



TERMS OF REFERENCE

Advisory Broad for Somalia NGO Consortium, PUNTLAND

Revised May 2016

Introduction and Background:

The Somalia NGO Consortium, PUNTLAND Advisory Board (AB) acts as a voluntary NGO board for the Somalia NGO Consortium, PUNTLAND. The AB represents the views of the wider Consortium and broader Somalia NGO Community and supports the Regional Focal Point (RFP). Members of the AB are elected by the membership and are accountable to the members. Elections for these positions are held in Puntland. The AB member consists of eight members in total including the RFP.

Roles and Responsibility of the Advisory Board

The primary role of AB is to guide the work of the Regional Focal Point ensuring that the Regional Focal Point meets the expectation of the members. The AB should represent the views of Puntland based NGOs and ensure close cooperation with the Focal Point and the Consortium Steering Committee.

Specific Roles

- The Advisory Board ensures the proper conduct of the Regional Focal Point and provides him/her with regular advice on all areas of concern.
- Support the RFP in any action mandated by the NGO Consortium which requires additional support and/or lobbying of government/UN and other consultative committees.
- Participate in Consortium monthly meetings and ensure that the program is able to accomplish its mandate. Actively support the RFP in agenda setting.
- The AB provides input on yearly program strategies in Puntland and vis-à-vis the Consortium as a whole.
- Acts as a consultative body on NGO concerns, and actively leads on-going consultations with the wider Consortium membership.
- The AB will support the Regional Focal Point on representation when requested. **Administrative, HR and Finances.**
- The RFP Focal Point will provide quarterly progress updates to the Advisory Board; the Board is responsible for monitoring and approving the reports.
- The AB will oversee on the utilisation and accountability of the Puntland Consortium's resources on a yearly basis.

Structure of the Advisory Board

The AB is composed of 8 members including the RFP as follows:

- 2 Seats reserved for the host agencies, that is, CARE and NRC with decision-making powers on HR, admin, and other legal issues related to the Consortium Regional Focal Point.
- 2 for INGO members of the Consortium
- 2 for local NGO
- 1 for RFP
- 1 seat for non-member



- Two members will be appointed as the chair and the vice chair of the Advisory Board Committee and this will rotate between members.

Duration of the Advisory Board

Membership will be valid for one year or longer if confirmed by the majority of the membership. Representation for the next Advisory Board Committee will be reviewed at the end of each year. Potential AB Committee members must be nominated by current, paid-up members of the Consortium. The names submitted will then be circulated to the Consortium to vote by email. Each current member will need to vote for five (5) seats. The five nominees with the highest number of votes will be endorsed by the RFP for a period of one year. Only one member per agency may be elected to the Advisory Board.

Selection criteria for Advisory Board members:

- History of participation in Consortium and INSO Somalia matters and coordination;
- Active member/user of the Consortium and INSO Somalia;
- Capacity and commitment to attend all meetings;
- Very good and positive understanding of the Puntland operational context;
- Demonstrated minimum of 2yrs operational presence in Puntland;
- NGO identity as defined within the Consortium mandate.

Seat for 1 NGO non-member of the NGO Consortium

The rationale to include an NGO non-member of the NGO Consortium is that INSO Somalia extends their services to such NGOs. Therefore, the voice of an NGO that is not a member of the Consortium needs to be taken into account. In this regard the Advisory Board will nominate this post and will share the nomination with the general members for approval. The same criteria of selection as detailed above will apply.

Membership Legality and nominations

The Advisory Board member is the (elected) individual rather than an agency staff member, so all members should ensure that when the regular named attending person is not available, a regular informed alternate is sent to the meeting. The alternate should be named and recorded at the first AB meeting. Sending a substitution should be on an exceptional basis. All substitution representatives should be fully briefed and in a position to make decisions consistent with those of the actual standing member.

The AB members are expected to attend all meetings. If they cannot attend they should send a justification; they should also attempt to comment on key agenda items via e-mail. The AB member should not be absent for 3 consecutive meetings without having provided input; s/he will be required to resign from the Board.

Decision Making:

Decisions are made by quorum. Quorum is defined as 'half plus one'; out of 6 voting members a vote of 4 members indicates quorum. The RFP and the DRFP do not have voting rights on the AB; however their voices should be taken into consideration at all times.

The Advisory Board Chair TOR

1. Coordinate and enhance the communication among the AB members;
2. Coordinate election of AB members when required;
3. Coordinate the votes when requested during AB meetings;



4. Call for Monthly Advisory Board meetings and draft the agenda in consultation with the Regional Focal Point and Deputy Regional Focal Point;
5. Review the minutes of the AB meetings before circulation and ensure that the minutes are circulated within a maximum of one week after the Advisory Board meeting is conducted;
6. Keep a close working relationship with the Regional Focal Point and the INSO Somalia national officer;
7. Represent all consortium related matters in the absence of Regional Focal Point and in any case united voice /representation is required.