

# Yemen Inclusion Task Force (ITF)

## DRAFT - Terms of Reference<sup>1</sup>

25 April 2021

### Background

An Inclusion Task Force was established in Yemen by the Protection Cluster and Handicap International (HI)<sup>2</sup> in March 2019, at the request of the UN Humanitarian Coordinator. From the outset, its membership included several other Clusters in addition to the Protection Cluster. In 2021, in recognition of the ITF's inter-cluster membership and as inclusion remains a cross-cluster concern, the ITF formally was linked to the Inter-Cluster Coordination Mechanism (ICCM).

### Purpose of the ITF

The aim of the Inclusion Task Force is to support the humanitarian community in Yemen, in particular, the ICCM and individual clusters, to ensure an inclusive humanitarian response. Inclusive humanitarian action means *"to respond to vulnerability in all its forms and reach all marginalized people (including children, youth, older people, people with disabilities, ethnic groups and others who are marginalized due to their social status)."*<sup>3</sup> Inclusive humanitarian action is critical to fulfilment of the core humanitarian principles of humanity and impartiality and of the 2030 Agenda for Sustainable Development commitment to *"leave no one behind"*.

### Specific Objectives

The specific objectives of the Inclusion Task Force are:

- a. **Data collection and analysis:** To promote and support the collection, dissemination and utilization of data that is disaggregated (by sex, age including older persons, disability, and any other factor impeding equitable access to humanitarian assistance) and analyses on inclusion-related issues in Yemen;
- b. **Technical guidance:** To disseminate and promote awareness of global technical guidance on inclusion issues and, as needed, to develop and disseminate Yemen-specific guidance;
- c. **Technical support and advice:** To provide, via members with specialized expertise, technical support and advice on inclusion issues to needs assessments, response planning, program design, implementation, and monitoring, both to individual organizations or clusters seeking such support and to collective efforts e.g. HNO, HRP, ICCM etc.;
- d. **Capacity-strengthening:** To strengthen the capacity of humanitarian actors in Yemen on inclusion-related issues through specialized trainings and other learning initiatives, coordinating such efforts among ITF members;
- e. **Awareness-raising & advocacy:** To promote increased awareness and understanding of inclusion issues, and of the importance of collecting disaggregated data (age, gender, disability, and any other factors impeding equitable access) and of an inclusive approach to the design, implementation, monitoring and funding of the humanitarian response.

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<sup>1</sup> These Terms of Reference replace those adopted by ITF in 2019. They will be reviewed annually, contingent on continuation of the Task Force, as per ITF's recommendation and in consultation with the ICCM.

<sup>2</sup> Implementing activities under the operating name of Humanity & Inclusion.

<sup>3</sup> *Inclusion Charter* (2016). Building on core commitments of the World Humanitarian Summit of 2016, the Charter is available in English and Arabic at: [www.inclusioncharter.org](http://www.inclusioncharter.org) It reinforces and complements other inclusion initiatives such as *the Charter on Inclusion of Persons with Disability in Humanitarian Action*.

## Membership

The Inclusion Task Force is an open forum of humanitarian actors who are committed to contribute to collective efforts to promote an inclusive humanitarian response in Yemen.

Members include: focal point(s) from all interested Clusters; representatives of organizations (UN, INGO, local NGO) with recognized expertise and operational capacity in inclusion-related issues, e.g. disability, age, gender, minorities; representatives of other related ICCM working groups, including the Community Engagement Working Group (CEWG), Gender Network, GBV Focal Point Network, Access; and representative(s) of the ICCM Secretariat (OCHA).

Members are expected to: participate regularly in ITF meetings; share information with ITF of inclusion-related data, analysis and activities (e.g. trainings) of their organization or cluster; share with the organization or cluster they represent in the ITF the information disseminated among ITF members; provide requested inputs to ITF documents in liaison, as appropriate, with the organization or cluster they represent; and promote and support attention to inclusion issues within the organization and/or cluster they represent.

The addition of new members is based on nomination by an ITF member in good standing, for majority decision by the ITF. Membership of the ITF will be reviewed on an annual basis, under the leadership of the Co-chairs, with any proposed revisions for decision by the ITF.

## Working Modalities

- Co-Chairs: In 2021, the ITF is co-chaired by HI and ProCap.<sup>4</sup> The Co-Chairs will be renewed annually by ITF decision, subject to ITF's continuation.
- Secretariat: The Co-Chairs jointly serve as ITF Secretariat. Responsibilities include: maintaining an updated list of ITF members; convening ITF meetings on a regular basis; preparing the meeting agenda, in consultation with members, and all related documents; drafting and circulating minutes of ITF meetings; maintaining a repository of ITF documents<sup>5</sup>; and developing a workplan.
- Meeting frequency: The ITF meets monthly. Additional, ad hoc meetings can be scheduled, as needed, at the discretion of the Co-Chairs, upon agreement by ITF members to a proposal by an ITF member, or as requested by the ICCM.
- Decisions: Decisions are made by consensus or, absent this, by a majority of ITF members.

## ICCM Link and Reporting Line

As of 2021, in recognition of its inter-cluster membership and that inclusion is a cross-cutting concern of all clusters, the ITF became part of the ICCM. The ITF reports to the ICCM annually and, as requested, on an ad hoc basis. At least one of the ITF Co-Chairs regularly participates in the ICCM (as an observer if the Co-Chair is not a Cluster Coordinator or other ICCM member) and ensures efficient information-sharing and coordination between the ITF and the ICCM.

## Mandate of the Task Force

As a Task Force, the ITF's renewal will be reviewed annually, based on ITF's recommendation and endorsement of the ICCM.

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<sup>4</sup> At the request of the Protection Cluster and HC, the IASC Protection Capacity (ProCap) Senior Protection Adviser currently serves as co-chair, given staffing gaps in the Cluster. Once this ProCap surge support ends, the Co-Chair position will revert to the Cluster Co-Coordinator or Deputy Coordinator (both currently vacant) or other ITF member to be proposed, for consideration and endorsement by the ITF membership.

<sup>5</sup> The Protection Cluster website will serve as a repository of inclusion-related public documents.