



## **MENA CVA & Social Protection Community of Practice (CoP) Terms of Reference (ToR)**

### **Introduction & Background**

While CVA programming is undertaken at significant scale across the MENA region there is currently no open forum for issues, lessons learnt and best practices to be raised, shared, and discussed. This lack of a common regional space for discussion has been identified by multiple CVA stakeholders as a missed opportunity, as there is a common recognition that countries across the region are confronting similar CVA issues such as humanitarian CVA linkages to Social Protection (SP) systems also referred as part of the durable solutions, Nexus approach, and graduation models.

CALP Network in MENA, following a consultative process, established 4 CVA communities of practice with thematic focus and one being the CVA & Social Protection Community Of Practice in December 2021. This regional space brings together donors, UN agencies, INGOs, local actors, and other stakeholders to collaborate and join efforts to drive the SP conversation and efforts via CVA programming in MENA

### **CVA & Social Protection CoP – Aim & Objectives**

The SP CoP currently hosts a very new space with high potential in the coming years to actively contribute to the dialogue strategically and operationally. *The aim for 2024 revolves around establishing strong foundations for the following CoP to enable meaningful regional and country-level engagement, while also contributing to cross-regional and global efforts.*

The Social Protection Community of Practice (SP-CoP) is a network of individuals and organizations interested in sharing knowledge and experience related to social protection programs. SP-CoP aims to create a space for discussion and learning around social protection policies and programs, focusing on low- and middle-income countries.

Accordingly, the objectives are as follows:

- Understand what exists within the SP narrative and work in MENA on a country level
- Engage with key SP actors and stakeholders to better understand challenges, barriers, and opportunities
- Make resources relevant to the regional and country dialogues available in Arabic to support country-level engagements with respective stakeholders
- Contribute to knowledge production and research initiatives

- Facilitate regional learning and information sharing to raise awareness and stimulate conversations
- Facilitating knowledge sharing and learning between members
- Fostering collaboration and networking to promote building partnerships and coordinated approaches to social protection.
- Promoting evidence-based policies and programs.
- Advocating for social protection for increased investment in social protection by governments and development partners.
- Supporting capacity building: SP-CoP provides opportunities for members to build their capacity in social protection by participating in training, workshops, and other learning events

### Ways of Working

- **Structure:** 1 chair and 1 co-chair; preferably and at least one of the positions is held by a local actor. The chair and co-chair responsibilities towards the CoP and participants are listed below.
  - o Decision-making on chair and co-chair – the voting process by group following self-nomination of interested participants. Encouragement of local actors to self-nominate and lead. In the event that either chair or co-chair roles are not filled, CALP Network will temporarily support until the role has been filled.
  - o Members of the CoP - The CoP is composed by voluntary practitioners working in any of the MENA countries, interested and/or with experience in the particular topic of CVA and Social Protection. The initial group has been formed with specific members and it is opened to new members to join
  - o Task teams focusing on specific tasks may be established under the CoP as needed. This is comprised of a smaller number of participants from the CoP that focus on the specific task and hold meetings independent from the primary CoP meetings.
- **Number of meetings per year:** 12 – monthly

### Responsibilities of SP Community of Practice Participants

- Participants to proactively engage with other organizations, where relevant and feasible, to better understand SP experiences, programmes, and status.
- Promote and bring other local organizations to join the SP CoP, contributing the resources developed, best practices, and knowledge and information sharing.
- Share learning and key developments from their contexts with the group
- Support and contribute to the CoP workplan and developments proactively and regularly

### Responsibilities of Chair and Co-Chair

- The Chair and Co-Chair are responsible for convening the meeting and validating the agenda and meeting minutes
- Arrange the meeting, draft the agenda, provide support, and coordinate for the presentation by the participants.
- Share materials and support exchanging experience, sharing knowledge, and improving the humanitarian response through SP linkages efforts, pilots, etc...
- Coordinate with CALP Network and other Community of Practice Technical leads and Chairs/co-chairs to improve integration.
- Rotate the chairing and the co-chairing leadership between the Community of Practice local or national NGO participants to take the Community of Practice responsibilities.
- Lead on developing the workplan and following up on its progress – adapting and evaluating progress with the group as needed
- Set-up taskforces as needed based on the workplan and objectives on hand.

#### **Responsibilities of CaLP Network Technical Support**

- Technical review and provide technical advice regarding the tools and data collection as needed.
- Provide support to create meeting rooms/platforms on TEAMS and manage the SharePoint.
- Support in the meeting notetaking, keeping and saving the COP documents to the SharePoint such as meeting minutes, presentations, materials, guidance, etc.
- Support the Chair & Co-Chair on the quality of the contents developed and review materials to ensure quality products.
- To support the Community of Practice with the preparations for the Webinars, Research and other studies at fieldwork, including data collection and presentation.