

GLOBAL WASH CLUSTER (GWC) STRATEGIC ADVISORY GROUP (SAG) TERMS OF REFERENCE (ToR)

Table of Contents

ROLE OF THE SAG	2
SAG RESPONSIBILITIES	2
Decision Making and Ways of Working	2
Strategy and Operations	2
Communications and Representation	3
Advocacy and Fundraising	3
Composition of the SAG	4
SAG Membership	4
Criteria for Membership	4
Nomination and Establishment of the SAG	5
Duration of Tenure	5

ROLE OF THE SAG

The primary role of the Strategic Advisory Group (SAG) is to provide strategic oversight and guidance for the delivery of the GWC's Strategic Plan in line with the GWC's Vision, Mission and Strategic Objectives. The SAG represents the GWC members in the governance of the GWC and oversees the membership arrangements, including eligibility criteria, rights, and responsibilities. While the GWC Cluster Advocacy and Support Team (CAST) decides on day-to-day operational matters of the GWC, the SAG ensures decisions are based on the best available information and are in the best interest of the affected populations served by the GWC and its members, aligning strategic and operational plans and priorities with the wider WASH sector.

SAG RESPONSIBILITIES

Decision Making and Ways of Working

The SAG will:

1. Make decisions by consensus or by majority vote if no consensus is found. A quorum of seven voting members must be reached to endorse a decision, either electronically or in person, based on the majority.
2. Review and approve matters escalated by the GWC's members and the GWC's CAST.
3. Be accountable to the GWC membership.
4. Active engagement and outreach with the GWC's members that they represent to raise issues and concerns to the SAG and the CAST.
5. All SAG members are entitled to present their views to the SAG prior to any vote.

Strategy and Operations

The SAG will:

1. Advise on the GWC on global strategic priorities; review and validate the GWC's Strategic Plan, including the vision and mission statements.
2. Review and advise on the GWC's annual work plans and any amendments needed.
3. Support the CAST to monitor the implementation of the GWC's Strategic Plan and Monitoring Framework.
4. Approve the establishment and/or de-activation of Working Groups based on identified priorities, technical or thematic, and support the CAST in the monitoring and oversight of these Working Groups.
5. Participate in quarterly meetings (online or face to face) and ad hoc meetings as necessary.
6. Collaborate with the CAST to define the objectives and specific outcomes of the GWC's Annual Meeting; develop the agenda (e.g., proposing resource persons, topics and materials, etc.) and provide additional content inputs as needed.
7. Review and advise on the GWC's Annual Report as needed.

Communications and Representation

- Meeting notes of all SAG meetings are shared with all Members and Standing Observers to receive feedback on topics discussed and outcomes of SAG meetings.

- The SAG ensures that the GWC's Members have in place an effective two-way communication process that enable members to raise issues and concerns, to request that these be addressed and to raise ideas to the SAG. To ensure that GWC's Members are represented in SAG meetings, several options of two-way communication processes will be promoted, this includes and is not limited to:
 - Proactive outreach by each SAG members, acting as a focal point, with different GWC's Members.
 - Promote GWC's Members to reach out to members of the SAG, by sharing contact details to help facilitate direct engagement.
 - Conduct an annual consultative process with the GWC's Members, such as dissemination of an online survey, group discussion and/or meeting, led directly by the SAG.
- The GWC Coordinator is responsible for the formal communication of meeting notes to GWC Members.
- All key statements issued or underwritten by the GWC, such as joint statements, position papers and others are reviewed and advised upon by the SAG on behalf of the GWC's Members. If the statement made is deemed by the SAG to require further input and/or the review by the GWC's Members, the SAG and the CAST will consult with the GWC's Members on the issue.
- When important and time-sensitive statements or action are needed, the CAST may decide to respond on behalf of the Members, even if consultation with SAG has been incomplete or absent.

Advocacy and Fundraising

- Provide input into key advocacy and fundraising documents as required.
- Provide input to fundraising, partnership, and advocacy efforts taken up by CAST for the GWC and ensure alignment with the GWC's Strategic Plan.

Composition of the SAG

Members of the SAG represent the GWC's Members and national coordination platforms.

The SAG is composed of 12 representatives:

Two permanent representatives (with voting rights):

- UNICEF as Cluster Lead Agency (CLA)
- IFRC as the only international organisation outside of the UN system which is directly involved with GWC

Five representatives (with voting rights):

- A second UN Agency
- Four international organisations

Four national platform representatives (with voting rights), with one representative each from the regions of East Africa, West Africa, Middle-East and North Africa, and rest of world:

- Two National SAG members from Local and/or National Organisations (as a representative of the national SAG)
- Two National Cluster/Sector Coordinators (as representative of the national coordination platform)

One representative (without voting rights):

- One donor representative

Chairing and Meeting Minutes:

- The role of GWC Coordinator is to facilitate the SAG meetings, based on a unanimous decision by SAG members to not appoint a Chair.
- The members of the SAG agree to alternate the role of note taking.
- The members of the SAG agree to facilitate sessions during the GWC's Annual Meeting.

SAG Membership

Criteria for Membership

To be represented on the SAG, organisations must have been a member of the GWC and/or a national coordination platform for a minimum of 12 months. Membership is assigned to an organisation and not an individual. It is up to the organisation to select who will represent them on the SAG, although it is usually the most senior WASH or humanitarian staff involved with the GWC and/or the national coordination platform. In addition, each organisation should identify a substitute in the case that the main focal point is not available to represent its seat on the SAG. Individuals interested in being a member of the SAG should have relevant work experience both at a strategic level and operational field level, along with a solid understanding of the humanitarian aid sector. Selected individuals commit to represent the interests of the GWC's membership and not their own organisation's interests.

Nomination and Establishment of the SAG

Organisations interested in nomination for the SAG will be asked to submit an Expression of Interest (Eoi) and identify the individual who will fulfil this role on behalf of the organisation for the election of the seats held by all members of the SAG, including national platform representatives. A brief outline of the current and past contributions to the humanitarian WASH sector, the GWC, and the added value of the organisation's participation in the SAG, along with details of the nominated individual should be submitted to the CAST. The CAST will be responsible for facilitating a transparent election process for all members of the SAG, following the Eoi process.

The nomination and appointment of the donor representative will be carried out directly by the WASH Donor Group.

Duration of Tenure

The SAG membership for all seats is a two-year tenure. Given that 11 out of 12 members of the SAG are elected members, the SAG will ensure that a maximum of six members are rotated at one time to maintain institutional memory. Two of the six members to be rotated will be from the national platform representatives. If no nominations are received to replace current elected members, existing members can be extended in the SAG for a maximum of one more period of two years.

A SAG member may withdraw before its two-year term by providing three months written notice to the SAG and the CAST. The organisation will be responsible for providing a replacement for the SAG member before the end of the notice period. In the case, that an organisation withdraws from the SAG during their term and creates a vacant slot, the CAST will facilitate the Eoi and election process to replace the withdrawn organisation within two months from the notice of withdrawal. Organisations and/or individual representing an organisation that withdraw from the SAG may run for re-election after the next two-year terms has been concluded.

As part of the handover process, each organisation and/or individual representing an organisation is required to conduct a detailed and documented handover with their replacement, under the guidance and oversight of the GWC Coordinator.