October 2011. Milestones will be reviewed at each WG meeting.

Appendix I: Working Group Outputs and Outcomes

Outputs

- Translation of the 2010 edition on the INEE Minimum Standards Handbook in at least 5 languages;
- Translation and production of INEE Minimum Standards implementation tools such as the INEE Minimum Standards Reference Tool and the institutionalization checklists;
- Tools and briefs to support promotion and advocacy on the use of the INEE Minimum Standards;
- Tools, technical guidance and case-studies to support the application of the INEE Minimum Standards;
- Compilation of new selected practical tools and for inclusion in the INEE Minimum Standards Toolkit;
- Updated training materials on the INEE Minimum Standards and guidance on modular training approach;

Outcomes

- The INEE Minimum Standards are used as an advocacy tool for increased education assistance to emergency-affected communities and to promote education as a core element of humanitarian assistance.
- The INEE Minimum Standards are used as a programming tool for improving the quality of and access to existing and future education programs.
- The INEE Minimum Standards are used as a tool to enhance the predictability and accountability of and coordination among humanitarian actors.
- The INEE Minimum Standards help to strengthen technical and policy competence for quality, coordination and accountability of emergency education response within the IASC Education Cluster.
- The INEE and Sphere Minimum Standards are used as complementing and companion standards to support the inclusion of education as a humanitarian response as well as integrated and holistic humanitarian policies and programs.
- The INEE Minimum Standards training materials and other promotional materials and tools, accessible in both paper and electronic form, are used to train and build the capacity of humanitarian, education personnel and government authorities to plan and manage quality education preparedness, risk reduction and response.
- During promotion, training and implementation, communities' and agencies' commitment to the INEE Minimum Standards will develop through and build on a consensual process focused on discussion and debate, dissemination, implementation and evaluations. This consultative process will strengthen the education and humanitarian community.

Appendix II: INEE Coordinator for Minimum Standards

A full time Coordinator for Minimum Standards facilitates the Working Group process with the assistance of the Operations Group. The Coordinator is responsible for managing the global implementation of the INEE Minimum Standards, particularly the elements of promotion, training, application, institutionalization, monitoring and evaluation. The INEE Coordinators consults regularly with the WG Chair and the Chairs of the SubGroups.

The Coordinator is an ex-officio member of each of the SubGroups and is responsible for liaising between the SubGroups and reporting back to the INEE Working Group on Minimum Standards. The Coordinator, who is based at UNICEF in New York, is also a member of the INEE Secretariat and liaises with and is supervised by the INEE Director. The INEE Coordinator shares information and solicits guidance with the Minimum Standards Focal Points in the INEE Steering Group.

