

Myanmar Humanitarian Fund

Annex 1: Advisory Board - Terms of Reference



Background and Purpose

The Advisory Board (AB) is an in-country governance body that supports the Humanitarian Coordinator (HC) in developing an overall strategy and overseeing the performance of the Myanmar Humanitarian Fund (MHF). The AB is consulted on key aspects of the management and strategic direction of the MHF, including allocation strategies, resource mobilization and any other major decision taken by the HC related to the Fund. The AB supports the HC on strategic and policy issues and ensures the views of donors, UN agencies and the NGO community are represented. The AB also provides a forum for representatives and the HC to discuss funding priorities in line with the Humanitarian Response Plan (HRP) and the evolving humanitarian context.

Main Functions and Focus

The MHF AB plays a consultative role and has responsibilities in four key areas:

- i. *Strategic focus:*
 - The AB should support the HC in ensuring that the main objectives of the Fund are met.
 - The AB should review and advise the HC on strategic elements of the Fund such as the allocation strategies, the operational manual¹ and project selection. The scope and objectives of the MHF, outlined in the operational manual, will be reviewed at least once a year. The AB shall be consulted in the development of allocation strategy papers and shall serve as a forum to share information on funding coverage to strengthen donor coordination. Within the preparation of the allocation processes, the AB will advise on indicative funding envelopes to address acute unmet needs; fill highest priority gaps in protracted crisis response in line with the HRP and looking at preventing an increase of needs and reducing vulnerability.
 - The AB shall advise the HC in setting funding targets and support resource mobilization efforts. The AB shall support the advocacy and resource mobilization role of the HC through effective communication with the public and relevant constituencies, conducive to a broader understanding of the country-based pooled fund (CBPF) mandate and achievements. The AB also reviews direct costs of the Fund² prior to HC approval.
- ii. *Risk management:*
 - The AB supports the HC and the OCHA Country Office in undertaking periodic risk analyses and reviewing a risk management plan of the Fund in accordance with the Risk Management Framework contained in the MHF Operational Manual.
- iii. *Transparency of overall process:*
 - The AB should monitor Fund processes with the objective of ensuring that all stakeholders are treated fairly and that the management of the Fund abides by established policies.
- iv. *Review of operational activities:*
 - The AB monitors the operational performance of the Fund providing advice to the HC.

Membership

The composition of the AB is determined by the HC in consultation with the HCT, contributing donors and NGOs. The AB should include an equal number of stakeholder representatives (donors, UN agencies, NGOs and OCHA). Adding AB members with observer status, including non-contributing donors, is encouraged to improve transparency of the AB decision-making process and overall coordination of humanitarian response

¹ The scope and objectives of the MHF, outlined in the operational manual, will be reviewed at least once a year.

² E.g.: annual budget of the Humanitarian Financing Unit (HFU); monitoring costs; capacity assessments (where relevant); etc.

and aid flows. AB membership should be limited to 12 representatives (excluding the HC, OCHA and observers) to ensure efficient decision-making.

The AB is chaired and convened by the HC. The OCHA Head of Office (HoO) is part of the AB and represents OCHA. The OCHA Humanitarian Financing Unit (HFU) will ensure the AB secretariat.

As mentioned above, the rest of the membership is limited to a maximum of 12 members³, equally representing the contributing donors to the MHF, the UN System and the NGOs community (national and international), is as follows:

- **Donors:** A maximum of four (4) donors contributing to the MHF.
- **UN Agencies:** A maximum of four (4) UN agencies with humanitarian mandate.
- **NGOs:** A maximum of four (4) NGO distributed as follows: two (2) national NGOs as nominated by Local Resource Centre (LRC) / Myanmar NGO Network (MNN)⁴, and the Joint Strategic Team (JST); and two (2) international NGOs, as nominated by the INGO Forum.

A maximum of two (2) observers, including non-contributing donors and the Red Cross/Red Crescent Movement, could be proposed by the AB members.

Membership of the Board is for a one-year period. The membership of the Board will be revised after this period or at any time as requested by members.⁵ The HC and the OCHA HoO are the only permanent members. AB members must be at the senior leadership level (head of agency, etc.). Alternate representatives can be also identified for each member.

To ensure continuity, the replacement of AB members is staggered. Board members serve as technical or strategic experts from their constituencies or stakeholder groups and do not represent the interests of their organizations or broader constituencies. Board members make a commitment to attend all meetings and to be fully engaged in all tasks required by the AB.

If the full membership of the AB is not present during a meeting of the AB, a quorum shall be considered reached with seven members in attendance, including at a minimum, the HC or OCHA, and at least one donor, one UN agency, one national NGO and one international NGO.

Frequency of Meetings

The AB should meet at least twice a year, and preferably four times a year. These meetings cover a range of the above tasks, including but not limited to endorsing budgets for the HFU, reviewing the Operational Manual, sitting to review allocation decisions, or to discuss changes to the humanitarian context. A higher frequency and/or ad hoc meetings may be requested, as deemed necessary, by the HC, to review the strategic direction of the Fund, to support or review complex allocation decisions, or to meet as the Advisory Board with visiting officials and missions and to evaluate the Fund's effectiveness.

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³ A limited number of members is established by category, according to the revised Global CBPF guidelines, to ensure equal representation all other members' group.

⁴ By the end of 2018, one of the two memberships for national NGOs will be reserved for the Myanmar Civil Society Partnership for Aid Effectiveness Development (MCPAD). This coordination body is representative of CSOs/national NGOs and is recognized by the Government of Myanmar and is a member of the Development Assistance Policy Working Group at the national level.

⁵ For example, after the incorporation of a new contributing donor to the MHF.