

APPROVED ToR

(Approved on 20/07/2011)

LOCAL CONSULTATIVE GROUP DISASTER & EMERGENCY RESPONSE (DER)

Terms of Reference

1. Background

Bangladesh is frequently faced with sudden natural disasters. NGOs, bilateral and multilateral donors, as well as civil society play an important role before, during and after such disasters by providing resources and technical assistance for various efforts in different aspects of disaster management, namely risk reduction, relief response, and recovery. These activities complement the efforts of GoB who bears the primary and central role in the response to natural disasters as accorded by the United Nations General Assembly.

In September 2000, in response to the flood situation in the southwest of Bangladesh, the United Nations Resident Coordinator, in his capacity as Chair of the United Nations Disaster Management Team, with the aim to better coordinate the various humanitarian efforts, formed an emergency working group, which was chaired by World Food Programme on his behalf. In addition to UN agencies, bilateral donors and NGOs joined in. The community of humanitarian organisations regarded that a permanent structure was needed to facilitate an institutionalisation of coordinated response planning and information sharing. And thus the Disaster and Emergency Response (DER) was instituted to become a working group of Local Consultative Group. Throughout the following years, the DER has played important roles in complementing GoB's efforts responding to sudden onset disasters as exemplified in the responses to Cyclones Sidr and Aila in 2007 and 2009 respectively.

Over the years, GoB confronted the natural disaster challenges by integrating disaster management into its development strategies and programmes. GoB shifts its paradigm from relief response to the broader scope of disaster management with greater emphasis on disaster risk reduction. It also further strengthens its disaster management regulatory framework, institutional arrangements, programmes and activities. At present, a National Plan for Disaster Management (NPDM) and accompanying Standing Order on Disaster (Rev.) were ratified in 2010, along with the Ministry's Allocation of Business to follow a full-fledged Disaster Management and Relief Division that was instituted as part of the Ministry of Food and Disaster Management. Accordingly, in 2007, the Chair of the DER shifted to the Secretary, Ministry of Food and Disaster Management (now the Ministry's Disaster Management and Relief Division).

In Mid 2010, the LCG took the Paris Declaration 2005 and Accra Agenda for Action 2008 to build an aid effectiveness framework in the form of a Joint Cooperation Strategy (JCS). The Strategy reforms the ways to deliver and to manage aid by institutionalising mechanisms by which GoB and development partners improve country ownership, inclusive partnership, and mutual accountability.

In this regard, it is crucial that the DER as an LCG's subsidiary body adjusts its scope of work from relief response to the broader remit of disaster management; and promote the GoB's ownership and leadership in this regard.

2. Objective

The main objective of the Disaster and Emergency Response (DER) is to be a common platform for disaster management to promote ownership and leadership of GoB and its inclusive partnership with development partners including civil society. The DER seeks to ensure aid

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effectiveness through the operational arrangements of mutual accountability in making concrete and measureable progress in the field of disaster management.

The specific objectives of the DER are to:

- a) Conduct a periodical collective dialogue on disaster management policy and programme in the context of the country's overall sustainable development strategy and programmes
- b) Develop Joint Cooperation Strategy Action Plan on Disaster Management emphasising risk reduction, preparedness, recovery and response needs of those vulnerable to or those living with disaster risks
- c) Put in place operational arrangements for mutual accountability in risk reduction, preparedness, emergency response, and recovery activities with GoB, Development Partners (DPs) and civil society organisations
- d) Establish coordination joint mechanisms to plan, implement, monitor, and evaluate disaster management including but not limited to
 - i. sustained engagement in disaster risk reduction and preparedness
 - ii. coordinated preparedness and rapid response
 - iii. sustained recovery

3. Modalities

The DER maintains its focus on strengthening disaster response preparedness, emergency relief, and early recovery while maintaining its engagement in the broader scope of disaster management such as disaster risk reduction and longer term recovery through greater interface with the mainstream development strategy and programmes. The latter will be undertaken if and when they are not being undertaken by other Working Groups as confirmed by the LCG Secretariat.

4. Scope of Work

The specific scope of work for the DER includes, among others, to:

- a) Conduct periodical both technical and high level policy consultation on disaster management based on the National Plan on Disaster Management 2010 – 2015 and the Standing Order on Disaster (Rev.) 2010.
- b) Map out and update as necessary the inventory of disaster management activities of GoB, UN agencies, donor agencies and civil society organizations
- c) Review on periodical basis the Hyogo Framework for Action as an avenue for the alignment of activities (joint work/programme, analyses to enhance aid effectiveness, avoid duplication, encourage complementarity, and provide feedback to GoB, concerned agencies and the LCG main body).
- d) Consider the Cluster Approach as a standing coordination mechanism for preparedness, emergency response, and early recovery.
- e) Conduct periodical review with LCG's other working groups (urban, local government, etc.) to ensure the Integration of key cross-cutting issues (DRR, environmental sustainability, gender-diversity-inclusiveness, etc.) and the disaster management interface with and those other LCG working groups.
- f) Produce regular feedback to the LCG Plenary and bi-annually on progress and constraints in the achievement of 'development results framework' in the field of disaster management.

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- g) Support the disaster management knowledge management including information, communication and dissemination of good practices among and with all stakeholders.
- h) Facilitate joint disaster management – related activities involving DMSG's stakeholders including but not limited to capacity building, field monitoring missions, joint needs assessment.

5. Institutional Arrangements

Chairmanship

The DER will be chaired by two co-chairs, one representing the Disaster Management and Relief Division, MoFDM and the other representing the Development Partners. The latter will act as an impartial and honest broker and will be appointed by the general consensus of the members of the DER for two years.

Either of the co-chairs may call for ad-hoc stakeholder or thematic meetings as required and meetings can also be held separately. The DER's ToR will be reviewed and revised as appropriate and at least every second year.

Generally, the GoB co-chair will chair the meetings and the Development Partner Co-Chair in his/her absence, keep one another informed, and ensure that all basic administrative tasks are done including preparing meetings such as drafting the agendas and writing minutes, publishing material on the LCG website.

The chair will jointly or individually represent the DER in the LCG plenary. The feedback to the LCG plenary and the bi-annual update will be jointly prepared by the Development Partner co-chair.

The co-chair will make a clear distinction between their role as representatives of their own agencies and their role as officers of the DER. Actions in the name of the DER and the usage of its logo need prior mandate from the DER.

Secretariat

The GoB co-chair will assume the Secretariat role of the DER, and will carry out the administrative tasks in close consultation with the Development Partner co-chair. Co-chairs may request assistance from other members for specific tasks.

Information Management

The co-chair will develop service level agreements with all disaster information hubs including DMIC, Emergency Operation Centres (EOCs) in MoFDM, VAM/WFP, field focal points, and similar others.

6. Membership and Attendance

The Government, UN agencies and donor agencies in the humanitarian / disaster management community may be members. International and national NGOs are to be represented by two NGOs selected and serving as, the conveners of, those constituents. DER membership from the NGO community, OXFAM will represent international NGOs while BDPC will do so for national NGOs.

Members that are not able to attend any or all of the meetings of the DER will be kept informed of the proceedings of meetings; and their inputs and suggestions will be solicited as feasible. In addition to these regular members, resource persons will be invited from relevant organization/agencies involved with disaster preparedness, response and early warning activities as appropriate.

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A list of members, including postal and e-mail addresses and telephone numbers, will be maintained by the co-chair and available on the DER website. Each organisation represented in the meeting holds one vote. When a representative of one organization leaves Bangladesh, s/he should inform the co-chairs of the name of her/his replacement.

It is strongly encouraged that development partner, UN agencies and NGO representatives limit their representative to one person, and that person maintains regular attendance to ensure continuity, where possible.

7. Meetings

The meetings of the DER will be structured but conducted in an informal manner. Guest speakers may be invited for specific agenda items.

Notification of meetings and a draft agenda will be sent with adequate time (at least seven days in normal time, one day notice in emergency time) advance of the scheduled meeting by the co-chairs. Upon the request of three or more members, either co-chair, in coordination with the other, may call an extraordinary meeting to discuss any specific issue.

The draft minutes of each DER meeting with principal focus on decisions and actions will be circulated to all members, regardless of attendance, as well as the main LCG. All members that attended the meeting can comment on the draft or suggest changes. If the co-chairs do not receive any objections within five days after sending the draft, the minutes are considered as approved. Minutes of meetings will be published on the DER website together with all other relevant records of the meeting.

7. Functioning of DER

The DER will prepare and monitor a 'development results framework' and an annual action plan with clear responsibilities, calendar and outputs. The DER will meet quarterly in normal time. In warning, disaster and emergency response periods, DER members will decide the frequency of meetings as necessary. During recovery phase, DER will meet once a month.

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