



INSPIRE Implementation Working Group

TERMS OF REFERENCE - DRAFT

1. BACKGROUND AND CONTEXT

INSPIRE, launched in July 2016 alongside the Global Partnership to End Violence Against Children, is an evidence-based package for everyone committed to preventing and responding to violence against children and adolescents¹. It represents a select group of strategies based on the best available evidence to help countries and communities intensify their focus on prevention programmes and services with the greatest potential to reduce violence against children.

INSPIRE is explicitly aimed at advancing efforts to achieve SDG Target 16.2 to end all forms of violence against children.

The Working Group contributes to INSPIRE-related actions to prevent and respond to violence against children by all member organizations, including bilateral agencies and international networks, and is a key mechanism through which the Global Partnership to End Violence against Children is working to accelerate country action.

From October 2016 to April 2018, the IWG was tasked with developing an INSPIRE implementation handbook to provide detailed guidance on how to select and implement the interventions included in the seven strategies, and an indicator framework by which to measure the reach, uptake and impact of INSPIRE interventions at community- and country- level. Following successful completion of these tasks, and as agreed during the April 2018 meeting, it was decided to revise the IWG terms of reference by changing their focus from INSPIRE content development to community and country implementation support. The current terms of reference reflects this new focus of the IWG.

For more information, please visit: www.cpcnetwork.org/Inspire-Working-Group

2. MEMBERSHIP AND ROLES

2.1. Membership

Members of the Working Group are individual representatives actively implementing or interested in implementing INSPIRE-related programs from the following constituencies: Academia, Bi- and Multi-lateral agencies, Consortia/Partnerships, CSOs/NGOs, Government bodies and Philanthropic Foundations

The WG membership is informal with a potential of transforming into a community of practice over time.

The collective INSPIRE IWG will:

- provide leadership in the development and implementation of evidence-based interventions/programs for preventing and responding to violence against children
- harmonize the work of members to achieve collective impact

¹ Developed by: WHO, CDC, End Violence against Children, PAHO, PEPFAR, Together for Girls; UNICEF, UNODC, USAID and the World Bank

- foster relationships among relevant stakeholders and provide a platform for knowledge sharing and information management
- set priorities for collective action
- assist “priority” countries in producing national action plans
- regularly monitor the effectiveness of implementation of the INSPIRE package
- identify emerging implementation support opportunities
- periodically report on the implementation activities undertaken by IWG members
- generate, collect and share new evidence and work towards the development of INSPIRE 2.0

The membership in the Working Group allow individuals to stay up to date on latest implementation efforts and share their own progress, connect and collaborate with peers, stay up to date on INSPIRE related funding opportunities, attend annual WG meetings to help guide the next phase of work and promote local engagement. More specifically, agencies that join the working group undertake:

- share INSPIRE package, relevant updates and opportunities for engagement with relevant stakeholders and her/his own professional contacts
- integrate INSPIRE strategies, approaches, programs and practices into: a) Requests for proposals (where the member is a funding organization) and funding requests (where the member is a recipient organization); and b) Relevant programming mechanisms, such as country and regional strategy documents
- report back to the IWG each year on organizational commitments, with details about targeted countries and the activities supported (see annexe 1)
- participate in annual IWG meetings as needed
- advocate for the IWG’s outcomes
- keep the working group informed regarding constraints on decision-making authority on behalf of respective agency or constituency
- keep respective agency or constituency informed about the perspectives, concerns and interests of the working group
- become an ambassador to promote community engagement and support for the INSPIRE implementation
- support new evidence generation, impact evaluation and advocacy efforts as needed

3. GOVERNANCE

3.1. Chairs

IWG will be chaired by WHO and Care and Protection of Children Learning Network and managed by a small IWG Secretariat that also includes the Global Partnership to End Violence Against Children and the CDC. Meetings will be convened by the Secretariat Chairs and supported by the Coordinator. The tasks of the Secretariat Chairs and coordinator are:

- contribute to the development of the agenda for each Working Group meetings/calls;
- facilitate discussions and decision making in meetings
- contribute to Working Group member management
- nurture relationships among Working Group members
- cultivate a focus on equity—including seeking diverse membership, fostering conditions for everyone to be included
- coordinate a process for maintaining INSPIRE implementation guidance as living documents
- oversee the development of the work plan for activities beyond 2019; and monitor and report on progress to the End Violence Executive Committee and 10 signatory agencies.

3.2. Advisory and Operational Support Team

The Advisory and Operational Support team will serve as the voice and decision-making arm of the full membership and represent a diverse pool of members constituted of UN agencies, governments, International NGOs, National NGOs, Community Groups, FBO, etc. The group will have a maximum of 20 members and meet every three months (virtually) to guide the overall work of the WG and provide operational support as needed. Members of the Advisory and Operational Support Team can be self-nominated, nominated by INSPIRE Working Group members, or by the co-chairs. The tasks of Advisory and Operational Support team are:

- liaise between working group members and represent interests of the full WG
- provide strategic advice on the direction of programming and implementation
- support country level initiatives (trainings, presentations, etc.)
- match implementation support demands with members best placed to supply the support
- oversee the development of the work plan for activities beyond 2019
- play an active role in the planning process by attending and participating in working group meetings
- lend subject-matter expertise on VAC
- share the responsibility of ensuring success of the implementation process and the quality of the outcome
- provide feedback on global best practices the WG should adopt or consider adopting, and
- lead INSPIRE capacity building efforts (in collaboration with the Capacity Building SC)
- all responsibilities outlined for the INSPIRE Working Group

4. MEETINGS AND DECISION MAKING

4.1. Meetings and Communication

The Advisory & Operational Support Team will meet every 3 months (virtually). All Working Group members will be invited to attend the Annual or Bi-Annual in-person meeting to review and provide feedback on progress and strategic plans for next year.

Members will receive regular emails on activities at global and country levels, key announcements, funding opportunities and learning and direct-action opportunities, including occasional webinars. Additionally, all members will be provided an opportunity to share relevant (as determined by the coordinator) updates with the full membership.

4.2. Working Group Decisions

Due to inevitable challenges associated with convening more than 200 members and establishing governance structures that can facilitate a membership of this size, key operational topics will be discussed, and decisions made by the Advisory and Operational Support team.

The agenda, minutes, any related attachments as well as key decisions and outcomes of each Advisory and Operational Support team meeting will be shared with the INSPIRE Working Group via email within 5-7 business days of the meeting.

Due to the flexible and adaptive nature of implementation processes, the Advisory and Operational Support team will mostly operate in the informal yet collaborative capacity. During meetings, a quorum of at least 7 members must be present to vote on key decisions (as determined by the Co-Chairs) in person, conference call or email). Such key decisions will be made by a majority vote, a quorum being present. In certain cases, depending on the urgency or a special circumstance, an email vote may be required. This may involve an email from the coordinator to each member detailing the proposed action and the deadline for voting. If at least 7 members respond by the deadline and majority vote the same way, the action will be taken.

As noted above, the Advisory and Operational Support team will serve as the voice of the INSPIRE WG membership and establish a transparent process for being open to and collecting feedback from the core group on decisions up for discussion as well as key decisions made. Any and all objections, submitted to the Chairs and the coordinator in writing, on the decisions made by the Advisory and Operational Support Team will be considered and reviewed at the next team meeting or via email.