INEE | Inter-Agency Network for Education in Emergencies
Réseau Inter-Agences pour l'Éducation en Situations d'Urgence
La Red Interagencial para Educación en Situaciones de Emergencia

# Call for Membership: INEE Working Group on Minimum Standards (2009-2011)

## *Deadline for Applications: 7 August 2009*

The INEE *Minimum Standards for Education in Emergencies, Chronic Crises and Early Reconstruction* are the INEE network's foundational tool. They 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 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. Based on INEE members' feedback and a recommendation by the INEE Working Group (2005-2009) at its final meeting, the INEE Steering Group endorsed the proposal to establish a new Working Group on Minimum Standards for 2009-2011 with a renewed mandate and reconstituted membership. For more information on the history of the INEE Working Group and/or the decision to establish a new Working Group see the *INEE Working Group on Minimum Standards Terms of Reference*.

The new Working Group on INEE Minimum Standards (2009-2011) will work toward the following objectives:

1. Update, translation, dissemination and promotion of the INEE Minimum Standards
   - Facilitate a broad, multi-tiered, consultative process for the update of the INEE Minimum Standards Handbook and to produce and launch the 2010 edition of the INEE Minimum Standards Handbook.
   - 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.
   - Encourage and provide guidance on the translation of the INEE Minimum Standards Handbook and related tools.

2. Application of the INEE Minimum Standards
   - 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.

The INEE Working Group on Minimum Standards (2009-2011) will carry out these objectives in an integrated manner, ensuring linkages between INEE Minimum Standards promotion, application and update activities. The operationalization of the Sphere/INEE Companionship will contribute to meeting these objectives through the formalization of training linkages, development of guidance and tools, joint advocacy and promotion activities, and linkages in the INEE MS update/Sphere revision processes. Moreover, 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.

**Working Group 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 (August 2009 – December 2011). INEE is calling for applications for membership from 13 July – 7 August 2009. An inter-agency Transition Team will assess the applications in August 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 the week of October 19 2009, likely in Geneva Switzerland (location TBC).

It is essential that the member organizations and their individual representatives are committed to participating for the entire lifespan of the Working Group. Membership will be diverse, as various skills, resources and strengths are needed to carry out the activities, produce the outputs, and meet the objectives. Furthermore, membership will reflect a variety of perspectives, i.e. NGO, government, donor, UN, multilateral, academic members – from HQ and field level. In addition to the competence and skills of the individuals, the members of the Working Group should be balanced with regard to gender and area of expertise.

**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)
- Organizations should commit to the entire period of three 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;
- Perspective of international and local NGO, Government, UN, Academic, etc;
- Regional Context, i.e. Africa, Asia, Latin America;

**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 and crisis;
- 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 process internally within the organization as well as externally with partners and networks
- Participating in the activities of one of the sub-groups (Operations Sub-Group, Update Sub-Group, Application Sub-Group), as outlined in the Working Group ToR;
- Participating in the INEE Minimum Standards Update process as a Focal Point and/or Peer Reviewer, and organize at least one consultative workshop to collect inputs
- Conducting at least two training workshops and/or application visits on the INEE Minimum Standards;
- Assisting in fundraising efforts;

**Time Commitment:** Working Group members will be expected to attend at least two meetings each year. This includes Working Group meetings twice a year (one approximately every six months). Each meeting will be at least 2 or 3 days in length. More time will be required for conference calls, e-mail correspondence, and coordinating and carrying out promotion, training, update, 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.

Organizational contributions (resources and other inputs, such as administrative support) will be promoted to donors as organizational buy-in and a match for their grants. For more information, please see the INEE Working Group on Minimum Standards Terms of Reference on the INEE web site: http://ineesite.org/////[ADD LINK HERE}

**Organizations interested in being members of the Working Group should submit a letter by e-mail to the INEE Minimum Standards Coordinator and intern (jennifer@ineesite.org and leah@ineesite.org), 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 and their 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: 7 August 2009. Email: jennifer@ineesite.org and leah@ineesite.org**