



Safe Access to Fuel and Energy (SAFE) in Humanitarian Settings Global Interagency Working Group

Terms of Reference

Background

Safe and reliable access to energy for cooking, lighting, heating, and powering is a basic need for everyone. A disproportionate number of refugees, internally displaced people (IDPs), and other crisis-affected populations struggle on a daily basis to safely procure enough fuel and access enough energy to perform basic tasks like cooking a meal or studying at night. The SAFE Working Group promotes safe and sustainable energy-related activities, interventions, and services for the world's most vulnerable people, in some of the world's most fragile environments.

The SAFE Working Group is a consortium of key partners working to meet the energy needs of crisis-affected populations around the world. It is premised on the understanding that stakeholders at all levels must take action for energy implementation to achieve large-scale impact and long-lasting sustainable outcomes. Hence, the SAFE Working Group supports not only a holistic approach to programming, but also fosters interagency collaboration including joint assessments, evaluations, strategic planning, program design, and project implementation.

Vision

The SAFE Working Group envisions a world in which all crisis-affected populations are able to satisfy their fuel and energy needs for cooking, heating, lighting, and powering in a safe and sustainable manner, without fear or risk to their health, well-being, and personal security.

Mission

The mission of the SAFE Working Group is to facilitate a more coordinated, predictable, timely, and effective response to the fuel and energy needs of crisis-affected populations.

Membership

Membership in the SAFE Working Group is open to all relevant stakeholders contributing to safe access to fuel and energy for crisis-affected populations. Member organization representatives are typically from (but not limited to) the organization's headquarter offices.

The membership is divided into three tiers with different levels of engagement.

Tier 1: Steering Committee, Tier 2: Associate Members, Tier 3: Network Members

Steering Committee Members

Steering Committee members play a leadership role in guiding the work of the SAFE Working Group through the following core functions:

- Setting strategic objectives and priority activities
- Voting on decisions related to the strategic workplan, leadership, and membership
- Leading sub-working groups as needed
- Developing and updating the terms of reference for the Working Group

Principles of engagement for Steering Committee member organizations:

- Expanding and strengthening energy access for displaced and crisis-affected people through research, advocacy, and/or direct implementation.
- Advancing the evidence base for energy access in crisis and/or transition settings.
- Working collaboratively with other Working Group members.
- Fundraising on behalf of the Working Group and/or act as an internal advocate within the member's respective organization.
- Playing an active, collaborative role on at least one key Working Group deliverable as set out by the strategic workplan.

Time commitment requirements for Steering Committee member organizations:

- Participating in monthly teleconferences and at least one annual in-person meeting.
 - Ensuring representation from at least one staff person from the member organization on 75% of monthly conference calls.
 - Ensuring representation from at least one staff person at the Working Group in-person meeting(s). Agency representatives at headquarters level are expected to self-fund their participation.
- Dedicating time for Working Group and Steering Committee activities.

Organizations are only eligible to join the SAFE Steering Committee if they, and their representatives on the SAFE Steering Committee, are fuel and technology neutral. All organizations applying for SAFE Steering Committee membership require a simple majority vote of approval by the current SAFE Steering Committee members. Membership in the SAFE Steering Committee is for a period of two years, after which time each organization is subject to a vote of renewal.

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Associate Members help to advance the work of the SAFE Working Group primarily through information sharing and coordination. Associate members must participate in at least three out of the four quarterly SAFE Working Group teleconferences and do not have voting rights.

Principles of engagement for Associate Members:

- Expanding and strengthening safe access to fuel and energy for displaced and crisis affected people through research, advocacy, and/or implementation.
- Building the evidence-base for energy access in crisis and/or transition settings.
- Working collaboratively with other SAFE Working Group members and associates.

Time commitment for Associate Members:

- Participating in quarterly teleconferences.

- Ensuring representation on teleconferences from at least one staff person from the member organization on at minimum three out of the four calls per year.

Community Members (“network”)

The SAFE Working Group community is composed of individuals interested in and/or working on energy-related issues in humanitarian settings. They receive updates, news, events, job opportunities, and other important announcements from SAFE Working Group colleagues. Membership in the SAFE Working Group Community is open to anyone.

How to join

New Steering Committee and Associate members may join by submitting a completed application, signed by the head of their organization (or senior management as appropriate), to the current chair(s) of the SAFE Working Group.

Membership in the SAFE Steering Committee will require a simple majority approval vote by the current membership. For Associate membership, if the applicant can meet the requirements as outlined, the chair(s) will approve and notify the applicant of its new member status.

Leadership

The SAFE Working Group is chaired by one or two member organizations for one-year terms, with the option of renewal. The chairs are responsible for managing and coordinating the Working Group, which includes leading discussions, organizing meetings, and drafting group documents including strategies, terms of references, agendas, and meeting minutes.

Chairing organizations also manage roles and responsibilities for joint deliverables, follow up on deadlines with members, and promote information sharing among members. Chairs serve as the main points of contact for all members of the SAFE Working Group.

Organizations may volunteer to chair the SAFE Working Group for a one-year term with an option for renewal. Appointment is determined by approval from the majority of the Steering Committee members in early December to take effect on January 1st of the new calendar year.

Operations

The SAFE Working Group will hold a call for all members every quarter.

The SAFE Steering Committee will hold a call for its members every month, and will meet in person at least once a year.

Objectives and Key Activities

The SAFE Working Group activities fall under six main objectives, to which all SAFE Working Group members will contribute their relevant expertise:

1. Improve coordination and share information and knowledge

- Exchange and share information during regular monthly teleconferences and twice yearly in-person strategic planning meetings.

- Maintain and update mapping of the 4Ws (Who is Where, When, doing What) in all of the key areas related to safe access to fuel and energy for crisis-affected populations.
- Update information for the SAFE Working Group knowledge sharing and information management website hosted by the Global Alliance for Clean Cookstoves at the UN Foundation (www.safefuelandenergy.org).
- Identify and document key achievements, best practices, lessons learned, and other information on effective mechanism to address energy needs and challenges, and utilize the information for future planning and programming.
- Update the SAFE Working Group's terms of reference and strategy as necessary, but should be revisited at least once annually.
- Prepare a plan of action each year.

2. Commission research and build evidence through standardized monitoring and evaluation (M&E)

- Develop standardized indicators and an M&E framework for energy in humanitarian settings that can be used to evaluate programs and build evidence on impacts.
- Document and share lessons learned.

3. Provide technical support, tools, and guidance for implementation

- Serve as a technical resource to governments, non-governmental organizations, inter-governmental organizations, and practitioners using the best practices and principles including the IASC SAFE Guidelines ([matrix](#) and [decision tree](#)) and other resources developed by the global SAFE Working Group.
- Advise implementing organizations and practitioners on good practices and approaches.
- Provide recommendations for quality programming based on IASC SAFE Guidelines and lessons learned and captured through the SAFE Working Group project mapping exercise.
- Provide technical support to the field working groups in the process of developing, implementing and monitoring Standard Operating Procedures for all actors involved in SAFE Working Group-related activities.
- Develop and host an Energy Roster of Experts.
- Disseminate relevant guidance and tools to practitioners to member and relevant non-member groups.
- Work with partners to develop and/or revise SAFE Working Group materials according to local context and implement relevant training sessions for multi-sectoral prevention and response on energy.
- Develop new guidance and tools, as needed, to facilitate quality program design and implementation.

4. Build human resource capacity of partners and key stakeholders

- Conduct trainings and hold workshops on energy in humanitarian settings for relevant stakeholders including field staff (e.g. program officers), donors, partners, and government officials.
- In collaboration with experts, support the capacity building of relevant stakeholders and suppliers.
- Support the enrollment of partners into GBV related courses and learning programs.

5. Conduct advocacy

- Increase the organizational, political, and financial prioritization of energy in humanitarian settings through targeted advocacy messaging and education.

- Support the field working groups in conducting advocacy at the local level, such as through community mobilization, supporting behavior change, and developing communication materials.
- Develop and leverage strategic partnerships with trusted advocacy organizations and journalists.
- Implement the SAFE Working Group advocacy strategy.

6. Mobilize resources

- Explore sources of funding and build contacts with relevant donors as a Working Group.
- Collaborate on joint proposals for humanitarian energy coordination, research, and implementation.
- Provide information to SAFE Working Group partners about funding opportunities, requirements, and processes.
- Educate donors on needs, gaps, and opportunities regarding energy access in humanitarian settings.
- Provide relevant information and recommendations to the donor community on how and where donor funds for energy activities can be most effective.

Contact

For additional information regarding the SAFE Working Group, please contact:

Co-Chairs for 2015

Global Alliance for Clean Cookstoves: Katherine Arnold, Senior Program Associate, Humanitarian, karnold@cleancookstoves.org

Women's Refugee Commission: Megan Gerrard, Senior Program Officer, megang@wrcommission.org

NB: The SAFE Working Group terms of reference is a working document and may be altered to meet the current needs of all members by agreement of the majority of the Steering Committee members. Unless there is a specific request from members to make amendments, the terms of reference will be reviewed once per year.



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Steering Committee Membership Application

The SAFE Working Group is comprised of a coalition of organizations working to expand and strengthen safe access to fuel and energy for displaced and crisis-affected people. Steering Committee members guide the work of the Working Group by:

- Participating on the steering committee
- Developing and updating the terms of reference
- Setting strategic objectives and priority activities
- Participating in monthly teleconferences and twice yearly in-person meetings
- Voting on decisions related to the strategic workplan
- Leading sub-working groups as needed

Time commitment for Steering Committee member organizations:

- Participating in monthly teleconferences and twice yearly in-person meetings.
 - Ensuring representation from at least one staff person from the member organization on 75% of Working Group calls.
 - Ensuring representation from at least one staff person at the Working Group in-person meetings. Agency representatives at headquarters level are expected to self-fund their participation.
- Dedicating time for Working Group and Steering Committee activities.

Primary reason for application (250 words maximum):

Primary SAFE Working Group Representative:

Name:

Title:

Email Address:

Phone Number:

Back-up SAFE Working Group Representative (required):

Name

Title:

Email Address:

Phone Number:

Second back-up (optional):

Name:

Title:

Email Address:

Phone Number:

Do you or your SAFE Steering Committee representatives have any financial stake in a particular technology or fuel?

Submission Instructions: Please send your completed application to info@safefuelandenergy.org.



Safe Access to Fuel and Energy (SAFE) in Humanitarian Settings Global Interagency Working Group

Associate Membership Application

The SAFE Working Group is comprised of a coalition of organizations working to expand and strengthen safe access to fuel and energy for displaced and crisis-affected people. Associate Members help to advance the work of the SAFE Working Group primarily through information sharing and coordination by:

- Expanding and strengthening safe access to fuel and energy for displaced and crisis affected people through research, advocacy, and/or implementation.
- Building the evidence-base for energy in crisis and/or transition settings.
- Working collaboratively with other SAFE Working Group members and associates.

Time commitment for Associate Members:

- Participating in monthly teleconferences and annual in-person meeting.
 - Ensuring representation from at least one staff person from the member organization on at least one call per quarter.

Primary reason for application (250 words maximum):

Primary SAFE Working Group Representative:

Name:
Title:
Email Address:
Phone Number:

Back-up SAFE Working Group Representative (required):

Name
Title:
Email Address:
Phone Number:

Second back-up (optional):

Submission Instructions: Please send your completed application to info@safefuelandenergy.org.