**Terms of Reference:**

consulting [country] refugees and host communities in [country] on the joint WFP/UNHCR targeting exercise

1. Background

[Country] hosts approximately **X [country] refugees** who are registered by UNHCR in the **[departments/regions]**. About **X% of [country] refugees reside in the X camps** [camp names] and **X% live spread over X cities and villages** among host communities in line with the out of camp approach.

WFP and UNHCR have both been experiencing **challenges in mobilising sufficient funding** in recent years to ensure refugee needs are met as donors prioritise emergent and ongoing crises over protracted situations. Given these funding constraints, the two agencies have committed to **targeting beneficiaries based on needs rather than refugee status** alone, while at the same time supporting refugees’ economic inclusion and transition to self-reliance. [Therefore, **since [year]**, the [country] refugees are targeted based on eligibility criteria that were developed jointly by WFP and UNHCR.]

The WFP and UNHCR [country] Country Offices (COs) have now requested **support from the Joint UNHCR/WFP Programme Excellence and Targeting Hub** to [develop a joint targeting strategy/revise the current joint targeting strategy] for [country] refugees receiving [cash and in-kind food] assistance provided by [agency/agencies]. As a result of this support, [draft/updated] eligibility criteria have been developed through statistical analysis of existing data from needs assessments and proGres, and consultations with CO staff including protection experts to ensure that a protection buffer is included. The next step is to consult [country] refugees and host communities on the upcoming targeting exercise.

2. Objectives

The **overall objective** is to **consult [country] refugees** in the [departments/regions] of [country] on the **[draft/updated] eligibility criteria** for [cash and in-kind food] assistance derived from statistical analysis and consultations with CO staff to ensure the **criteria reflect vulnerability as defined by refugee communities**. Based on the results of the community consultations, the eligibility criteria will be further adapted and improved. This will also help ensure refugee buy-in in the process and aims to reduce the number of complaints about exclusion and inclusion errors WFP and UNHCR will receive once the [new/updated] targeting approach is implemented.

More specifically, the community consultations aim to:

* Collect feedback from refugees on the [draft/updated] eligibility criteria to ensure that the **most vulnerable groups** are included.
* Identify any new **challenges the refugees are facing due to the ongoing Covid-19 pandemic** that should be taken into account when finalising the eligibility criteria.
* Identify possible **protection risks of the targeting exercise and mitigation strategies** together with refugees and host communities.

Besides questions around the eligibility criteria and protection risks, the consultations will also include **livelihoods and self-reliance** related questions to better understand refugees’ capacities and support needs in terms of becoming independent of humanitarian assistance. This information will feed into the design of programmatic interventions to advance the self-reliance of refugee households.

Beyond refugees themselves, host communities and local authorities will also be included in the consultation process. While **host communities** will be consulted on the possible risks of the targeting exercise, **local authorities** will be involved to ensure their buy-in and so they are aware of any possible implications of the exercise for refugees and host communities.

3. Methodology

3.1 Qualitative exercise

The consultations are a qualitative exercise and will include **focus group discussions (FGD)** and **key informant interviews (KII)** with refugee community members as well as FGDs with host community members. There will be separate FGDs for women and men, and there will be a special focus on including the most vulnerable such as older people and people with disabilities in the discussions. The size of FGDs will be decided with current Covid-19-related regulations in mind.

3.2 Consultation participants

The following **refugee community members** will be consulted *[to be adapted to the context]*:

* Central refugee committees and block representatives
* Women’s groups
* Organisations for people with disabilities
* Youth groups
* Monitoring committees
* Teachers
* Health workers
* Community security members
* Religious leaders
* Other refugees who are not members of any committee, including women, youth, older people, people with disabilities, people with serious medical conditions, etc.

It will be important to ensure that participation in the consultations is **not only limited to refugee leaders** but that other refugee voices are heard as well.

For the FGDs with **host communities**, key opinion leaders will be selected as participants.

3.3 Number of consultations and selected sites

A **minimum of X consultations (X key informant interviews and X focus group discussions)** will be carried out to make sure refugees’ and host communities’ feedback is collected across the [departments/regions] in a sufficient number of **[camp and out-of-camp locations]**, and especially taking into account the **most sensitive locations** in terms of security such as [location names].

The specific [camp and out-of-camp] sites where consultations will be carried out were selected by the **Field Offices (FOs)** based on their knowledge of the local refugee population and host community. The sites chosen for the consultations are:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | **Camp / village / city** | **Refugees / host community** | **No. of key informant interviews** | **No. of focus group discussions** | **Total no. of consultations** |
| **[Department]** | **[Camp / village / city]** | Refugees |  |  |  |
| Host community |  |  |
| **[Department]** | **[Camp / village / city]** | Refugees |  |  |  |
| Host community |  |  |
| **[Department]** | **[Camp / village / city]** | Refugees |  |  |  |
| Host community |  |  |
| **[Department]** | **[Camp / village / city]** | Refugees |  |  |  |
| Host community |  |  |
| **[Department]** | **[Camp / village / city]** | Refugees |  |  |  |
| Host community |  |  |
| **[Department]** | **[Camp / village / city]** | Refugees |  |  |  |
| Host community |  |  |

The collected feedback will be recorded in the FGD and KII guides as indicated in those documents.

3.4 Training of consultation facilitators

The Joint Hub will conduct a 1-day training for the team of facilitators, note-takers and observers on the targeting approach, [draft/updated] eligibility criteria, data collection tools and note-taking.

3.5 Data collection and analysis

The data collection tools will be administered [using laptops/tablets or on paper]. For the sake of clarity, the [draft/updated] eligibility criteria will be presented on flipcharts and read out to the communities. Additionally, visual materials will be used to better explain the criteria to the consultation participants.

Teams consisting of 1 facilitator, 1 note-taker and 1 observer (e.g. 1 WFP, 1 UNHCR and 1 partner staff) will facilitate the focus group discussions. Teams consisting of 1 facilitator and 1 note-taker (e.g. 1 WFP and 1 UNHCR staff) will be in charge of conducting the key informant interviews. The note-takers will record the main outcomes of each discussion directly into the FGD and KII consultation guides (see empty space below each question).

Upon submission of clean community consultation reports (in Word) by the field teams, the Joint Hub will analyse the community feedback in order to finalise the eligibility criteria and report on the identified protection risks.

4. Roles and responsibilities

The below table details they main responsibilities of the stakeholders involved in the community consultations:

|  |  |
| --- | --- |
| **Stakeholder** | **Responsibilities** |
| **WFP and UNHCR Country and Field Offices** | * Lead the community consultation process at field level.
* Provide inputs into the Terms of Reference of the community consultations including on the target groups, consultation sites, timeline and budget.
* Contribute to the development of the community consultation tools.
* Lead the development of visual materials to present the [draft/updated] eligibility criteria to consultation participants.
* Conduct consultations with refugees and host community members and collect feedback data.
* Produce clean consultation reports for each FGD and KII.
* Coordinate with and involve cooperating/implementing partners as well as national and local authorities as relevant.
 |
| **Joint UNHCR/WFP Programme and Targeting Hub** | * Coordinate the planning of the community consultation process.
* Lead the development of the Terms of Reference of the community consultations.
* Lead the development of the community consultation tools.
* Develop training materials and train consultation facilitators on the consultation tools.
* Support the Field Offices during the community consultations as relevant.
* Analyse the collected community feedback.
* Develop a summary community consultation presentation and report.
* Incorporate the community consultation findings into the targeting strategy in close collaboration with Country Offices.
* Follow up on consultation findings related to the joint workstreams on AAP as well as livelihoods and self-reliance in close collaboration with Country Offices.
 |

5. Action plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Output** | **Deadline** | **Responsible** |
| Development of FGD and KII guides | Draft FGD and KII guides |  | Joint Hub |
| Inputs by COs and FOs on draft FGD and KII guides | Feedback on draft FGD and KII guides |  | Country Offices and Field Offices  |
| Finalisation of FGD and KII guides | Final FGD and KII guides |  | Joint Hub |
| Development of visual materials (to present [draft/updated] eligibility criteria to participants) | Visual materials developed |  | Country Offices and Field Offices |
| Training of facilitators | Facilitators trained |  | Joint Hub |
| Community consultations | Collected feedback |  | Field Offices |
| Analysis of collected feedback | Presentation on community consultation findings |  | Joint Hub |
| Review of draft findings |  | Joint Hub in collaboration with COs and FOs |
| Review of final findings and agreement on implications for eligibility criteria | Community consultation report |  | Joint Hub in collaboration with COs and FOs |

6. Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost element description** | **Number of staff** | **Cost per day (estimation)** | **Nr of days** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Cost element description** | **Quantity** | **Unit price (estimation)** | **Nr of days** |  **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Miscellaneous (5%) |  |  |
| **TOTAL** |   |  |
|   |   |   |   |  |