



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

For internal use

Version: May 2020

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 communication mechanism also facilitates fundraising between Members to assist the Lead Member in supporting the disaster-affected communities. This document is updated as needed in response to feedback from Members, and subject to CEO Forum Approval.

Purpose

When a humanitarian crisis occurs in a ChildFund presence country, Alliance Members need information, within 24 hours, about if or how the Lead Member plans to respond. Information about the crisis and the Lead Member's response plans have a strong influence on other Members' decisions and ability to undertake fundraising. In such events, Country Offices are also unable to respond to multiple requests from Members for information to be used in funding appeals, grant proposals, and other communication activities. Therefore, HACU acts as a centralized platform coordinated by the Alliance Secretariat, which quickly disseminates information about a crisis from a Lead Member to all other Members, as well as providing a contact for Members' information requests.

Scope of Work

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

- Disseminate a Situation Report (Sitrep)¹ provided by the Lead Member 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 all 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.
- 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 develop a Sitrep and then share this document with the Alliance Secretariat for distribution to the HACU contact list. The SitRep should include (where relevant, given the stage of the emergency and response):
 - Whether the Sitrep is an "Ask" (if the Lead Member is seeking funding support from other Alliance Members) or if it is "For Information only" (if the Lead Member is only providing an update or progress report on the crisis or response activities);
 - Whether the ChildFund Member operational in the country is planning to respond;
 - Whether the Member plans to respond directly or through a partner organization;

¹ NB In March 2020, due to the high volume of Sitreps and program and fundraising materials being created in relation to the COVID-19 Pandemic, instead of Sitreps being disseminated via the email list, a section was created in ChildFund Alliance's [Members Only](#) website to organise and store these resources. Should another global emergency such as this occur, the use of the Members Only site should be considered in order to reduce the volume of emails being sent with emergency information.

- Statistical Information about the location, nature, and scale of the crisis (as available at the time);
 - Information about response activities and responding partners;
 - Which funding commitments are existing (how much, by whom), which grant applications have been submitted, and what else is planned to obtain funding;
 - Total funding requirements for the response and timeframes for when funds are needed;
 - Human-interest stories, anecdotes about or photographs of affected individuals (these are often provided upon request; and
 - Contact details for all Member information requests.
- The Secretariat will use information from the Sitreps to update any public statements on the Alliance website.

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 can nominate the number of representatives (from Program, Fundraising, CEO's office, etc.) to HACU as they wish. Alliance Members can change their representative(s) at any time, but they are responsible for informing the Alliance Secretariat of any changes in their HACU representatives, to ensure that an up-to-date contact list is maintained.

Contact

Alliance Secretariat HACU focal point is **Humberto Flaco**, Program Administrative Assistant: hflaco@childfundalliance.org