

**Meeting Title: Livelihoods and Skills Development Sector SAG Meeting**

**Meeting Date: 19 July 2023**

**Participants: BRAC, Helvetas, FSS, IOM, Mukti Cox's Bazar, NGO Forum, UNHCR, WFP, World Vision Bangladesh.**

**Agenda:**

1. Updates from the Sector – Sector related ToRs: *Sector, SAG, Camp Focal Points*
2. Challenges identified so far
3. Baseline service mapping – aimed to be launched 23 July.
4. JRP 2024 and rationalization (revision of activity groups and activities in JRP)

Agenda	Discussion points
<b>Updates from the Sector – Sector related ToRs: Sector, SAG, Camp Focal Points</b>	<ul style="list-style-type: none"> <li>➤ LSDS shared with the SAG members Sector related ToRs (Sector, SAG, Camp Focal Points). IOM and WFP requested time for providing feedback (if any, by 20 July) on the ToRs.</li> <li>➤ Sector had already conducted Training Needs Assessment together with FSS earlier this year. Sector has secured funding for the trainings and will be inviting Sector partners with required expertise and interest to roll out the training.</li> <li>➤ LSDS, together with the Sector lead agency – UNHCR - has compiled the list of common core competencies for the volunteer roles, according to the relevant skill levels, as per the Volunteers Guidelines document. ToRs for LSDS related volunteer roles will be finalized shortly. The Sector will share the ToR template containing the part common for all roles with other sectors for adapting with sector/role specific requirements.</li> <li>➤ Sector introduced Partner Presence Mapping in April: as of May 2023, 13 Programme Partners and 20 Implementing Partners are present at the camp level. <a href="#">LSDS Partner presence, May HC</a>; <a href="#">LSDS Partner presence, May Camp</a></li> <li>➤ Sector is promoting common strategies and common systems.</li> <li>➤ Convergence of service packages will be encouraged for 2024 JRP (if a partner is providing skills development programme, they should also ensure volunteer engagement or employment/self-employment opportunities).</li> <li>➤ One IP per camp per Sector not applicable to Livelihoods due to specialized technical requirements (10 vocational training modules developed for 10 specific vocations – needed to have in mind camp size and number of beneficiaries).</li> <li>➤ Partners are constantly reminded to avoid duplications of efforts at camp/block level, it is under continuous monitoring with 5W data tracker - as of July in 26 Camps there are no major duplications, however there were some minor duplications/implementation of similar activities at the block level. The Sector has identified five duplications as such.</li> <li>➤ Sector will address duplication issues with partners in coordination and bilateral meetings where needed, partners who have Sector related training facilities in any particular camp will be given priority.</li> <li>➤ Regular meetings are held with CFPs to identify the challenges at the field level and address them in the coordination meeting.</li> </ul>
<b>Challenges identified so far</b>	<ul style="list-style-type: none"> <li>➤ Partners who have a training facility in a particular camp can provide the Skills Development training to the nearby contiguous camps where there is no training facility available.</li> <li>➤ Not all partners report to Sector. Information not complete. Information irregular.</li> <li>➤ Partners engaging without informing Sector or starting their fundraising without informing the Sector.</li> </ul>

- Some Local NGO partners get the CiC and RRRC approvals first before coordinating with the Sector so decision on the activities is done and then they report to Sector.
- Need solution how to include uncoordinated organizations (JRP - non JRP) due to, substandard training used by those partners.
- (IS THERE) random selection of beneficiaries for both skills development and volunteer engagement (tension in the camps, abuse of power, due diligence)

**Baseline service mapping – aimed to be launched 23 July.**

Sector is planning to conduct a Baseline Service Mapping following the below objectives and expected outcomes.

**Objectives:**

- a. Establish a baseline data outlining the sectors' current engagement in livelihoods and skills development in camps and host communities, including the number of beneficiaries, occupations, and existing training programs to inform future programming.
- b. Map market, value chain and labour market studies done by various stakeholders in Cox's Bazar district to reveal information gaps related to the priority sectors and occupations in Cox's Bazar district.
- c. Evaluate the current practices, and skills and stipend levels associated with volunteer engagement in the camps, across sectors. Identify any inconsistencies and challenges.
- d. Determine potential income-generating opportunities that align the needs for skilled volunteers with the skills and aspirations of the refugees.
- e. Develop a comprehensive plan for vocational skills training for refugees, tailored to the needs of the response across the sectors.
- f. Foster partnerships and collaborations with relevant sectors and implementing partners and establishing pathways to improve referrals of trained refugee beneficiaries to sectors that have a demand for volunteers with specific vocations.

**Expected Outcomes:**

- a. Enhanced understanding of the existing livelihood activities and skill sets within the refugee camps and host communities in Cox's Bazar.
- b. Summarized labour market information about the priority sectors and occupations in Cox's Bazar district based on documented market, value chain and labour market studies.
- c. Identification of demand-driven income-generating opportunities in the camps aligned with the skills and aspirations of refugees.
- d. Developed vocational training plan that addresses the identified skill gaps/demand per sector per camp to serve as a future programming guidance to partners within the Livelihoods and Skills Development Sector.
- e. Strengthened partnerships with relevant stakeholders to facilitate training, mentorship, and resource mobilization.
- f. Established referral pathways between the sectors.

**JRP 2024 and rationalization (revision of activity groups and activities in JRP)** **LSDS shared the JRP 2024 planning timeline with the SAG members**

<b>Rationalization</b>	Stocktaking on rationalization efforts with 3W analysis	Sectors	Beg. July
	Sector-wise rationalization workshops with key Programme Heads	Sectors/Programme Heads	Week of 20 July
	Rationalize activity groups and discuss with partners in light of monitoring indicators, funding analysis, and Sectors' streamlining/integration	Sectors	July-August
	Inter-Sector rationalization review for 2024 planning	Sectors	End August
<b>JRP 2024</b>	Sectors submit final objectives, activity groups, PINs/targets and budget for JRP 2024. Objectives and JRP narrative to be reviewed for red flags/necessary updates only	ISCG/Sectors	End Aug-Beg. September
	Call for JRP projects after finalization of template	ISCG	Mid/End September
	Sector Peer Review of JRP projects	ISCG/Sectors	Mid-October
	JRP projects uploaded to Humanitarian Programme Cycle (HPC) system and GHO submission	ISCG/Sectors/All JRP appealing partners	Beg. November
	JRP 2024 finalized	ISCG	End November

**AoB**

- IOM will be publishing Expression of Interest soon for Livelihoods projects. In the partner selection process, priority will be given to organizations who are regular members of LSDS, attending the coordination meetings, reporting their activities in the Sector 5W system and follow the Sector guidelines strictly. This could be the common practice for all other Programme Partners while selecting Implementing Partners.
- Camp Focal Points should share the meeting minutes with the Sector from their respective camps so as to keep the Sector updated on the field level activities of partners who are implementing under the Livelihoods Sector.
- SAFE Plus has some funding for assessment and studies, which could be utilized to support the needs of LSDS.
- To date, any organization requesting to attend the Sector coordination meeting was welcome to do so. The meetings were of the information-sharing nature. As of August, only the regular partners and technical staff will be invited to attend the Sector meetings as the JRP 2024 planning and programming process begins.
- Although the SAG meetings are to take place quarterly, ad-hoc meetings might be scheduled during the preparation and finalization of strategic and guiding documents for the Sector, and during the 2024 JRP planning process.