

PINGON Humanitarian Coordination Working Group (HCWG) Terms of Reference (ToR)

1. Background

The Philippine Inclusive NGO Network (PINGON) is a collective of international and local non-governmental organizations (NGOs) operating in the Philippines. Established in 2007, PINGON serves as a platform to coordinate the provision and delivery of humanitarian aid during disasters and emergencies, ensuring adherence to core humanitarian principles and minimum standards. PINGON is committed to protecting the most vulnerable through an inclusive, people-centered approach and ensuring accountability to affected populations.

Currently, PINGON comprises 47 member organizations. The Convenor is Community and Family Services International (CFSI), with CARE serving as Co-Convenor. CFSI also acts as the Secretariat. All members subscribe to the Core Humanitarian Principles, the Principle of Do No Harm, and the Principles of Partnership.

As part of its strategic planning for 2026–2030, PINGON has identified humanitarian coordination as a key priority. In response, members have agreed to establish the Humanitarian Coordination Working Group (HCWG) to enhance coordination, information sharing, and advocacy during crises. This ToR aligns with the OCHA coordination framework and supports a principled, accountable, and effective humanitarian response and will promote Accountability to Affected Communities and the Core Humanitarian Standard.

2. Purpose

The HCWG serves as a dedicated platform for PINGON members to:

- Coordinate humanitarian efforts in alignment with national and international frameworks.
- Engage and share information with OCHA, the Humanitarian Country Team (HCT), the Inter-Cluster Coordination Group (ICCG), and other stakeholders.
- Collaborate with Advocacy Working Group to promote collective advocacy to address key humanitarian issues before, during and after crises and disasters

3. Objectives

- **Coordination:** Facilitate strategic and operational coordination among PINGON members, UN agencies, government actors and other stakeholders.
- **Information Sharing:** Promote timely, transparent, and relevant exchange of information on needs, responses, gaps and harmonization of standards.
- **Complement and stop-gap:** Take coordinated and collective action to complement and fill the gaps existing in humanitarian coordination systems during crises/emergencies
- **Capacity Strengthening:** Support enhancing members' capacity on humanitarian coordination, humanitarian principles, and accountability.

4. Composition and Selection Criteria

Membership is open to all PINGON members with a humanitarian mandate. Members are expected to:

5. Core Functions and Responsibilities

- Actively participate in national, regional, and area-based coordination platforms and HCWG activities.
- Share relevant information, updates, and data on humanitarian interventions in a timely manner.
- Assign sector-specific technical staff to address coordination challenges.
- Adhere to safeguarding and PSEA standards to protect all individuals from harm in humanitarian action.

6. Structure and Roles

- Chair/Co-Chairs: Elected annually from among members. Responsible for convening meetings, setting agendas, drafting documents for membership endorsement,
- Chair/Co-Chairs represent PINGON in external coordination forums.
- Focal Points: members agree to designated specific thematic/sector area expertise as needed (e.g., protection, health, DRR)
- Support to Leadership: Provide relevant updates and highlight key issues to the PINGON Chair/Co-Chair for HCT meetings. This may include preparing summary briefs of PINGON member's ER response/initiatives, mapping of conflict/disasters related information, preparing key talking points, consolidating access related information, mapping of partner presence in the country.
- Members agree, on rotational basis, to assign information management personnel to support the HCWG. Initial support for IM and humanitarian coordination will be provided by ACCESS 2 consortium (funded by ECHO) with the HCWG supporting recruitment of both positions.

7. Coordination Mechanisms/actions

7.1 Internal Coordination (Within PINGON)

- Mapping of Member Presence and Response led by PINGON's Humanitarian Coordination Manager:
 - Conduct bi-annual mapping of member activities and ad hoc updates during emergencies (Consider adapting OCHA's 3W tool and integrating NEXUS mapping)
 - Develop a one-pager update and map of PINGON's collective response for HCT and external sharing.
- Humanitarian Challenges Mapping led by PINGON's Humanitarian Coordination Manager:
 - Continuously identify and document key challenges to support the Advocacy Working Group
- Joint Assessments and Data Sharing during crisis/disasters, including capturing SAAD) led by PINGON's Humanitarian Coordination Manager:
 - Members agree to participate in joint assessments and/or share relevant data for coordination/advocacy purposes
- Capacity Sharing support:
 - Support capacity sharing with local/national partners, subject to resource availability.
- Sector Standards:
 - Agree on and advocate sector standards (e.g., cash transfer rates, cash-for-work benchmarks).
- HCWG chair/co-share will track and provide monthly updates on the group's achievements during PINGON meetings.

7.2 External Coordination

- Engagement with OCHA/HCT:
 - Support PINGON leadership in providing updates and context briefs to OCHA, HCT, and other stakeholders, including tracking PINGON contribution to HNO/HNP.
- Crisis Context Briefs:
 - Develop and share key notes and situational updates during emergencies.
- Funding Mechanisms:
 - Monitor and share updates on UN funding processes (e.g., CERF, CBPF)

- Cluster and ICCG Engagement:
 - Assign sector-specific staff to engage with clusters and ICCG and represent PINGON's concerns and recommendations. Feedback from such meetings should be shared back to the general members during monthly PINGON meetings.

8. Meeting Frequencies and Reporting Lines

- Frequency: Monthly meetings a day before HCT meeting to ensure HCWG members can provide active inputs to HCT meetings, with additional ad hoc meetings during emergencies.
- Format: Virtual meeting to ensure inclusive participation.
- Documentation: Minutes and action points will be recorded and shared with all members.

9. Review and Amendments

This ToR will be reviewed annually or as needed to reflect changes in the humanitarian context or coordination structures. Amendments will be made through consensus among HCWG members.