

Humanitarian Assistance Communication Unit (HACU) Terms of Reference (TOR)

For internal use
Version: August 2017

The Humanitarian Assistance Communication Unit (HACU) exists to facilitate rapid communication to ChildFund Alliance Members about the nature of a humanitarian crisis, and the proposed response of the Lead Member agency in the affected country. This facilitates fundraising between Members to assist the Lead Member in supporting disaster-affected communities. The following ToR reflects changes to the HACU structure and functions requested by the CEO Forum in May 2017.

Purpose

Members need information within 24 hours after a disaster occurs in a ChildFund presence country as to whether the Lead Member plans to respond. This has a strong influence on other Members' decision to undertake fundraising. Because the Country Office cannot respond to multiple Members asking for detailed information for use in funding appeals, key information and frequent updates are therefore sent through a centralized function, HACU, coordinated by the Alliance Secretariat.

Scope of Work

In the event of a crisis, the ChildFund Alliance secretariat will:

- Disseminate information via the HACU email list about the disaster and the response, including information about pending and needed support: funding commitments, submitted grant proposals, planned grant proposals, etc.
- Communicate information about ChildFund response activities with an external audience via the Alliance website.

Responsibilities

- The Lead Member coordinates emergency response activities.
- HACU's role is limited to communication.
- HACU coordination is the responsibility of the Alliance Secretariat, which will work with the Lead Member to ensure timely dissemination of information.

HACU TOR, continued

- The Lead Member is the decision-making authority in the field, through its National, Regional or International Offices.
 - As stated in the [ChildFund Alliance Coordination Mechanism for Humanitarian Action](#), in countries where two Members have programming presence, an MOU will be signed to establish one lead organization and clarify the respective responsibilities of the two.
- The Lead Member will fill out the [Situation Report \(Sit Rep\) template](#) and share with the Alliance Secretariat for editing and distribution to the HACU contact list.
 - The SitRep template calls for statistical information as well as any available human-interest stories, anecdotes about or photographs of affected individuals. The information disseminated by HACU should make clear 1) whether the ChildFund organization operational in the country is planning to respond, 2) whether the Member responds directly or through a partner organization, and 3) which funding commitments are existing (how much, by whom), which grant applications have been submitted, and what else is planned to obtain funding.
- The Secretariat will use information from the SitReps to update any public statements on the Alliance website.
- Members with questions or requests for information should contact HACU in order to minimize the burden on the Lead Member.

Membership

The structure and communication lines within each Alliance Member are different. All Members should name at least one representative to HACU, but each Member nominates the adequate number and job function (Program, Fundraising, CEO's office, etc.) of representatives to HACU as they wish. Alliance Members can change their representative(s) at any time, but they are responsible to inform the Alliance Secretariat of any changes in their HACU representatives in order to ensure an up-to-date contact list.

Contact

Alliance Secretariat HACU focal point is Josh Chaffin, Sr. Advisor CPiE, at ichaffin@childfundalliance.org