

Terms of References- TORs

Ageing, Disability and Diversity Task Force-Pakistan

1. Introduction

The Ageing, Disability, and Diversity Task Force-ADDTF is a group of like-minded organizations, Organizations of Persons with Disabilities-OPDs National/Civil Society, and INGOs. The ADDTF, constituted by eleven member organizations, are interested in mainstreaming age and disability in the humanitarian response after the floods. The aim was to join hands to support the process of mainstreaming age and disability issues in core humanitarian work that was going on in the sector. HelpAge International and Humanity and Inclusion developed the idea and was partially inspired by a similar initiative established in Haiti after the earthquake in January 2010. The two organizations were concerned that the humanitarian interventions in Pakistan failed to address the vulnerabilities of older persons and persons with disabilities – leaving them largely invisible and unable to access relief. There was also the concern that the organization providing support was not coordinating and resource duplication was happening. In August 2015, it became part of the cluster system/humanitarian architecture but remained an independent task force.

The eleven members were brought together in the task force to advocate for the rights of older persons and persons with disabilities in the emergency response. ADDTF's scope of work also includes awareness raising on specific risks and gaps faced by persons with disabilities and older persons in humanitarian assistance through networking and collaboration with the government, donors, and other stakeholders. ADDTF secretariat strives to improve inclusive information and sharing about persons with disabilities and older persons in emergencies. ADDTF also understands that mainstreaming aging and disability concerns, specifically DRR is momentous. Therefore, ADDTF strongly believes in collaborating and networking with other civil society organizations, which is imminent from its collaborations with NDMA — Gender and Child Cell, UNFPA, UNICEF, UN Women, UN-HABITAT, UNHCR, UNOCHA, NHN, and PHF. ADDTF also has affiliate members who are not experts on aging, disability, or other vulnerable groups but intend to work on an inclusive DRR approach. They have shown resolute to make their humanitarian programs inclusive.

As Pakistan is now facing the catastrophe of flood due to climate change, families continue to struggle to meet their most basic needs amidst the worst humanitarian crisis in the world. A result of damage to infrastructure, crops, road disruption, economic crisis, and the global pandemic has left 6.4 million people in Pakistan in need of humanitarian aid; however, many are still not able to access assistance. Multiple factors contribute to the exclusion of several groups and individuals from basic services and humanitarian assistance. Older people, IDPs, Afghan refugees, people with disabilities, minority groups, and women are among the highest exclusion risk. There is a lack of awareness and technical capacity to include different vulnerable groups in humanitarian response.

The mission of the Ageing, Disability, and Diversity Task Force 2024/26 is primarily on the climate induced disaster and Afghan Refugees and contributing to promoting and ensuring that the groups at risk of exclusion from humanitarian services based on disability, age, gender, or other factors of risk of discrimination are equally included in the emergency response in Pakistan. This is aimed to be done through mainstreaming inclusion into humanitarian coordination mechanisms and promoting inclusive programming through capacity building on standards and guidelines like Inter-Agency Standing Committee-IASC guidelines on inclusion of people with disabilities, IASC guidelines on people with disabilities, Humanitarian inclusion standards for older people and people with disabilities, data collection, advocacy, and technical advisory and support. The members will contribute to monitoring and supporting safe and dignified access to services based on disability, age, gender, or other factors of inequality, hence contributing to the overall protection mainstreaming.

The Task Force collaborates closely with national and international humanitarian actors, key governmental structures, and UN agencies interested in disability, gender, and age inclusion and protection mainstreaming. The activities of the task force target mainstream relief, recovery, and rehabilitation actors, including local and international NGOs, UN agencies, and the government.

2. Objectives

The objectives presented below are general and to be finalized in consultation with the member organizations,

- a) **Data collection and analysis:** To promote and support the collection, dissemination, and utilization of data disaggregated (by sex, age including older persons, persons with disability including children with disabilities, women with disabilities, fisherfolks with disabilities, farmers with disabilities, transgender with disabilities, displaced people with disabilities and other marginalized groups with disabilities and any other factor impeding equitable access to humanitarian assistance) and analyses on inclusion-related issues in Pakistan.
- b) **Technical support and advice:** To provide via members with specialized expertise, technical support, and advice on inclusion issues to needs assessments, response planning, program design, implementation, and monitoring, both to individual organizations or WGs seeking such support and to collective efforts
- c) **Capacity strengthening:** Strengthen humanitarian actors' capacity on inclusion-related issues through specialized training and other learning initiatives, coordinating such efforts among ADDTF members and WGs.
- d) **Awareness raising and advocacy:** To promote increased awareness and understanding of inclusion issues and the importance of collecting disaggregated data (age, gender, disability, and any other factors impeding equitable access) and of an inclusive approach to the design, implementation, monitoring, and funding of the humanitarian response.
- e) To raise awareness of the PWG member organizations, PHF member organizations, NHN members organizations, Gender and Child Cell, and other relevant government stakeholders about global gender, age, and disability standards, including IASC guidelines, Humanitarian inclusion standards for older people and people with disabilities, and inclusive project cycle management.
- f) Evidence-based advocacy with the government authorities, UN agencies, and other humanitarian actors on inclusive humanitarian action.
- g) Network and partner with other like-minded stakeholders.
- h) To support and steer the Ageing, Disability, and Diversity Task Force under the PWG with evidence around gaps and good practices around inclusion.

3. Working Groups and ISCG Representation

The protection working group and ADDTF co-facilitate the coordination, implementation, monitoring, and evaluation of strategies and responses with all other relevant clusters that promote the protection of the rights of affected communities, including their safety, dignity, and meaningful access, and participation in the humanitarian response. The ADDTF will also coordinate with the Inter-Sector Coordination Group (ISCG) to advocate for the inclusion of older persons and persons with disabilities with sector leads.

4. Activities and responsibilities of the task force members

4.1 Overall coordination

The Ageing, Disability, and Diversity Task Force promotes information sharing regarding inclusion in humanitarian response with all the stakeholders, particularly protection working group members, other relevant working groups, OPDs, INGOs, and Government authorities. The ADDTF maps out stakeholders' efforts and progress against policies and programming in line with human rights frameworks, particularly CRPD, and updates the information on activities, priorities, and agendas

concerning inclusion. It reports to co-leads and, as required share, the findings and information with other clusters on progress and impact achieved based on projects/activities concerning inclusion carried out by the members.

The ADDTF will coordinate rapid/GBV assessments undertaken, including vulnerability mapping response to be conducted by different partners/members to provide technical support, peer review, and facilitate sharing of findings to guide the SWG interventions for addressing women/girls and vulnerable group's needs and accordingly identify protection gaps and response mechanisms. Ensure that ethical and safety standards are adhered to while collecting GBV data.

4.2 Data collection and monitoring of protection principles and advocacy with relevant actors on collecting SADDD

The Ageing, Disability, and Diversity Task Force will continue to accompany actors and directly assess, monitor, and evaluate easy, safe, and dignified access and meaningful participation of affected communities in humanitarian services by leading the sectoral impact analysis on factors of discrimination on the bases of disability, age, and gender. The ADDTF accompanies humanitarian actors to strengthen quality data, including Sex, Age, and Disability Disaggregated Data, by using Washington Group Questions and age cohorts and qualitative data on discrimination factors and the level of access and participation within all humanitarian data collection exercises. The task force will analyze the situation of different vulnerable groups and protective factors to provide pragmatic solutions and strategies to better mainstream cross-cutting themes. The quality data will be used for evidence-based advocacy with government authorities, donors, and other networks.

4.3. Sharing resources through joint planning:

To better contribute to the joint plan, all the TF members will,

- Engage in strengthening data on factors of discrimination by contributing actively to stipulated exercises
- Jointly support efforts related to advocacy on cross-cutting thematic based on their expertise (including age, gender, and disability, and their intersection), as well as on discrimination and compounding vulnerability
- Jointly support efforts related to capacity development and technical advisory of other organizations or individuals on cross-cutting thematic,
- Jointly will aim to develop and ensure access to technical guidance and resources (including access to networks and forums)
- Aim to build a resource pool/knowledge hub for storing available resources to support humanitarian work in mainstreaming age and disability. This knowledge hub should be easily accessible to everyone

4.4. Sensitization, Capacity development, and technical advice based on identified gaps, needs, and priorities

ADDTF's role identifies needs, priorities, and resources to ensure awareness-raising and capacity development of protection working group members, other humanitarian actors, and government agencies on inclusion in humanitarian response to promote and ensure respect of standards, policies, and principles. Promote effective participation of organizations of persons with disability, Older People Associations, women organizations, minority organizations, and other civil society actors in the TF interventions. This will be achieved through the capacity building of member organizations on standards and guidelines like IASC guidelines and Humanitarian inclusion standards, inclusive project cycle management, and collection of disaggregated data concerning gender, age, and disability.

4.5. Advocacy and communication

ADDTF will develop an advocacy conceptual framework to give strategic guidance under the protection working group on technical advocacy to increase access to services, tools, and interventions by integrating them into policies, guidelines, and strategies with affected communities and organizations representing those. The efforts will link local-level advocacy on inclusion to national, regional, and global levels to promote and enhance programs and inclusive policies. In terms of addressing concerns relating to GBV and PSEA, the ADDTF will:

- Identify partners with the technical capacity to review NDMA SOPs for GBV Prevention and Response in Emergency Settings and facilitate the members to adopt the SOPs.
- Integrate PSEA awareness raising, messaging, and response to PSEA issues in the GBV prevention and response mechanism, including orienting actors to effectively address PSEA issues in the context of all humanitarian actions and ensuring service-level gaps are filled to address PSEA.
- Facilitate and support awareness-raising and training initiatives, targeting government bodies, service providers, including health care providers, frontline workers, and community structures for the prevention and response to GBV, psychosocial support, clinical management of rape and Prevention Against Sexual Exploitation and Abuse (PSEA).

5. The structure:

The TF is led by Handicap International and co-led by the Special Talent Exchange Program (STEP), a local OPD. Handicap International is the active inclusion specialist, and the Protection Working Group is the most relevant UN/cluster representative of the co-leads of the task force. The lead's role is overall coordination, including managing the secretariat, ensuring funding to run the secretariat, convening meetings, and ensuring a proper work plan. Sightsavers, Federation of Handicap International, CBM, CHEF, SANGER, NDF, and STEP are the other very active secretariat member organizations and decision-making bodies that complement and support the secretariat holder, i.e., HelpAge International.

The structure consists of two types of members.

1. Core members: These are specialist organizations working on age, disability, and diversity. They are permanent members selected by vote and will be evaluated annually for membership based on their performance. These members take care of the secretariat and are responsible for mobilizing resources to ensure that the secretariat is up and running and the TF is active.

2. General members: These are the mainstream organizations needing support on age and disability and are targeted through the ADDTF. These members will remain on the mailing list for information, will not be evaluated for their performance, and are only accountable to the secretariat if ready to share resources on a volunteer basis. The frequency of the meetings with these members will be determined based on the decision of core members or the number of general members.

3. Community Advisory Committees: These committees may include Aghan Refugees Advisory Committees or any other committee not registered but strongly advocating for the rights of persons with disabilities, older people, and other diversity groups. These Advisory committees will support the referral at the local level. These advisory committees are not obliged to attend ADDTF meetings, but the ADDTF core members should meet and inform the Community Advisory Groups about their services to promote referrals and accountability towards the affected population.

6. The membership

ADDTF is an open forum of a member organization interested in presenting the added value to jointly participating in the advocacy process for promoting and integrating cross-cutting themes of disability, gender, age, and other factors of risk/inequality at each step of the humanitarian response. The membership of the ADDTF will be validated based on value addition, interest, and co-acceptance through a vote at the majority process with other member organizations. To keep the task force functional and active, this membership will remain subject to change after one year under the leadership of the ADDTF secretariat. Hence, the membership will be revised based on the performance of the member organizations based on pre-defined criteria, i.e., number of meetings attended, number of feedbacks provided on technical tools, number of guidance produced, etc.

The membership is open to interested organizations that are members of the protection working group and UN agencies, NGOs, OPDs, and community representative groups that can add specific value to the inclusion of different vulnerable groups and dedicate time and technical expertise to inclusive humanitarian action. Government authorities who are members of the protection Working Group could also be members of the ADDTF. The members will contribute financial or technical resources where required to implement the TF joint plan.

Frequency of meeting: The members will meet bi-monthly or based on needs in Islamabad or online to discuss and share the progress of TF or any other urgent issue. . The members could attend the meetings as invitees and provide technical backstopping to the Ageing, Disability, and Diversity Task Force on relevant topics. The meetings will happen either online or in person and on a rotation basis among core members

7. The Secretariat

The Secretariat will provide support to the members of the ADDTF by performing the following roles and responsibilities:

- **Convener:** collect and set agenda, call for meetings, write, share, and compile minutes of the meetings
- **Coordinator:** Ensure that any decisions made by the ADDTF have been implemented in collaboration with TF members, including training activities, research, and monitoring implementation of the ADDTF action plans
- **Analysis:** Analyze data gathered through ADDTF and disseminate findings to TF members and humanitarian stakeholders through briefings, reports, and training.
- **Capacity building:** Ensure coordination with partners to bring specific expertise to implement capacity-building initiatives.
- **Custodian:** Ensure all relevant documentation, publication, and narratives are accessible to relevant users/actors; they should be kept appropriately and organized.

For two years, from September 2024 to August 2026, HI will play the role of ADDTF Secretariat based on the decision of the majority of the ADDTF members, its global experience in mainstreaming age and disability inclusion, and capacity to dedicate experienced and full-time human resources.

A review of ADDTF membership, objectives, and interest in holding the secretariat will be held annually. Based on the organization's interest in providing dedicated staff for the TF, resources to run the secretariat, and ensuring coordination as a key lead agency, the secretariat could be changed to any other member organization. After lead validation, the secretariat will be nominated and vote a majority from the member organizations. Hence, the organization leading the ITF will have experience in mainstreaming protection, its various cross-cutting thematic in humanitarian policies and programming, and its dedicated staff as a focal person who will coordinate all activities with the protection cluster and its members. The meeting frequency and reporting would be determined through consultation with the TF members.

Ageing, Disability, and Diversity Task Force -ADDTF Coordinator: The dedicated staff and the ADDTF coordinator at the secretariat will be the central neutral focal point for all the member organizations. The person will coordinate with the focal persons of all other member organizations to do resource mapping and develop a joint action plan. The Secretariat will produce annually measurable indicators with members and develop a follow-up plan to achieve those indicators. The organizations holding the secretariat must provide dedicated staff to run the ADDTF more effectively.