

Ethiopia Education Cluster

Terms of Reference

Regional Education Cluster/Task Force in *[name of the Region]*

REGIONAL CONTEXT

[Include introduction to the drought emergency (and potential other emergencies) in the Region + the background to the EiE coordination mechanism in the Region]

OBJECTIVE

During emergencies, the humanitarian response aims to minimise disruptions to the education system to ensure the right to education. In Ethiopia, the Education Cluster supports the Ministry of Education (MoE) in doing this in a coordinated, predictable and evidence-based manner since October 2008. At the national level, the Education Cluster is led by the MoE and co-led by UNICEF and Save the Children. Regional Education in Emergencies coordination bodies (here referred to as Education Clusters) are currently being established or strengthened, led by the Regional Education Bureau (REB) and co-led by UNICEF and Save the Children. These terms of reference spell out the responsibilities of each of these focal points in the Region of *[name]*.

SPECIFIC RESPONSIBILITIES, IN LINE WITH THE ETHIOPIA EDUCATION CLUSTER TERMS OF REFERENCE

1. ESTABLISHMENT AND MAINTENANCE OF AN APPROPRIATE COORDINATION MECHANISM

Regional Education Bureau:

- Chair regular and inclusive Education Cluster meetings at the Regional level
- Ensure strong linkages between the Regional Cluster and the National Education Cluster
- Support and facilitate the establishment of zonal and/or *woreda* level Education sub-Cluster coordination / Education in Emergencies Working Group where appropriate.
- Act as the focal point for inquiries on the Cluster's response in the Region
- Represent the Education Cluster in Regional government coordination fora as relevant

Regional Cluster Co-Chair/Co-Lead:	Agency 1	Agency 2
– Co-chair regular and inclusive Education Cluster meetings in the Region		
– Invite all education partners in the Region to Education Cluster meetings, take attendance and, after every meeting, provide all members with meeting minutes, the updated contact list and other supporting documents, copying the National Education Cluster at et.edu.im@humanitarianresponse.info		
– Ensure that the engagement of partners provides a timely, effective and quality response to the needs in the Region, covering gaps and eliminating duplication		
– Represent the Education Cluster in Regional Inter-Cluster meetings and other Regional coordination fora as relevant		
2. PLANNING AND STRATEGY DEVELOPMENT		
Regional Education Bureau:		
<ul style="list-style-type: none"> – Lead on the development of an Education Cluster Regional response plan and Regional contingency plan as required – Ensure the inclusion of Education in Emergencies in sector planning and policy development at Regional level 		
Regional Cluster Co-Chair/Co-Lead:	Agency 1	Agency 2
– Based on needs assessments and gap analyses, contribute to the development and regular update of the Cluster Regional response plan to respond to the identified needs and fill the identified gaps		
– Ensure that the immediate response plan aligns with the response plan of the National Education Cluster, and with pre-crisis, longer term sector plans		
– Ensure effective links with other Clusters/sectors at Regional level, particularly WASH, Nutrition and Child Protection, and address cross-cutting issues, with a focus on gender equality and youth		
– Contribute to contingency planning as required		
3. INFORMATION MANAGEMENT, NEEDS ASSESSMENT, MONITORING & REPORTING		
Regional Education Bureau:		

<ul style="list-style-type: none"> – Support two-way information flow within the Regional level Cluster, and between the Region and the national level within the MoE, including sharing meeting minutes and contact lists – Ensure that relevant Education in Emergencies data are collected and regularly updated, and shared with the National Cluster. – Provide a twice-monthly update of the needs, on-going and planned interventions in the Region, and share with all Cluster members in the Region and with the National Education Cluster 		
Regional Cluster Co-Chair/Co-coordinator:	Agency 1	Agency 2
<ul style="list-style-type: none"> – Support the REB with the provision and sharing of a twice-monthly update of the needs, on-going and planned interventions in the Region 		
<ul style="list-style-type: none"> – Ensure that partners contribute to weekly reporting by their respective organisations to the National Education Cluster (by asking partners to keep the Regional focal points in copy and by following up with partners who are not reporting) 		
<ul style="list-style-type: none"> – Represent, or identify an appropriate representative for the Education Cluster in inter-sectoral needs assessments in the Region 		
<ul style="list-style-type: none"> – Facilitate needs assessments, using tools in accordance with the draft Ethiopia Minimum Standards for Education in Emergencies, and requesting technical support from the National Education Cluster where necessary; circulate assessment reports to Regional and National clusters 		
<ul style="list-style-type: none"> – Conduct gap analyses to determine the gaps in geographic coverage and the priority education interventions that require additional assistance 		
<ul style="list-style-type: none"> – Monitor the response plan using tools in line with the draft Ethiopia Minimum Standards for Education in Emergencies and common indicators, map progress against the agreed response plan and identify corrections when required 		
4. STANDARD SETTING AND CAPACITY DEVELOPMENT		
<p>Regional Education Bureau:</p> <ul style="list-style-type: none"> – Ensure that the members of the Cluster are informed about policies related to education in Ethiopia, including the inclusion of EiE in the Education Sector Development Programme V. – Support Education Cluster trainings and ensure the participation of appropriate level staff where relevant 		

<ul style="list-style-type: none"> – Participate in trainings as appropriate – Support the use of the draft Ethiopia Minimum Standards for Education in Emergencies 		
Regional Cluster Co-Chair/Co-Lead:	Agency 1	Agency 2
<ul style="list-style-type: none"> – Support the use of the draft Ethiopia Minimum Standards for Education in Emergencies 		
<ul style="list-style-type: none"> – Facilitate the sharing of key technical tools and resources on Education in Emergencies and humanitarian coordination 		
<ul style="list-style-type: none"> – Support capacity development of Education Cluster partners on Education in Emergencies, Education Cluster coordination, and needs assessment 		
5. ADVOCACY AND RESOURCE MOBILISATION		
<p>Regional Education Bureau:</p> <ul style="list-style-type: none"> – Advocate for the integration of education in all humanitarian activities. – Support advocacy campaigns, especially cross-sectoral advocacy on issues like needs based assistance, impartiality and neutrality of the humanitarian response – Advocate for the active participation of communities, children and youth, women and vulnerable groups in education activities – Contribute Region specific information and data to the development of funding proposals at the national level when requested – Actively collect information (including photos when possible) and conduct verification on the occupation and vacation of schools by IDPs – Actively collect data, case studies and other information to support advocacy efforts at the national and global level to promote Education in Emergencies in Ethiopia 		
Regional Cluster Co-Chair/Co-Lead support the REB with:	Agency 1	Agency 2
<ul style="list-style-type: none"> – Advocacy for the integration of education in all humanitarian activities 		
<ul style="list-style-type: none"> – Advocacy campaigns, especially cross-sectoral advocacy on issues like needs based assistance, impartiality and neutrality of the humanitarian response 		
<ul style="list-style-type: none"> – Advocacy for the active participation of communities, children and youth, women and vulnerable groups in education activities 		

– Contributing Region specific information and data to the development of funding proposals at the national level when requested		
– The collection of information (including photos when possible) and verification on the occupation and vacation of schools by IDPs		
– The collection of data, case studies and other information to support advocacy efforts at the national and global level to promote Education in Emergencies in Ethiopia		