

## TORs for the working of Humanitarian Organizations

**Background:** The Rules for Operating in Affected Areas (R.O.A.A) provide guidance to humanitarian organizations to enhance their ability to access and assist the affected population in coordination with relevant authorities and in accordance with the security protocols and local culture and traditions.

### Section A: General Operating Rules:

1. All International NGOs, National NGOs, International Organizations and UN agencies SHALL obtain NOCs and/or Project Approvals from PDMA/PaRRSA prior to starting operations within the affected areas.
2. The NOC will specify the date of issue, validity period duly signed by the Director (operations, relief and coordination) and countersigned/ endorsed by the DG PDMA. The NOC will authorize the organization to work in a particular area and sector as specified in the NOC. Project Proposals will also be vetted by the concerned clusters which are currently core coordination mechanism for humanitarian interventions. All project proposals will be shared with Economic Affairs Division and other concerned authorities.
3. For any new project / sub-project, the owner organization will apply for the NOC, which will cover the working of all the IPs involved in the execution of the project.
4. All the on-going and planned interventions/projects will be coordinated with the concerned provincial/divisional/district/agency authorities (Commissioner, Political Agent, District Coordination Officer, Head of concerned line department).
5. All the movements (of humanitarian workers and supplies) within, to and from the affected areas would be coordinated with law enforcement agencies through Home Department with coordination of Special Services Group.
6. The equipments, supplies and premises of the field offices of NGOs SHALL be used exclusively for the purpose connected to assist the affected communities.
7. It would be ensured to involve relevant authorities and local community in the implementation of projects.
8. It SHALL be ensured to recruit workers on the basis of suitability and qualification for the jobs and not on the basis of political or any other considerations, giving priority to people from the affected areas. Locals SHALL be hired where requisite skills are available locally in the areas like drivers, office boys etc and in all other cases where two candidates have all else equal, the local SHALL be given exclusive preference.
9. It shall be ensured to purchase all the material/equipment locally within the project area to the maximum possible extent to give boost to local economy.

10. All NGOs/Implementing partners shall submit their progress reports (Monthly/Quarterly/Terminal & Evaluation) in line with the reporting guidelines provided in Annex A.

11. All NGOs/Implementing partners shall submit their work plans on weekly basis to relevant DCO offices.

### **Section B: Compliance with Security Protocols and Local Culture and Traditions:**

**1. Female Staff working in rural areas:** It is advised when stationing female staff in rural areas they must be accompanied by another female staff. Care must be exercised to balance the policy of the humanitarian organizations of equal opportunity and merit based selection with the local sensitivities.

**2. Respect for Women:** The community in rural areas is sensitive to strangers interacting with their women. Stranger males approaching or talking to women can have serious repercussions. Discretion is advised when approaching local women; it must be done in consultation with males/heads of families, however female staff can interact with the local women without the presence of males. Similarly care needs to be exercised in office working; female staff be seated separately and a male and a female staff having one to one meeting behind closed doors be avoided as far as possible. Promiscuous relationship is not tolerated in the area and can draw violent reaction.

**3. Working Hours:** Late working hours for female staff particularly in the hours of darkness is unacceptable to local community and can invite sharp reaction.

**4. Separate seating arrangements:** Un-related males and females sitting together are viewed unfavourably. Separate seating arrangements for male and female staff should be made in; training workshops/seminars, official/other functions, vehicles etc.

**5. Dress Code:** Women staff are advised to cover themselves fully by head scarf, full sleeves shirts and shalwar (trousers) up to ankles. Dress is worn loose with aversion to “revealing” and tight dress. Due discretion is advised for female workers while moving in the area. Men are advised to wear local dress and avoid shorts or dress which is inappropriate to local customs.

## **6. Travel:**

A female sitting on the front seat in a vehicle along with the driver is viewed with disapproval. Female staff should avoid sitting on the front seat as far as possible. They may occupy the front seat if more than one male colleague is accompanying as males and females sitting on the same seat are also cause of more serious concern to the locals.

For out of city/long travel, the female employees may be allowed to be accompanied by a Mahram i.e. a close relative like father or brother etc. at their personal expense and arrangements, if so requested by the staff concerned. The male guardians/family of the female staff must be informed in advance of such planned travels.

Workshops/Seminars requiring overnight stay of female staff outstations are a sore point and cause of violent reaction from the community. Entire humanitarian community should ensure that workshops/seminars are organized in safe areas and if the participation of female employees is unavoidable requirement, they must be provided separate boarding and lodging and their families should consent to their participation in the event.

## **Section C: Compliance with Security Protocols**

**1. Security Coordination** NGO/UN agencies are advised to maintain close liaison with District Police Officer (DPO) who will liaison with all heads of intelligence agencies and Pakistan Army deployed in the area. DPO will hold weekly district meetings with the Security Focal Points of the NGOs/UN agencies to coordinate security arrangements.

**3. Security Focal person** NGO's/UN agencies are advised to appoint security focal person at the district level.

**4. Information Sharing** Timely sharing of any valuable information including type of any threat received or suspicion should be immediately shared with DPO through the security focal person.

**5. Security Advisory** Police issue advisory from time to time to the security focal person. NGOs and UN agencies operating in the areas are requested to adhere to the police advisory and plan their movements accordingly.

**6. Security Plans** All NGOs and UN agencies are requested to draft security plans for their offices in the district and share a copy with DPO.

**7. Securing Office Building** All NGOs/UN agencies are advised secure their office building with security cameras, bomb blast protection securing the outer premises, re-strengthening gates and employing private security guards for the premises.

**8. Staff Information** All NGOs and UN agencies are requested to provide information on staff stationed in the district in the attached form – **Annex B**

**9. Traveling Outside District** Staff (national or international) who will be visiting the district for short assignments /assessments must also liaise with Home Department and acquire prior approval before travelling. Home Department will require personnel and vehicle details. Home Department and provincial government has the right to allow or not allow any of the request for travelling in to the affected districts.

**10. Travelling inside districts** All NGO/UN agency travelling within the district will be coordinated with the DPO and local mechanisms will be developed through the Security Coordination meeting chaired by the DPO.

## **Annex A: Reporting Guidelines**

### **Objective of the Monitoring & Progress Reporting**

This document establishes reporting guidelines for the implementing partners who have obtained NOCs to work under the overall umbrella of PDMA. Overall objectives of the progress tracking of various projects being implemented by various humanitarian organizations, are to

As a yardstick of performance, responsiveness transparency and accountability

Independent and statistically robust information and analyses on progress

Support, planning and implementation across program logic model

Process documentation, body of knowledge and Learning , compliance and midcourse correction

Sharing of information and learning with internal and external stakeholders

As a tool for ensuring transparency and accountability for donors and sponsors

Mid course correction where applicable

Assess viability of planning and allocation of resources

Identify and fill the gaps

Avoid overfeeding of one particular areas

Track the needs of the affected area

Identification of problems, causes of potential bottlenecks in project implementation and provide strategic recommendations

All reports should be submitted only in English Language by using the Prescribed formats. In case of the interventions other than the prescribed formats following information is mandatory:

*Location of the interventions (Name of Village, Union Council, Tehsil and District)*

*Deliverables: in terms of Numbers (e.g. 20 sewing machines distributed)*

*Beneficiaries (in terms of HHs and individuals, disaggregated by sex)*

### **Project Reporting**

a) All NGOs are required to submit monthly, mid-term and final narrative and financial reports. These reports will normally be considered public information, unless otherwise agreed.

b) For all projects, the reports must be submitted by Implementing Agencies.

c) For all projects, the reports must be submitted by the respective Executing Agency in consultation with the Implementing Agency.

d) In all cases, PDMA reserves the right to request additional information or justification

**Monthly Progress Reports (MPR)**

MPRs must be submitted no later than the prescribed deadlines to serve the overall objectives. All MPRs should be submitted on the single reporting format. For each project / sub-project, separate reporting on single reporting format will be done.

**Project Extensions and Revisions**

Projects may be extended with PDMA's permission and at its discretion upon being provided with the reason or need for an extension.

A month prior to the expiry date of an NOC, the organization will be required to apply for an extension for the period of the remaining work or for a period equal to the period of the previous NOC, whichever is less.

Any change in the project scope or list of activities will have to be approved from PDMA.

**Reports should be sent to**

Monitoring and evaluation specialist

PDMA/PaRRSA

Email: [mespecialist@pdma.gov.pk](mailto:mespecialist@pdma.gov.pk)

Tell: 0919213867