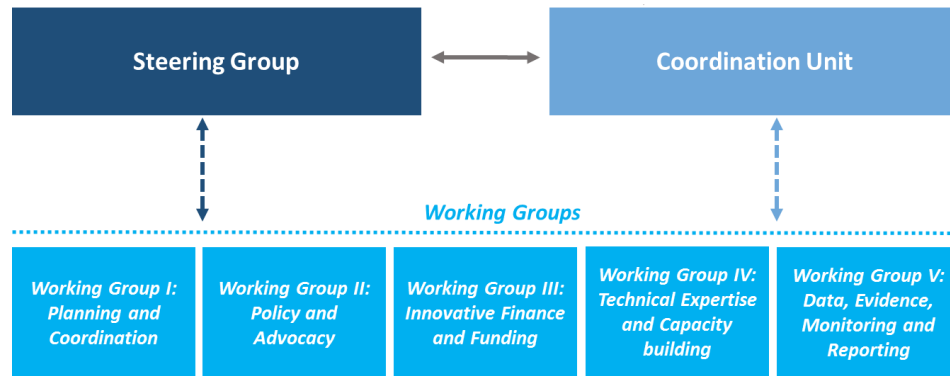


Global Plan of Action for Sustainable Energy Solutions in Situations of Displacement

Terms of Reference

This Terms of Reference addresses the governance of the *Global Plan of Action for Sustainable Energy Solutions in Situations of Displacement* (GPA), a non-binding, multi-stakeholder framework launched in 2018 to accelerate progress towards the vision of “safe access to affordable, reliable, sustainable, and modern energy services for all displaced people by 2030.” Further background on the GPA can be found in *Annex III*. This document formalises the functions and standard operating procedures of the three units that make up the GPA support structure. These include:

- **The Steering Group**, which strategically leads the GPA including implementation and sustainability of the GPA at the global level, directing the Working Groups, and make decisions on the Work Plan.
- **The Coordination Unit**, which provides day-to-day support to the Steering Group and Working Groups and coordinates the activities from the Work Plan.
- **The Thematic Working Areas**, five distinct groups that develop and deliver, in their own capacity, the activities of the GPA across five areas: Planning and Coordination; Policy, Advocacy and Host Country Resilience; Innovative Finance; Technical Expertise and Capacity Building; and Data, Evidence, Monitoring and Reporting.



Steering Group

The Steering Group (SG) is the primary body responsible for the overall direction, development and implementation of the GPA at the global level. It plays a critical role in advocating for the objectives of the GPA to key stakeholders, advising on sustainable energy for situations of displacement, strategic decision making on the GPA Work Plan, and playing an active coordination and expert content role through leading the Working Groups.

Membership and Governance

The GPA Steering Group is comprised of practitioners from a maximum of 20 humanitarian, development, and energy organisations working on the objectives and activities of the GPA. Each organisation is represented by 1-2 individuals.

The Steering Group oversees and supports the work of the five Working Groups (WG). The work of the SG will be supported by the Coordination Unit.

Functionality

The Steering Group meets every three weeks (subject to GPA activities and frequency agreed upon by the SG) to discuss current GPA activities, provide updates, and make strategic decisions. These meetings are held via conference call and are administrated by the Coordination Unit (see below). The Steering Group members aim to meet twice a year for a in depth review of the GPA, once in person and once online.

Roles & Responsibilities

1. Guidance and Oversight:
 - a. Review and monitor GPA activities at the global level and provide guidance to ensure that work undertaken as part of the GPA aligns with the Guiding Objectives and Principles established in the GPA Framework (see Annex II).
 - b. Make connections between Working Groups and other stakeholders to ensure coordination and efficiency.
2. Leadership and Vision:
 - a. Provide expert advice on sustainable energy for displacement situations for the humanitarian and development sectors and interested partners and Working Groups.
 - b. Serve as a champion for the delivery of the GPA's mission to external partners and stakeholders.
 - c. Serve as an internal advocate for the GPA within your organization.
 - d. Promote active learning and sharing of information on sustainable energy solutions in situations of displacement.

3. Commitment:

- a. Participate in at least 75% of the bi-weekly meetings each year.
- b. Review materials prior to meetings and come prepared for engaged discussion.
- c. Listen actively to fellow representatives and engage in respectful dialogue.
- d. Contribute a minimum of 2.5 hours of staff time per week (on average) over the course of each one-year membership term.
- e. Attend annual in-person meetings of the Steering Group (remotely if necessary).
- f. Present GPA related activities or outputs to potential new partners and at relevant conferences/events.
- g. Support the fundraising for GPA activities and for sustainable energy projects in displacement settings.

**Members of the GPA Steering Group commit to the roles and responsibilities. Significant neglect of these responsibilities, as determined by a majority of the Steering Group members, may result in termination of membership.*

Joining the Steering Group

Additional organisations may apply for membership in the Steering Group, with a maximum of 20 organizations. Applications for membership are received and handled by the Coordination Unit (see below). New members must meet all eligibility criteria above and be approved by a majority vote of the Steering Group. Each organisation may only cast one vote, even if it is represented by more than one individual. Membership is reviewed annually. Interested members who do not meet the steering group criteria are welcome to join the Working Groups and support the GPA delivery through this mechanism.

Coordination Unit

The Coordination Unit executes the day-to-day coordination of activities between and among the Steering Group and the Working Groups, ensuring progress towards goals and streamlining efforts of key stakeholders and the implementation of the GPA activities.

Membership and Governance

The Coordination Unit is the functioning body with the mandate to support the GPA. This includes the equivalent of 3-5 full time staff members to operationally maintain the GPA and ensure its efficacy toward the objectives and guiding principles.

Functionality

The Coordination Unit reports to the Steering Group and provides organisational and administrative support. It provides the Working Group Coordinators with technical assistance, process management, monitoring and evaluation, gap assessments, and the recommendations on measures and tools to fill these gaps.

Roles & Responsibilities

1. Operationalization, support and monitoring of GPA recommendations:
 - a. Translate the recommendations of the GPA into a first draft Work Plan with defined activities. The Work Plan should to be approved by the SG. The Work Plan is then consulted upon and delivered through the working groups, supported by the Coordination Unit and Steering Group.
 - b. Support the activities of the Work Plan where appropriate and monitor their implementation.
 - c. Research existing sectoral inter-clusters and define appropriate models
 - d. Support mainstreaming the results of the working areas, ensuring coherency across all five Working Groups.
 - e. Review and adjust work plan, if necessary and if new gaps are identified.*
2. Fundraising for the GPA specific activities, and support on financing to sector partners:
 - a. Identify new ways of financing or capacity support, coordinated with the Work Plan.
 - b. Coordinate voluntary contributions and benefits.*
 - c. Support joint fundraising from several partners, communicating relevant funding opportunities to the Steering and Working groups.*
3. General administration and maintenance of the Steering Group and its membership, in coordination with UNHCR and IOM. This includes (but is not limited to):
 - a. Host regular Steering Group meetings, including agenda development and meeting minutes.
 - b. Monitor member participation.

- c. Process applications for new membership.
 - d. Share information (bi-weekly conference calls + 1-2 annual meetings) on the implementation of activities.
 - e. Prepare SG members for the dissemination of the results of the Work Plan.
4. Awareness raising and advocacy on the energy transition in displacement settings:
- a. Participate in conferences and other meetings in energy, displacement and related topics when strategically identified with a deliverable.
 - b. Issue regular newsletters to the GPA mailing list.
 - c. Issue content for social media and strategic communication pieces such as editorials, blogs, and press releases.
 - d. Identify and engage relevant partners.
 - e. Ensure communication of GPA activities with relevant cluster mechanisms.

**The core function of the Coordination Unit is mainstreaming sustainable energy projects in displacement settings and supporting the fulfilment of the activities in the Work Plan.*

Working Groups

The purpose of the GPA Working Groups is to develop and deliver the detailed Work Plan for the GPA across five working groups:

1. Planning and Coordination;
2. Policy, Advocacy, and Host Country Resilience;
3. Innovative Finance and Funding;
4. Technical Expertise and Capacity Building; and
5. Data, Evidence, Monitoring and Reporting.

Membership and Governance

The GPA Working groups are comprised of members from a variety of sectors and stakeholders, including: humanitarian and development organizations; member states; governments; private companies; funding and financial institutions; and training, academic and research establishments, who collectively work to develop and implement the Global Plan of Action.

The Working Groups are led by five Working Group Coordinators. The Working Group Coordinators are supported by the Coordination Unit with regards to Work Plan management, facilitation of activities, monitoring and evaluation and strategic guidance. A member of the Coordination Unit will participate in all Working Group meetings, ensures coherence with the Work Plan and other Working Groups, advocates for necessary resources, when gaps are identified, and supports in resource mobilization, where appropriate.

Functionality

Working Groups members will regularly convene in conference calls, to: share information on the content area; consult/report on activities in alignment or contribution to the GPA Work Plan; share lessons learned; and explore potential opportunities for collaborating and financing Working Groups activities. The Working Groups are led by at least one, preferably two, Coordinators. One Coordinator should be a representative of a Steering Group organisation to ensure reporting back to the SG is facilitated. The other should be an industry or sector specialist organisation who has the time and capacity to deliver the responsibilities outlined in the chair role below. Working group members will support delivery of the recommendations and take on specific actions in addition to those outlined below as appropriate.

Roles & Responsibilities

1. Play an active role in the delivery of the GPA Recommendations:
 - a. Contribute value to the efforts of the Working Group by supporting the delivery of the recommendations and activities of the GPA.
 - b. Prioritise within current recommendations for action, develop and consider new recommendations for the displacement sector, and actively deliver real-change on the priority recommendations suggested by the GPA.

- c. Identify opportunities for collaborating and financing activities within the Work Plan.
 - d. Serve as a vocal champion to the GPA and the delivery of the recommendations within the Working Group.
 - e. Attend 30% of the Working Group conference calls or contribute in other means.
2. Knowledge Sharing and impartial prioritisation of humanitarian energy issues:
 - a. Provide subject matter experience to the successful delivery of: activities of the Work Plan; and the mission of the GPA.
 - b. Assist with the research of best practices and/or technology to the benefit of the GPA Work Plan.
 - c. Assist in the rational prioritisation of the activities of the Work Plan.
3. In addition to the responsibilities above, chairs of the Working Groups will be expected to:
 - a. Pursue a yearlong commitment to membership and a minimum effort of 1 hour per week.
 - b. Deliver intellectual and thought leadership on their Working Groups area.
 - c. Convene monthly calls, chair proceedings, and send out update emails to Working Group members.
 - d. Communicate and collaborate with the Steering Group and Coordination Unit to deliver the overarching aims of the GPA.

Members from the stakeholder groups are encouraged to join a Working Group or groups and contribute to the activities of the GPA. Members of the Working Groups commit to the work on a personal, voluntary and non-binding basis, to support humanitarian assistance. These Working Groups have been created for collaborative action, innovation and connection of a variety of stakeholders to assist the advancement of sustainable energy solutions in situations of displacement through concrete actions as detailed in the GPA Work Plan.

Annex I: Supporting the GPA through Membership

Level of Commitment

Recognizing that development and implementation of this comprehensive framework will be a long-term process, the committed parties hereby invite you to **Become a Partner** in the Global Plan of Action for Sustainable Energy Solutions in Situations of Displacement at one of the following levels:

- 1) **Level I – Commit to the development** of the GPA by joining as a *representative* of your organization or agency. In so doing, you declare your *commitment* to the GPA by direct participation in, and/or financial support of, its development, in addition to self-defined, public commitments to be shared with the GPA Steering Group.
- 2) **Level II – Endorse the goals** of the GPA by joining as a *representative* of your organization or agency. In so doing, you declare your *intention* to accelerate and improve access to safe and sustainable sources of fuel and energy in situations of displacement through self-defined, public commitments to be shared with the GPA Steering Group, as well as potential participation in the GPA Working Areas.
- 3) **Level III – Express interest** in the GPA by signing as an individual or as a *member* of your organization or agency. In doing so you *indicate your interest* in the GPA and potentially to increase your participation at a later stage.

You can also become a partner by joining the framework in the appropriate group (groups listed below) and expressing your level of interest as detailed above.

Becoming a Member of the Steering Group

Criteria for Entry to Steering Group

- International organization - operating in several countries.
- Providing relevant human resources to support activities of the GPA, and appointment of a replacement if transitioning out of role.
- Operational mandate or proven track record for contribution to the development, implementation and monitoring the Work Plan.
- Actively learns and shares relevant information on sustainable energy in humanitarian settings.
- Lead and guide the work of a working area and/or certain activities.
- Present the GPA and relevant results within the organization, as well as in other fora.
- Support fundraising for sustainable energy for displacement.
- Support, approval or engagement from senior management.
- Impartial and neutral to type of energy (no pushing of agendas for a certain solution).
- Commitment to sustainable energy delivery models.

- Commitment to the guiding principles of the Global Plan of Action.

A statement of ambitions for involvement, potential ways to implement the GPA activities in current work and practical ways of contribution to the Steering Committee is requested from all members of the Steering Group. The desired output from this requirement is to record members commitment to taking action and streamlining the GPA into their work for efficient and purposeful collaboration.

Steering Group Application Process

Applications to the steering group are limited to organizations with the operational mandate to implement the GPA, and therefore are limited to those who fit the criteria and play a significant facilitation or implementing role that directly delivers on the Work Plan. To inquire about application to the Steering Group, please email Thomas.fohgrub@unitar.org with the rationale and motivation of joining.

Becoming a Member of a Working Group

Criteria for Entry to a Working Group

- Ability to add value to one of the five Working Groups through their experience or position.
- 30% attendance rate to Working Group calls.
- Reporting of organizational strengths and activities that could support the development and implementation of the GPA Work Plan.
- Share the GPA within the organization of the applicant.

Working Group Application Process

Applications to the Working Groups are open to practitioners working on energy access from the humanitarian and development, policy, finance, private sector, training, and academic and research sectors. You can join by sending an email containing your preferred Working Group(s), job title, organization, and level of commitment to energy@unitar.org and by filling out this form: <https://goo.gl/forms/2cz1lpUxihsCrldr2>.

Annex II: Steering Group Membership

The GPA Steering Group is currently (as of March 2018) comprised of practitioners from IOM, UNHCR, WFP, UNDP, FAO, GIZ, Practical Action, UNEP DTU, The Moving Energy Initiative, The Clean Cooking Alliance, the UN Foundation, Sustainable Energy for All, and UNITAR (also Coordination Unit). The GPA is kindly supported by the Federal Foreign Office of Germany, the IKEA Foundation, and NORCAP.



Members are subject to a yearly renewal process, of which continued membership is subject to meeting the Steering Group criteria as detailed in the TOR. The responsibility to evaluate the renewal process lies with the Coordination Unit.

Webpage: <https://www.unitar.org/ptp/sustainable-energy>

Annex III: Background to the GPA

Today, over 130 million people are in need of humanitarian assistance due to conflict, natural disasters, and other complex global challenges. For many of these people, access to fuel and energy is critical for survival, and how they access it impacts their health, livelihoods, safety, and well-being. Fuel and energy are a precondition for essential activities such as cooking meals, heating shelters, cooling vaccines, charging mobile phones and powering humanitarian operations. Lack of access to safe and sustainable energy exposes displaced women and girls to heightened risks of sexual and gender-based violence as they travel long distances to collect firewood and navigate poorly lit communal spaces.

Energy access for displaced people is not prioritized in the global humanitarian system. Current energy practices in situations of displacement are often inefficient, unsafe for users, and harmful to the surrounding environment. Moreover, institutional humanitarian operations such as water pumping, community lighting, and health clinics rely heavily on unsustainable fossil fuels, costing over 100 million USD annually. Given the complex nature of humanitarian response and the challenges of integrating energy into the humanitarian program cycle, there is a need for systemic actions to mobilise resources and build capacity on this issue. On the other hand, there is also an opportunity for energy solutions to enhance impact in other aid sectors, including (but not limited to) health, protection, food security, and WASH.

Vision

Every person affected by conflict or natural disaster has access to affordable, reliable, sustainable and modern energy services by 2030.

Mission

The Mission of the Global Plan of Action is to equip humanitarian and development stakeholders with the capacity to mainstream sustainable energy solutions into programming, with the goal of delivering improved protection, dignity, and energy-related social, environmental, and economic benefits to displaced people.

What is the Global Plan of Action framework and groups?

The initiative to develop the **Global Plan of Action for Sustainable Energy Solutions in Situations of Displacement (GPA)** commenced in January 2018. The GPA is non-binding framework which invites all stakeholders to undertake concrete actions to accelerate progress towards the vision of safe access to affordable, reliable, sustainable, and modern energy services for all displaced people by 2030. The framework is an evolving process, and the result of consultations among humanitarian and development organisations, the private sector, governments, academia, and other stakeholders involved in the provision of fuel and energy to displaced people. It also supports the delivery of Sustainable Development Goal 7 (SDG 7), with regards to displaced

populations, and is intended to align with the New York Declaration for Refugees and Migrants, the Agenda for Humanity, and other international initiatives such as the Paris Agreement.

The Global Plan of Action aims to accomplish its mission by providing a strategic, multi-sector framework for addressing current challenges and barriers to achieving sustainable energy access for displaced people. The framework addresses challenges in five key areas: *coordination and planning, policy and advocacy, innovative financing, training and capacity building, and data and evidence monitoring.*

Guiding Principles

- Displaced people, host communities and host governments must be involved from planning to implementation, to ensure that their needs and priorities are reflected.
- Energy solutions must be context-appropriate and based on a thorough understanding of beneficiaries' age, gender, needs, culture, safety, different disaster scenarios and other factors. There is no 'one-size fits all' solution. It is important to choose financially and environmentally sustainable solutions, preferably cost-efficient renewable energy solutions.
- Energy is not the goal in and of itself, but a crucial enabler for humanitarian relief and development. It is intrinsically linked to and has multiplier effects on, issues such as food security, shelter, protection, health, livelihoods, sustainable management of natural resources and resilience to climate change.
- Where possible, energy solutions should promote recovery and self-reliance among beneficiaries, as well as be financially and environmentally sustainable.
- Energy interventions and technical solutions should be sensitive to the unique needs and challenges of women and girls, who are disproportionately impacted by lack of energy access.
- Energy solutions in this context should recognize existing market-based solutions and involve market actors, including existing local energy and technical-services providers within the affected and host communities.
- Adhere to the 'do no harm' principles: those involved in humanitarian response take steps to avoid or minimize any adverse effects of their intervention, in particular the risk of exposing people to increased danger or abuse of their rights.

Strategic Objectives

- **Promote:** Foster an open and strategic dialogue between global energy and humanitarian actors to enhance humanitarian response through access to sustainable energy solutions.
- **Partner:** Strengthen multi-stakeholder partnerships and mobilise sustainable and innovative approaches to finance energy solutions in situations of displacement.
- **Learn:** Generate awareness of existing resources on this issue and share evidence-based best practices.
- **Activate:** Create a collaborative and inclusive framework for unified, multi-stakeholder action to improve sustainable energy access in situations of displacement.

Stakeholders

- Displaced persons and host communities;
- Humanitarian and development actors;
- Host governments and policy makers (international, national, regional, local);
- Finance and funders (donors);
- Private sector actors (solutions with supply chains); and
- Research-based and technical advisory organisations

GPA Leadership and Support

The Global Plan of Action is led by a Steering Group and supported by the Coordination Unit. The evolving Work Plan is delivered by the Working Groups or partners of the GPA. The delivery of the Work Plan is subject to available resources. Further information about the roles and functionality of the groups are detailed in Annex I.

Timeline and Duration

Development of the Global Plan of Action started in January 2018. The Steering Group (see Annex II) developed and published the GPA Framework in July 2018, which included numerous recommendations. Early 2019, these recommendations have been translated into a Work Plan with activities to be implemented in the next 2-3 years. The members of the Steering Group will monitor these activities and evaluate the GPA progress. In 2021, a comprehensive evaluation of the direction and necessity of the GPA will be undertaken to ensure its efficacy.