



Civil Society Organizations' proposal to improve the participation of local actors in the Humanitarian System in Yemen

HCT membership's Nomination and Election Proposal Policy

Introduction

Basing on strategic objectives of the localization initiative to localize and optimize the response mechanisms in Yemen and as an initiative launched by civil society organizations in Yemen particularly in order to enhance the voice of local actors in influencing the policies of the response system that have a direct impact on the active participation in the response leadership, the members of the initiative held a consultative meeting to discuss the mechanism for selecting local actors to lead the components of the response system in the country, including currently participating in the country's humanitarian team. And through the observations raised by the members, the mechanism for selecting additional members in the Humanitarian Country Team and the current process, and in line with this and after the discussion that took place by civil society organizations in this meeting, the local actors proposes recommendations aimed at improving the mechanism of the membership policy of local representatives In the Humanitarian Country Team (HCT) to ensure the promotion of inclusiveness, diversity and effective representation, whether for current or future members.

This proposed policy include improvements in the criteria for eligibility, nomination, the election process, the voting process, the responsibilities of local membership towards local actors, evaluation for membership, renewal or termination of membership related to the response leadership architecture, ensuring that selection consists of specialized and capable organizations that work collectively to address humanitarian challenges, and ensure transparency, accountability and good practice for the participation of local actors in response leadership system and the participation provide opportunity to enhance the local leadership of the response in Yemen.

For your information, this proposal is not a substitute for the Terms of Reference of the Office for the Coordination of Humanitarian Affairs (OCHA) and what is contained in the General Terms of Reference published 2017 by the Inter-Agency Committee (IASC) and the current HCT's membership policies but it reinforces these policies and ensures the participation and voice of local actors in decision-making that influences and provides additional inputs to existing policies.

These recommendations are arranged as follows

Eligibility Requirements

- 1) The local organization should have the legal and institutional capabilities and competencies to occupy a leadership position in response and public policies (the secretariat of the country team prepares terms of reference for the required institutional capabilities, a guest description and terms of reference with the required qualifications, experience and skills as required to occupy the position of a member of the country response team)
- 2) The local organization should be active in at least two sectors
- 3) The local organization is active and has coverage in the geographic scope or category it represents. Geographical coverage is recommended to include 6 seats, one per each UNOCHA operational Hub (Aden, Alhodaydah, Ibb, Sa'ada, Sana'a) in addition to one National seat with two seats for WLOs. Presence and history of Organisation, current degree of coverage is recommended to be criteria for eligibility of applicant.

- 4) Not to be a leading member, co-leader, or have board's or taskforces advisory's membership in any component of the response system inside or outside the Republic of Yemen, whether in the humanitarian or development response components.

Nomination and Submission Process:

The call for nominations: The secretariat of the country team to prepare a comprehensive invitation document within two months before the end of each year. The secretariat of the country response team to issue a general invitation to local actors (national and local) to submit nominations according to the terms of the invitation. The invitation should include clear instructions about terms of reference for the membership position and eligibility criteria, geographic coverage, institutional capabilities requirements, and information about the candidate such as professional history, necessary qualifications and skills, and application deadline. The invitation should include a well-designed application form that includes all required information and documents. The time available for processing and the date and time of delivery must be specified in the invitation. During the first week of the call, the response team secretariat should hold an orientation session to explain the instructions and procedures. *(First weeks of November)*

Application Evaluation: A small committee from specialists is to be formed to review and evaluate applications. The committee to include a third-party observer member, and the evaluation is based on predetermined criteria, including suitability and ability, geographical coverage and experience Sectoral, candidates' experience and qualifications, coordination experience, commitment to humanitarian principles, and others. *(fourth week)*

Shortlisting: The committee filters the applicants into short lists (one short list for each seat). Each list contains only 10% of the total applicants based on the results of the evaluation, in a manner that guarantees a diverse representation of organizations operating in the sectors, categories of organizations, and different geographical scopes.

Election and Voting process:

Announcing the lists of candidates: The secretariat of the country response team will announce the short lists (one list for each seat). Access to their personal files and organization information and the qualifications and experiences of the candidates appointed to all local actors (such as (4Ws list + all those who meet the eligibility requirements) and the voter list is shared with all candidates and voters. *(The fifth week)*

Promotion period for candidates: All candidates to have a period of at least two weeks to present themselves to the electorate. *(Week six and seven)*

Voting mechanism: That the country team secretariat team to determine the voting system and instructions and share them in the seventh week with all voters and provide a virtual orientation session. The voting process can be conducted electronically or in person, ensuring confidentiality and accuracy. The election and vote-counting process must be open to accountability and oversight from third parties. *(The eighth week)*

Voting Eligibility: That every organization eligible to vote has one vote for each seat by the head of its organization and voting by proxy is not allowed

Voting procedures: The voting process shall be clearly defined and the time frame for casting the votes, the method of voting, and the channels through which the votes will be collected and counted.

Counting and Verifying Votes: The CRT Secretariat will be responsible for counting votes and verifying results with opportunities for third party monitoring.



Confidentiality and transparency: That measures be taken to ensure the confidentiality of the voting process while maintaining transparency and integrity and that there be an opportunity for third-party observation in the procedures

Election results: The process is documented and the final results are announced to everyone from the country response team. In the event of a tie, a re-vote or any other mechanism is used. The Country Team Secretariat officially announces to civil society the winning NGO representatives as new members of the Country Response Team and welcomes them to the team (*eighth week*)

Delivery and receipt:

Orientation and Integration: The Secretariat will facilitate an orientation session for the newly awarded representatives and familiarize them with the structure and functions of the CRT, ongoing initiatives and coordination mechanisms. (*Week nine*)

Handover: External representatives will provide necessary handover information and support the smooth transition of elected representatives newly. (*week nine*)

Candidates' responsibility towards local actors:

Response localization support: Supporting and advocating for the outputs of the localization initiative and efforts of response localization and optimizing its mechanisms in Yemen

Complementary and do no harm with local actors' efforts: Complement and do no harm with local actors' localization efforts and to ensure coordination with all existing initiatives and not replace them with weakening or underestimating them, including the Yemeni CSOs' initiative for localization and optimization of response in Yemen.

Advocating for civil society issues in Yemen: Advocating for the issues of civil society organizations, influencing, coordination and integration with all efforts

Access to information and resources: HCT Members to provide regular (monthly) updates on performance, humanitarian developments, funding opportunities, coordination mechanisms and relevant data to local actors to enhance programming, decision-making and transfer of expertise and knowledge.

Networking and collaboration: Representatives will provide opportunities for local actors to network and collaborate with other humanitarian actors, exchange best practices and participate in joint initiatives.

Geographic Advocacy and Representation: Members will provide a platform to regularly consult local actors, advocate for the needs of affected populations and contribute to shaping humanitarian strategies and policies at the national level.

Capacity building and sharing: Members will present capacity sharing initiatives in humanitarian leadership to local actors and organized workshops and training programs to enhance their skills and knowledge in response leadership.

Public policy: The country team should be able to propose or modify new policies that improve the work and engagement environment for local actors.

Membership responsibilities towards the CRT:

It should be in accordance with the terms of reference and the work plan of the HCT.

Membership Term and evaluation period

Membership term: one year



Performance evaluation: Before the end of membership, a performance is made for each participating member by the secretariat of the country response team. Local actors or the localization initiative have the right to evaluate the performance of members regarding their program and their promises towards local actors

Renewal or Termination of Membership: Members can reapply only once in each three years. Based on the results of the performance review, members can apply for a new application, extend it or terminate it in exceptional cases with appropriate justifications.

In conclusion:

By proposing this membership policy, the localization initiative aims to establish new rules for diverse, equitable and inclusive participation in all components of the response for local actors, whereby local actors can work together to more effectively meet the needs of affected populations. These proposed recommendations aim to ensure that the team is made up of committed organizations, and to promote collaboration, knowledge sharing, and collective influence in the humanitarian response in Yemen.

Notes :

1. This policy is a proposal and can be further developed to fit other contexts in the components of the response leadership, the needs of other task forces, teams and groups, and in the future humanitarian coordination structure.
2. These suggested recommendations were collected upon discussion with local actors from civil society organizations and members of the localization Initiative
3. The implementation of such proposed policies contributes to increasing the capabilities and of local actors and their opportunities to lead the response system in Yemen, which is among the objectives of the localization initiative in Yemen launched and led by local CSOs since August 2021.



Coordination of the meeting:

The meeting was invited by the localisation initiative and the meeting was held on May 21, 2023 AD from 3:00 to 5:00 pm

Facilitated, compiled and written feedback by:

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Those present at the meeting:

M	the name	the organization
1	Abdul Qawi Hajib	Tamdeen Youth Foundation
2	Amile Mohamed	Nahdah Makers Foundation
3	Ibrahim Mohamed	Mercy Medical Foundation
4	Salahuddin Abdou	Nabd Development Organization
5	Mona Al Hammadi	Nabd Development Organization
6	Hussein Al-Suhaili	Tamdeen Youth Foundation
7	Dr. Mona Al-Oudi	Al Majd Foundation for Development
8	Hanan Bashmous	Hodeida Girls Foundation
9	Nada Assaj	Al-Aman Association for the Care of the Blind Woman
10	Muhammed Siddiq Al-Qadasi	Forced Displacement Foundation
11	Sabah Badri Bakeer	For all
12	Mazen Fadl	Field Medical Foundation
13	Ali Dawood	Make Hope Foundation for Development and Relief
14	Ummah Karim Ali	Al-Aman Association for the Care of the Blind Woman
15	Fahmy Al-Sarari	Yemeni Development Network for NGOs
16	Nabil Mansour Abbasi	Nedaa Development Foundation
17	Ammar Al-Ashwal	Tamdeen Youth Foundation
18	M. Mohamed D Ahmed	Humanitarian Library - Yemen
19	Dr. Aisha reward	Abs Developmental Organization for Women and Children
20	Ashwaq Alsekeli	
21	Faris Al Ali	Sada Corporation for Building and Development