*Term of Reference*

**FORMULATION OF REPORT ON THE LESSON LEARNED OF INTERFAITH COLLABORATION IN HUMANITARIAN EFFORTS OVER 10 YEARS OF HUMANITARIAN FORUM INDONESIA**

## **BACKGROUND**

Indonesia was born and continues to grow from diversity: 255.461.700 people spread over this archipelago country with a total of 17.504 islands, 1.340 cultural groups according to the National Census in 2010, 748 languages of which one of them used by most Indonesians as a mother tongue[[1]](#footnote-1), and certainly 6 recognized religions namely Islam, Christian, Catholic, Hinduism, Buddhism and Confucianism[[2]](#footnote-2).

Along with all the richness of this diversity and beauty that exits, Indonesia is a vulnerable area of various types of disasters. Disaster Management Law No.24 in 2007 states that there are at least 12 disaster threats in Indonesia including social conflicts between groups or between communities. Post disaster development practices carried out so far sometimes still leave behind some groups left behind economically or a left-behind minority due to dominance of majority and structural injustice.

Religious-based humanitarian efforts have proven to contribute greatly and attract much of the community’s resources which are then recognized internationally as a traditional resource when funding from large donors is difficult to obtain. But it is undeniable that sometimes religion is not value-free, so it becomes the root cause of backwardness. While religion can have a role in building the community resilience, thus in accordance to the global commitment in SDGs 2030 and SFDRR 2015-2030 for the humanitarian and development direction in the future always strives for no more people or groups are left behind.

Humanitarian Forum Indonesia as one of the largest interfaith forums in Indonesia continues to prove its existence and contribution in the efforts to cope with natural disasters and social conflicts, while also striving to promote values, principles and humanitarian standards in development aspect. Established in 11th of August 2008, Humanitarian Forum Indonesia currently has 15 faith based members namely Muhammadiyah Disaster Management Centre, Dompet Dhuafa, Yayasan Tanggul Bencana di Indonesia, Yakkum Emergency Unit, Wahana Visi Indonesia, KARINA (Caritas Indonesia), Association of Community Empowerment, PKPU Human Initiative, Church World Services Indonesia, Habitat for Humanity Indonesia, Disaster Risk Reduction Unit of the Communion of the Churches in Indonesia, Rebana Indonesia, Rumah Zakat, Disaster Management and Climate Change Agency of Nahdlatul Ulama, and Baznas Tanggap Bencana. Because of the wonderful collaboration in religious diversity, HFI family’s humanitarian efforts are not appreciated nationally but also globally.

Lessons learned from these humanitarian efforts should be documented into a Report or literature that can be a reference for younger generation of Indonesian in the future, that interfaith collaboration is very likely to happen and has high benefits. By 2018, the lesson would like to be featured as part of Humanitarian Forum Indonesia’s journey record notch for a decade since its inception. A series of writing program until launching and distribution will be formulated as well as becoming part of promoting humanitarian values that from year to year become the essence of World Humanitarian Day commemoration every 19th of August.

## **OBJECTIVES**

1. To have a set of database on strength, network, program focus, and management structure of all members of HFI
2. To showcase lesson learned of interfaith collaboration in humanitarian efforts in Indonesia that has been done by HFI members in writing and photos
3. To strengthen membership bond in Humanitarian Forum Indonesia
4. To become part of promoting humanitarian values that particularly have been campaigned through World Humanitarian Day in every 19th of August.

## **OUTPUTS**

1. Database of HFI members
2. Photo documentation
3. Collection testimonies from Executive Board of HFI and the networks
4. Interfaith in Humanitarian Report: 10th Anniversary of Humanitarian Forum Indonesia (printed and digital version)

## **MAIN ACTIVITIES**

1. Writing and Launching the Report
2. Documenting pictures related with interfaith actions in humanitarian
3. Collecting testimonies or lesson learn on interfaith in humanity

*Note: Further explanation should be referred to Section E below*

## **PROGRAM DESCRIPTION**

1. **Identification of indicators and Set Writing Format**

For the writing process, it needs clear indicators to guide on the writing flow thus it will become more arranged and the message can be easily understood by its readers. These indicators will be used in the data collecting and analysis process where the main materials will be the indicators in the Guidelines of Accountability in Humanitarian Aid Management modified according to the needs of the Report.

Besides the indicators in the Report, HFI Secretariat team will also review and identify indicators needed for the database of HFI members that have been compiled in 2014.

1. **Data Collection:**
2. **Primary Data Collection**

This Report needs primary data by using desk study/literature study to also become references for the interview later with related stakeholders. Primary data comes from:

1. Profile and program report or annual report of each HFI member
2. Literatures related with interfaith collaboration in humanitarian affairs
3. **Secondary Data Collection**

Data collection will be done by interview and/or FGD and also to become a hospitality visit to 15 HFI members’ offices from the secretariat team with or without HFI Executive Board members/ besides data collection, the visit is expected that HFI members know more about HFI not only in the top management low but also to the staffs, and HFI secretariat will know more about HFI members and gain commitment from each member to be more attached to HFI.

According to the headquarter locations of HFI members, data collection will be conducted in 4 areas:

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| --- | --- | --- | --- |
| **NO** | **HEADQUARTER LOCATION** | **HFI MEMBERS** | |
| 1 | Jakarta | KARINA, ~~Yayasan Tanggul Bencana Indonesia~~, PKPU, Association for Community Empowerment, Church World Services Indonesia, Habitat for Humanity Indonesia, DRR Unit – Union of the Churches in Indonesia, Rebana Indonesia, Disaster Management and Climate Change Agency of Nahdlatul Ulama, and Baznas Tanggap Bencana | 9 |
| 2 | Tangerang | Wahana Visi Indonesia, and Dompet Dhuafa | 2 |
| 3 | Bandung | Rumah Zakat | 1 |
| 4 | Yogyakarta | Muhammadiyah Disaster Management Centre, and Yakkum Emergency Unit | 2 |

1. **Photo exhibition of interfaith in humanitarian efforts**

In this program, photo is chosen as media that has visual power to showcase interfaith collaboration in humanitarian efforts. Each member will be requested to send their 5-10 best photos. The documentation process will be conducted in 3 steps:

1. Filtering photos to get 10 best photos by the secretariat team and selection team
2. Writing photo captions
3. Printing photos in size 20R or any other size needed in canvas
4. **Collection of testimonies or lessons learned of interfaith collaboration in humanitarian efforts**

Testimonies collected means of lessons learned of interfaith collaboration in humanitarian efforts in Indonesia in general (written by selected networks) or in specific conducted by HFI family (written by Executive Board of HFI). Each testimony will be in 1 page, and placed in the front pages of the Report.

1. **Drafting the Report**

Drafting the Report will be conducted in 4 steps:

1. Data categorization
2. Data cleaning
3. Data analyzing
4. Draft writing
5. **Finalization of the Report**

Finalization of the Report will be conducted in 3 steps:

1. Review and get confirmation for the draft narration of the Report from the members of HFI
2. Finalization of the Report after getting inputs or edits from the HFI members
3. Translation into English
4. **Design and Printing the Report**

Designing the Report will be contribution from the HFI members that have layout designer. After the layout design is approved, the Report will be printed out minimum 30 units.

1. **Launching the Report and Photo Exhibition**

The Report and printed photos will be launched and presented in series of 10th anniversary of Humanitarian Forum Indonesia in August 2018. The anniversary will also invite key humanitarian actors in Indonesia to give speech and key humanitarian message that can enrich the spirit of promoting humanitarian values. This event is expected to also become part of the Commemoration of the World Humanitarian Day every 19th of August. The TOR and budget of this event will be given separately from this program.

1. **Distribution of the Report**

The Report will be stored in HFI website and any other online storage and will be distributed to all related national, regional and international networks such as *HumanitarianResponse*, UNOCHA, National Disaster Management Authority, Ministry of Social Affairs, Ministry of Foreign Affairs, ADRRN, JLI-L&FC, and ICVA. Meanwhile, the printed Report will be distributed to HFI members during the Launching/Anniversary.

## **TIMEFRAME**

This program will be finalized before the 10th anniversary of Humanitarian Forum Indonesia which will be on August 11, 2018. The first three months will be focusing on hospitality visits to each member’s office and conduct data collection, and later will be for the draft writing and also to prepare of the Anniversary of HFI.

Timeframe of this program’s implementation is attached.

## **FUNDING**

This program will be funded by the secretariat of Humanitarian Forum Indonesia not limited to receive funding from either HFI members’ contributions or external parties. Budget file is attached.

## **IMPLEMENTER**

The main implementing agency for this is the secretariat of Humanitarian Forum Indonesia with technical contribution from HFI members’ human resources.

## **CLOSING**

This Term of Reference is expected to become a clear information for the members and networks about HFI internal program that will be implemented in the early 2018. We are grateful to have your inputs, bright idea and contributions to this.

**TIMEFRAME FOR PROGRAM IMPLEMENTATION**

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| **NO** | **ACTIVITIES** | **JANUARY** | | | **FEBRUARY** | | | | | **MARCH** | | | | | **APRIL** | | | | | **MAY** | | | | | **JUNE** | | | | | **JULY** | | | | | **AUGUST** | | | | |
| **W-III** | **W-IV** | **W-V / W-I** | | **W-II** | **W-III** | **W-IV** | **W-V / W-I** | | **W-II** | **W-III** | **W-IV** | **W-V** | **W-I** | **W-II** | **W-III** | **W-IV** | **W-V / W-I** | | **W-II** | **W-III** | **W-IV** | **W-V / W-I** | | **W-II** | **W-III** | **W-IV** | **W-V** | **W-I** | **W-II** | **W-III** | **W-IV** | **W-V / W-I** | | **W-II** | **W-III** | **W-IV** | **W-V** |
| 1 | Identification of Indicators and Set the Writing Format |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2 | Desk study |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 3 | Interview/FGD |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 4 | Photo documentation |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 5 | Collecting testimonies |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 6 | Writing the draft |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 7 | Finalization of the draft: |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  | a. Review and approval |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  | b. Finalization |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  | c. Translate into English |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 8 | Layout and Printing |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  | a. Layout |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
|  | b. Printing |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 9 | Launching of the Report and Photo Exhibition |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 10 | Distribution of Report |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |

1. Wikipedia, Daftar Bahasa di Indonesia. [↑](#footnote-ref-1)
2. Undang-Undang Nomor 24 Tahun 2013 tentang Perubahan Atas Undang*-*Undang Nomor 23 Tahun 2006 tentang Administrasi Kependudukan. [↑](#footnote-ref-2)