

## Framework Terms of Reference – Regional REACTs<sup>1</sup>

### Introduction

The REACT **Statement of Common Understanding** provides for the establish of Regional REACTs. This **Framework Terms of Reference** sets out common tasks and outputs which each Regional REACT should be able to accomplish on a regular basis. These tasks and outputs cover operations during normal and emergency periods.

The operating conditions for each of the Regional REACTs in Tajikistan are different. All Regional REACTs operate are under the Chair of the local CoES office but the Secretariat for each Regional REACT is not provided by the same organization across all regions. More importantly, the capacities and involvement of partner organizations varies from one region to the other. The following tasks and outputs provide a framework within which Regional REACTs can operate given the local circumstances of the region in which they are located.

Each Regional REACT may not be immediately able to immediately accomplish the tasks and provide the outputs indicated below. Gaps between the framework terms and actual performance should be used to develop an action plan for further specific assistance to each Regional REACT to ensure that over time all elements of REACT are completing similar tasks and producing similar outputs.

### I. General Outputs

Each Regional REACT should accomplish the following:

- 1) Exchange of Information
  - a) Serve as a mechanism to share information within the area covered by the Regional REACT.
  - b) Conduct regular (at least monthly) meetings.
  - c) Provide a point-of-contact within the Regional REACT structure for access to information on local conditions.
  - d) Develop a data base of relief and development organizations present in the area of operation, including contact information and data on the nature and location of all projects.
  - e) Present area-of-operation specific information on the REACT web site.
  - f) Integrate the information collected in each area of operation into a GIS-based mapping system (also to be available on the REACT web site).
  - g) Document what information is available within the Regional REACT area of operation related to emergency operations and risk reduction.
  - h) Serve as a channel for the flow of information from and to Dushanbe.
- 2) Coordination
  - a) Provide a venue where REACT partners activities are discussed and coordinated between REACT partners.
  - b) Provide a mechanism for potential partners to make contact with REACT members (e.g., in the case of a new NGO coming to an area and looking for a partner or for someone implementing a similar project).
  - c) Provide a mechanism through which CoES can ascertain and coordinate disaster-related efforts of REACT members.

### 3) Capacity Building

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<sup>1</sup> Drafted by: C. Kelly, DRMP UNDP Tajikistan, email: 72734.2412@compuserve.com

- a) Conduct and periodically update a capacity assessment related to emergency response in the area of operation, including government and civil society at large.
  - b) Conduct or facilitate public information campaigns related to disaster risk reduction and disaster preparedness. (A specific campaign topic should be developed on an annual basis.)
  - c) Serve to facilitate training in cooperation and, where appropriate through, local CoES training centers, to address the capacity building needs identified in the assessment.
- 4) Risk Assessments
- a) Assist REACT partners in conducting risk assessments of projects and project areas.
  - b) Assist REACT partners to identify critical early warning needs within the area of operation.

The Regional REACT Chair and Secretariat will have primary responsibility for tasks noted above, although all Regional REACT members are expected to participate in specific tasks and in accomplishing specific outputs.

## **II. Emergency-Related Operations**

During emergencies, the Regional REACT will:

- 1) Liaise with REACT and other authorities in Dushanbe on the appropriate response to the emergency.
- 2) Organize and conduct assessments using standard assessment tools developed by REACT and its members.
- 3) Assist REACT partners in organizing assistance to victims, following standard REACT procedures.
- 4) Coordinate requests for assistance from the UN-ERT in coordination with UNDP.
- 5) Hold additional coordination meetings as may be necessary and identify a focal point for information on the emergency.
- 6) Hold (depending on the size of the emergency) sector/Cluster coordination meetings on a regular basis involving local and non-local actors involved in responding to the emergency.
- 7) Assist local and national authorities in the development of recovery plans, and provide a mechanism for coordinating these activities as may be needed.
- 8) Report regularly to REACT in Dushanbe on emergency-related activities in the area covered by the Regional REACT.
- 9) Develop and maintain a data base on emergency activities in the area covered by the Regional REACT, noting who is doing what, where, and for how long.

## **III. Small Fund Facility**

Regional REACT members may agree to establish a small fund facility which would:

- 1) Provide funding, or material support, for risk assessment, risk reduction and emergency response activities with a particularly focus on locally-based NGOs and civil society.
- 2) Solicit support from civil society for disaster risk reduction, including support as envisioned in (1) immediately above and other types of support for civil and government efforts to reduce the impact of disasters in a Regional REACT's area of operation.

This small fund facility would be managed directly by one of the Regional REACT members and operate under terms negotiated with the donors or donors providing assets for the fund.

At the same time, Regional REACT members may agree to establish a fund using local monetary and in-kind contributions. This fund would be managed by one of the Regional REACT members according to mutually agreed procedures and standards.