*** June 2023***

**Protection Mainstreaming Focal Points: Terms of Reference**

**OBJECTIVE**

In line with the JRP and the objective of ensuring age, gender and diversity approaches in the response Humanitarian actors have a shared responsibility for mainstreaming protection across the Joint Response Plan (JRP), ensuring activities within the scope of their sectorial response plans integrate protection principles and standards. To support Sectors in their responsibility in mainstreaming protection across their sectorial responses, the Protection Sector has instituted the Protection Mainstreaming Focal Points (PMFPs) since 2020.

Through joint engagement, the Protection Sector will be building up on the efforts of previous years to integrate protection principles, including GBV and Child Protection, into the delivery of assistance and services so that Sectors and service providers can ensure response activities target the most vulnerable, enhance safety, dignity, and promote and protect the rights of the beneficiaries in line with the “DO NO HARM” principle and without inadvertently contributing to, or perpetuating discrimination, abuse, violence, neglect and exploitation.

To strengthen Age and Disability and Gender Diverse Population issues within Sector’s humanitarian program cycle, PM FPs have closely engaged since 2021 with Age and Disability Working Group (ADWG) and Gender Diverse Population Working Group (GDPWG). The ADWG and GDPWG will primarily be involved in trainings, support during revision of tip sheets and during the development of Sector-Specific Mainstreaming Action Plans as to ensure that the mainstreaming efforts have captured technical protection issues related to the working groups. The Sector will also join effort with the Child Protection and GBV Subsectors and with the PSEA Network to include CP, GBV and PSEA principles in the mainstreaming efforts.

Protection Sector aims to provide guidance, trainings, and technical advice on protection mainstreaming to other Sectors’ staff and sectorial partners through the PM FPs who will be guided by the PS TT in actively supporting and engaging with existing Sectors. Further, the Protection Coordination Team will engage closely with Sector Coordinators and selected Working Groups to ensure that PM FPs are integrated within their respective Sectors/WGs and adequate briefings and support are provided by the Sectors/WGs as to ensure effective and smooth integration. It is further recommended for Sector’s to provide briefing notes on their Sector’s objectives and priority activities so that it provides clarity on how the PM FPs will proceed in implementing their activities within their given Sectors or WGs.

**FRAMEWORK for COORDINATION**

On behalf of the Protection Sector, two PM FPs will be assigned to each Sector. In particular PM FPs will support the Food Security, Education, Shelter & CCCM, Health, Nutrition, WASH, Shelter & NFI Sectors as well as the, AAP WG, GiHA WG, and Mental Health Psychosocial Support WG. Two reserves will be identified in an event where selected PM FP is no longer available to perform such a function. PM FPs will be included in each of the Sectors fora at Cox’s Bazar level.

Two PM FPs will also be dedicated to the Protection Sector so as to build the capacity of Camp Level Protection Focal Points (PFPs), Child Protection Focal Points and GBV Focal Points, members of the Protection Emergency Response Unit (PERU) and Rapid Protection Assessment Teams (RPA). Camp level

Protection Focal Points (and CPFP and GBVFPs) will be provided with a Protection Mainstreaming TOT and will in turn take responsibility for conducting trainings at the camp level for existing protection partners and other Sector/Working Groups staff. Trainings will be conducted for the PERU and RPA so as to enhance their capacity on protection mainstreaming during weather-related emergencies.

PM FPs will be guided by the Protection Coordination Team and Protection Sector Task Team which will develop standard operational tools, workplans, guidelines, and training materials on protection mainstreaming to be used across the response. The Coordination Team in consultation with PM FPs will take the lead in developing training materials and revision of Sector Specific Tip Sheets on Protection Mainstreaming (including GBV, CP, ADWG and GDPWG). The PMFPs will be introducing the Protection Mainstreaming Scoring Cards to the different sectors; the Cards are a tool to be adopted by Sectors partners to assess the extent to which protection has been actually mainstreamed din the projects proposals or in the implementation of the projects in the camps.

**ROLES and RESPONSIBILITIES of the PMFPs**

Protection Mainstreaming Focal Points will be expected to perform the following actions:

1. Act as referral point within the designated Sector, be included in Sectorial distribution lists, and attend meetings, when needed, for insights and support on PM (act as a catalyst).
2. In consultation with the Protection Coordinator, enrure timely responses and feedbacks to questions presented by Sectors, with support of the resource persons from GBV and CP sub-sectors, the ADWG and GDPWG.
3. Provide insight to the Protection Coordination Team on key strategic activities/approaches based on engagement with the Sectors as well as identify challenges where targeted support is required; share challenges and good practice with other PM FPs to enhance inter-sectorial interventions.
4. Ensure that specific challenges related to Child Protection and GBV are channelled to the sub-sector coordinators through the Protection Coordination Team.
5. Work closely with Age and Disability WG and Gender Diverse Population WG as to ensure that trainings, tip sheets and advocacy notes are complementary to these specific issues.
6. Based on the established training modules / materials, conduct trainings to Sector staff and partners and write a brief report on trainings undertaken and issues arising, to inform the Protection Sector’ s targeted activities to fill identified gaps and tailor training as necessary.
7. Identify needs of capacity building and inform identified needs to the Protection Coordination Team.
8. Support in the dissemination of Protection mainstreaming documents to the designated Sectors including tip sheets, guidance notes, communication/awareness tools, protection checklist for specific measures for Sectors, good practices, and etc.
9. In coordination with the Protection Coordination Team and Task Team, engage in the development of key guidance notes which contributes towards JRP programming.
10. Support the in advocating for inclusive approaches in line with Age, Gender, Diversity Mainstreaming across Sectors.
11. Take part in the revision of Sector Specific Tip Sheets and ensure that they form part of the capacity building initiatives.
12. Introduce to Sectors and WGs the PM Scoring Cards as monitoring tool for Sectors to measure outputs and challenges within their program cycles; it will be responsibility of the Sector and its members to utilize the tool and track progresses.

**PM FP REQUIREMENTS**

Membership to PM FPs will be open to agencies implementing protection activities and who are capable and willing to contribute with expertise, knowledge and/or resources. Based on the list of nominees submitted by PWG members, Protection Coordination Team in consultation with PS TT will compile and assign two PM FPs per Sector. The current list of PM FPs is annexed to this ToR. Since the PM FPs will be performing specific technical functions in attaining the objectives set forth in the ToR, here below are minimum requirements needed when selecting PM Focal Points:

1. Good understanding of protection principles and experience in implementation of protection projects, including engagement with community-based structures.
2. Knowledge of and experience in existing coordination structures in Cox’s Bazar and at camp-level, since the PM FPs will be closely working with Sector staff and partners.
3. A good level of training facilitation skills and strong communication skills, Analytical skills and report writing experience, as PM FPs will act as a bridge between Sectors and PWG.
4. Clarity and good understanding of the Protection Sector’s JRP Strategy and is further willing to expand knowledge of Protection Mainstreaming Standards.
5. Utilise and refer back to the PM tools developed by the Protection Sector: the PM Guidance Note, the PM Tipsheets, the PM Training modules.
6. Received clearance from their respective line managers and organisations to engage in PM activities in support of the Protection Sector; PM FPs are expected to discuss and explain to their respective organisations the role and responsibilities.
7. Disseminate the monthly updated Protection Sector’s Information Management Products to their respective Sectors/WGS.

Critical to note that it is not a requirement for the PM FPs be a Protection Mainstreaming Expert as long as the expected protection expertise are exhibited by the prospective PM FPs. Second, PM FPs are not expected to solely be responsible for mainstreaming protection within their designated Sectors - as indicated in the above, all humanitarian actors and Sectors have a shared responsibility to mainstream protection within the Joint Response Plan. The PM FPs are expected to provide technical advice and guidance to sectors while ownership of mainstreaming protection resides with the Sectors.

PS Coordination Team will vet all Protection Mainstreaming FPs and will endorse the persons nominated through an agreed upon process. The Protection Coordination Team can change PM FPs should their performance be substandard, or a pattern of negative comments are received by specific Sectors.

Given there are specific technical issues related to Child Protection, GBV, Age/Disability, and issues related to Gender Diverse Population group, **Technical Resource Persons** from these coordination forums are identified and made an integral part of the mainstreaming engagement with other Sectors and Working Groups. The technical resource persons from the above mentioned forums will support protection mainstreaming focal points during the development of training modules, be available during trainings to inform on the specific thematic areas based on their expertise, revision of Tip Sheets, support the Protection Sector when mainstreaming guidance notes are devised which feeds into Sector’s Joint Response Plan, and provide technical support to PM FPs during their engagement with Sectors and WGs.

**REVISION OF THE TOR**

The ToR can be reviewed on an as-needed basis and when necessary. If structural modification to the ToR are needed prior to a revision taking place, proposal can be submitted to the Protection Sector SAG for endorsement.