

INEE Working Group on EiE Data

November 2020 | Draft ToR

Revised October 2022

This document sets the *Terms of Reference* for the INEE EiE Data Working Group including principles, objectives, membership, ways of working, and timelines based on discussions that took place at the June 2019 EiE Data Summit and the November 2019 and May 2020 INEE Working Group Meetings, and informed by a series of key informant interviews (February-April 2020).

Appendix A: Current Workstream Priorities (2021)

Appendix B: Slack Introductory Guide

Background

In June 2019, 48 organizations gathered in Geneva to discuss how to address one of the critical challenges of the education in emergencies (EiE) community: how - with limited resources and a growing number of crises, which are increasingly cross-border - the sector could, firstly, collect more meaningful education data in emergencies and, secondly, make new and existing data more accessible. Without adequate data it is challenging to ensure that programming adequately addresses population needs and difficult to understand and respond appropriately to education needs for different groups. Core discussions were held on the topics of:

- Data Ecosystem and Global Governance
- Refugees, In and Out of National Systems
- Education and Internal Displacement
- Beyond Counting: Outcomes Measurement

At the [EiE Data Summit](#), participants put forth a number of [recommendations](#) and proposals for actions to be undertaken collectively to address this challenge. Recommendations included:

- Increase use of data sharing arrangements between agencies;
- Develop standardised methodologies and definitions as well as a minimum set of core indicators that actors would be encouraged to report on;
- Produce ethical guidelines on the collection and use of EiE data;
- Increase capacity building and preparedness of systems to cope with crisis situations.

These recommendations were translated into a number of agreed key actions. **First among these was the creation of a Working Group on EiE Data to support the coordination of efforts towards an improved EiE data ecosystem.** Convening a coalition of relevant EiE data actors was recognized to be both a means to strengthen advocacy for EiE and to provide a global forum for discussing and agreeing upon best practices and recommendations. Given INEE's core functions of community

building and knowledge management, it was suggested that INEE convene such a group, building on the work of the [INEE Data and Evidence Collaborative](#).

Principles

This ToR is drafted following a number of principles pertaining to improving global coordination, namely:

- **Non duplication** - The Working Group should add value to and coordinate with existing bodies and mechanisms rather than duplicate efforts. As such, one of the first tasks for the Working Group will be to identify which existing initiatives to link to and build on. This will be informed by a [mapping of existing initiatives](#).
- **Feasibility and sustainability** - The Working Group should reflect realistic expectations in terms of time and resources to be invested by members of the expert group so as to ensure effective delivery against the group's objective. The group's activities should prioritise activities with sustainable short, medium, and long-term impacts with practical tailored solutions in line with the ToC and adhering to minimum quality standards.
- **Accountability and transparency** - With membership that is global in scope, the Working Group will effectively be accountable to the global education in emergencies community. Practically, the Reference Group will report back to the Reference Group Co-chairs, and INEE Secretariat. Recommendations and outputs should be the outcome of transparent and participatory working modalities. In particular, the Working Group should, to the best extent possible, integrate the voices of all groups of stakeholders involved with EiE data.

Objective

The overarching aim of the Working Group is to either directly improve the EiE data ecosystem or, through the creation of global public goods and generation of consensus for particular changes, to catalyse improvements in the EiE data ecosystem.

Education in emergencies here covers all types of emergencies and protracted crises, with a focus on low- and middle-income countries. The scope includes formal, non-formal, and informal education for children and youth from pre-primary through upper secondary education.

Building on and linking to the work of key EiE data actors and working groups, this group aims to provide a strategic global platform for a strengthened and more collaborative EiE data ecosystem.

It is for the Working Group itself to decide how best to advance this objective given the availability of expertise convened. The first meeting of the group would focus on input and agreement on a problem analysis as drafted by the Working Group co-chairs. This problem analysis will inform the group's Theory of Change and strategic plan for strengthening the EiE data ecosystem. This strategic plan will include core areas of work and identify key results, milestones, and member roles to guide and evaluate progress of the group.

Functions (TBD by group)

- Strategy development: as noted above, this group would develop and agree on a Theory of Change. This would be an online living document, regularly updated with new evidence. This interactive ToC would live on the INEE website and enable members to engage with the WG's work as well as track progress against key milestones.

- Capacity development: this group could advocate for or produce capacity development tools for global or national level actors on EiE data competencies.
- Resource mobilization: this group could advocate for resource mobilization on key issues of EiE data.
- Knowledge sharing: a key function of the group would be linking the various ongoing EiE data working groups and ensuring that information is shared and disseminated amongst members and to the broader INEE Network.
- Norm setting: this group could work towards and advocate for key issues related to EiE data e.g. the designation of a core list of EiE indicators.

Why join?

1. "It's hard for anyone to have the full overview of the EiE data ecosystem with all details and the connections" – This group will help you on this!
2. "Am I duplicating other efforts?" – This group will aim to engage and connect all EiE data actors to reduce duplication across the sector.
3. What were the approaches/lessons learned on xyz? And what is the latest on...?" – This group will ensure that you are up to date on recent developments in EiE data by convening actors to regularly share updates.
4. "How can we change the system?" – This group aims to work toward systematic change and to engage actors necessary to implement these changes.
5. "I have an idea – who should I talk to to see whether it is relevant?" – This group will connect you with key actors.

Membership

Participation in an [INEE Working Group \(see general terms\)](#) is open to both INEE members and to non-members with technical expertise that is applicable to the stated outcomes of the Working Group, such as EiE data collection, storage, and use. Reference Group members typically have 7+ years of experience in the specific field. In line with INEE's Strategic Framework, INEE will actively seek diverse membership, including multi-disciplinary expertise, gender balance, organization type, geographic representation, etc. This group should also be representative of a range of relevant professional skills, including statisticians, non-statisticians highly familiar with data challenges in humanitarian contexts, and monitoring and evaluation experts for example.

Working Group members typically dedicate anywhere between 4 and 12 hours per month to Working Group activities. Members may leave at any time, but INEE typically asks for a replacement representative from the same organization where possible. Members provide technical expertise, contribute to the development and review of new resources, tools, guidance, briefs, etc. They may review meeting agendas, support the development of a product, etc. Financial support is not expected from members, but members are encouraged to provide financial support for relevant activities of the Working Group.

Co-chairs

Working Groups are led by INEE and two co-chairs from different organizations with strong technical knowledge in the thematic area as well as experience in convening entities. Knowledge of INEE's structure and activities, and a commitment to the network's mission and inter-agency approach are required. Co-chairs may volunteer or be selected by Working Group members. Co-chairs commit to leading the Working Group for a term of a minimum of 12 months. A departing co-chair should, in collaboration with their fellow co-chair and the INEE Secretariat, find a replacement prior to stepping down. After stepping down, co-chairs may still be members of the Working Group. See [INEE Working Group Overview](#) for reference.

Co-chair responsibilities include:

- Facilitating the Working Group through communication, facilitating meetings, and other tasks, in collaboration with the INEE Secretariat;
- Contributing to the development of Working Group meeting agendas;
- Liaising with Working Group Members through phone calls, emails, and other means of communication;
- Providing input and strategic guidance to support specific project activities of the Working Group.

The INEE Working Group on EiE Data will be co-chaired by ECW and UNESCO UIS along with INEE management of the group by the INEE Data & Evidence Team Lead. This Core Group serves as the primary facilitative body of the INEE Working Group on EiE Data. The INEE Secretariat will provide coordination support, technical input, and guidance on INEE ways of working, processes, etc. and will contribute core staff time within the bounds of the specified activity.

Upon review of the group's progress after one-year there is the possibility to change co-chairs. Any proposed change in structure would need to be discussed and agreed with the INEE Secretariat, and where appropriate, INEE Steering Group.

Ways of Working

Most of the work of Working Groups occurs virtually. Ad hoc in-person meetings may be organized by the INEE Secretariat or by Working Group members where appropriate, and may be held at key events where Working Group members are present. Meetings will be held to share knowledge, discuss issues, agree on key actions, and assign responsibility.

For in-person meetings the group should seek to establish funding arrangements for participants from low-income countries.

Members will work to:

- Share draft resources for input as opposed to final documents;
- Identify leads for core areas of work and present back progress on milestones;
- Sign onto common advocacy goals or norms;
- Contribute to discussions in an online space such as Teams;

- Engage in regular feedback and evaluation of the RG's progress.

Communications Across Working Group Spaces

Core Team

The Core Team consists of the INEE Data Reference Group Co-Chairs and INEE. The core team meets regularly to provide strategic leadership on the purpose and direction of the INEE Working Group on EiE Data. This team identifies cross-cutting and reinforcing approaches and activities across workstreams and ensures that activities are aligned with the broader goals of the Working Group as well as external initiatives. This team also provides administrative support to the Working Group's various workstreams to ensure timely and continuing work. Members of the core team are dispersed across each workstreams to provide direction, administrative assistance, and to ensure linkages across workstreams.

Workstream

The INEE Working Group on EiE Data currently has four workstreams (see appendix A). These four workstreams emerged from the 2019 EiE Data Summit as well as key thematic gaps as identified by the Working Group members and co-chairs in the theory of change. Workstream membership is voluntary with the commitment to contribute for one year. Each workstream is led by selected co-chairs and supported by members of the core team. Workstreams have the flexibility to establish their own ways of working and timelines, meeting approximately monthly while moving work forward however fitting.

Workstream Co-Chairs

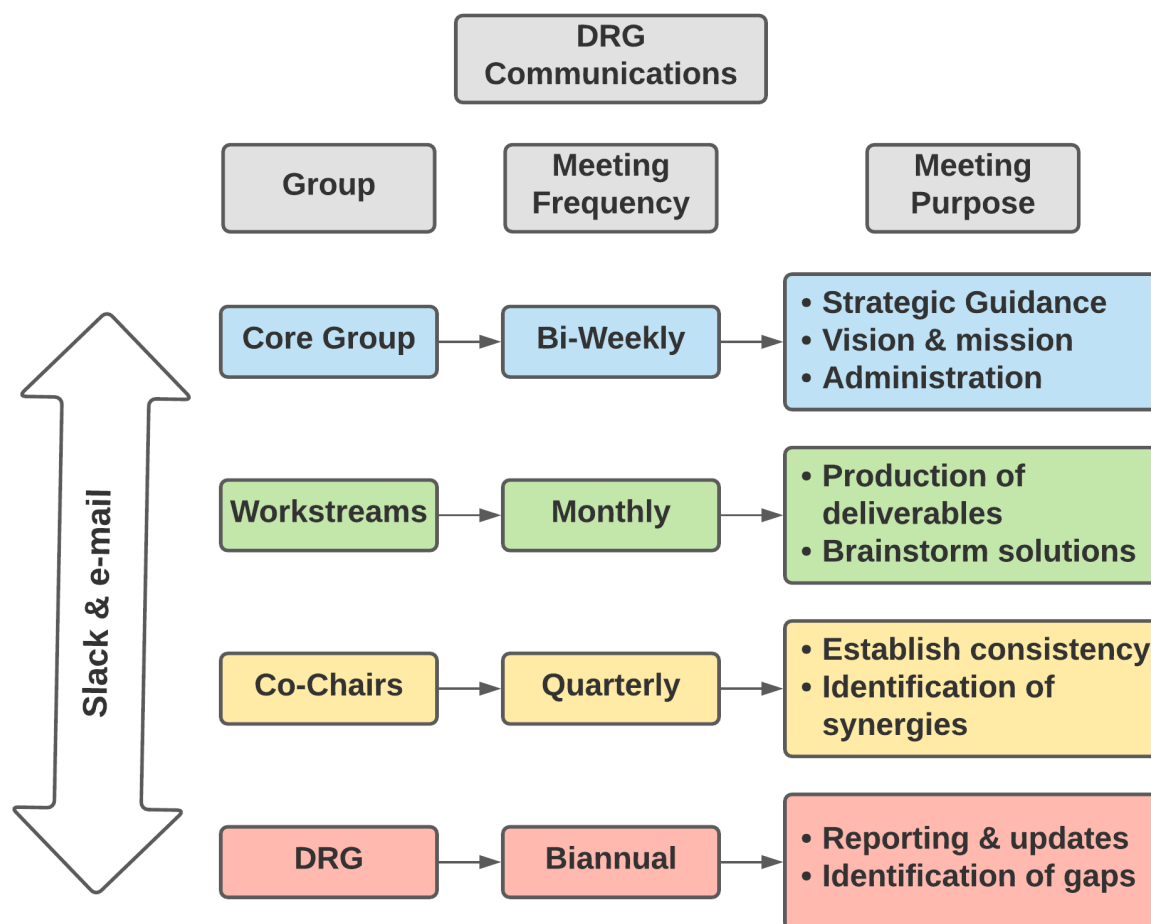
Each workstream internally selects co-chairs to lead its activities. These co-chairs lead their respective workstream by providing administrative and technical leadership to guide priorities and work. The co-chairs also liaise with their core team supports and the core team at large. Co-chairs meet with the core team quarterly to establish consistency across workstreams, provide updates on progress, identify synergies across workstreams, and collaboratively brainstorm solutions for any challenges faced.

Collective INEE Data Working Group

The entire INEE Data Working Group meets biannually to share progress across the workstreams. These meetings provide an opportunity for members to understand the extent of the Working Group's work. When appropriate, these meetings will also provide a space for further identification of gaps across the Working Group's current workstreams, review of progress to date against goals, and re-establishment of priorities.

Communications Overview

Information is often exchanged via e-mail and Slack, a tutorial of which can be found in Appendix B. Additionally, the INEE Working Group on EiE Data maintains consistent communication and meeting times. These meetings are times to ensure shared understanding and discuss pertinent issues. Continued work beyond workstream calls is expected to advance activities. The following image synthesizes the information above.



Outputs

The Working Group shall decide on a number core areas of work and priority outputs, which would be:

- Directly produced by the Working Group or members of the Working Group;
- Commissioned and/or taken forward by the INEE Data and Evidence Collaborative and/or through consultants;
- Carried out between two or more members of the global EiE community.

These outputs and other meeting documents shall all be made publicly available and should follow [INEE branding and publications guidelines](#). Current workstream priorities and anticipated outputs can be found in Appendix B for 2021.

Timeline

The Working Group was convened and held its first virtual meeting in December 2020. It is envisaged that the Working Group will initially be convened for a 1-year period. Towards the end of this first year the group will review its mandate and progress against key milestones. The group will have the ability to extend beyond this period if there is a consensus to do so.

Appendix A: Current Workstream Priorities (2021)

Workstream 1 – Global Data Reporting (Co-chairs: GEM Report & UNICEF)

This workstream aims to promote better standardisation in the global reporting of EiE data to enable SDG4 monitoring and to better inform education policy, programming and advocacy efforts across levels. This workstream has three priority areas: (i) standardize methodology for estimating and reporting global data on EiE; (ii) establish the global evidence-base on EiE statistics; & (iii) integration and inclusion of EiE indicators for SDG4 monitoring.

Workstream 2 – Data Sharing, Analysis, and Use (Co-chairs: UNESCO & NORRAG)

This workstream aims to promote the sharing of and access to EiE data. This workstream has three priority areas: (i) mapping of data needs and identification of common data sharing platforms; (ii) development of common tools and recommendations for data sharing; & (iii) capacity strengthening and advocacy.

Workstream 3 – Strengthening Joint Monitoring, Evaluation, and Learning Towards Collective Outcomes in EiE (Co-chairs: Save the Children, Porticus, ECW)

This workstream has the ambition to define a common core set of indicators for holistic learning outcomes measurement along the humanitarian – protracted crisis/development spectrum and across different education levels (pre-primary to secondary education). In the course of defining a common core set of indicators for holistic learning outcomes measurement the workstream also aims to develop guidance and definitions for holistic learning outcomes; link to the revised INEE Minimum Standards and other relevant framework initiatives (e.g. Learning Data Compact); and promote the update of such common indicators.

Workstream 4 – Data Standards (Co-chairs: IRC & GEC)

This workstream aims to identify a common core set of indicators with agreed definitions and methodologies to improve data coherence within the EiE sector and across humanitarian and development actors working in EiE. This workstream has two priority areas: (i) map and assess existing EiE indicators, including an examination of EiE data that is currently available; & (ii) develop recommendations on how to promote uptake of these indicators across agencies and governments.

Appendix B: Slack Introductory Guide

INEE uses Slack as a platform for INEE members and the Secretariat to collaborate. This guide has been specifically created to support members of the INEE Working Group on EiE Data troubleshoot and navigate the Slack platform. Slack offers very detailed and clear tutorials on how to use Slack on all devices. You can check [here](#) for further information.

Getting Started: [Download the Slack desktop application](#)

- Slack is compatible with both Mac and Windows as well as smart phones. While Slack can be accessed via web browsers (e.g. Google Chrome), Slack is most effective as an application. It is also easily accessible on different devices at once.

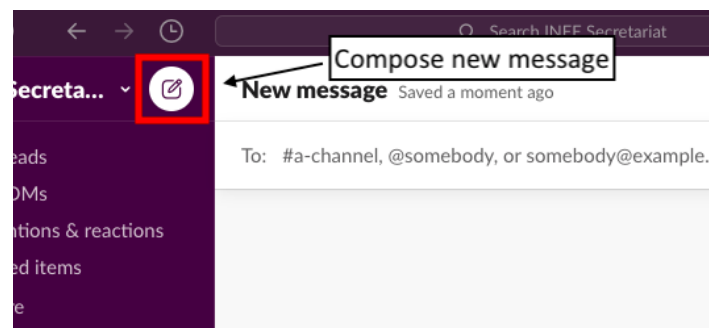
Aspects of Slack:

Channels: dedicated work spaces, typically around a particular theme or project

- Channels appear on the left-side of the dashboard and begin with the “#” symbol
- They can be public (browseable and accessible to everybody) or private (members must be added)

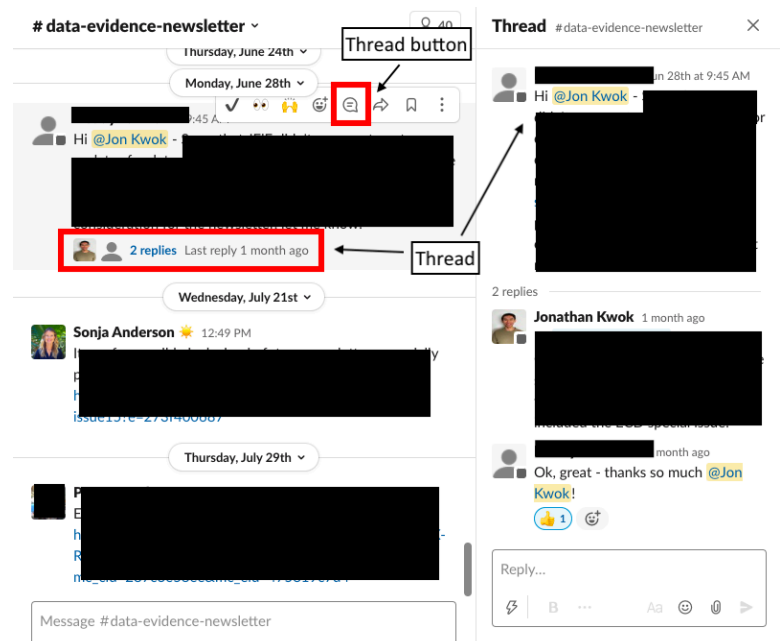
Direct messages: private messages that function similar to a chat

- Direct messages can target an individual or group of up to 8 members
- Click on the white button with the pencil near the top left of the dashboard to compose a new message to Slack users in your workspace



Threads: within a message, users can choose to reply via thread

- Threads consolidate conversation around one message or topic in one space
- To reply in a thread, hover over the message until a bar with emojis and other actions appear in the top right of the message
- In the middle of the bar options, choose the icon of a text bubble with three horizontal lines
- A new section titled “Thread” will appear on the right side of the screen
- We encourage the using threads to consolidate conversations on a specific topic within a channel

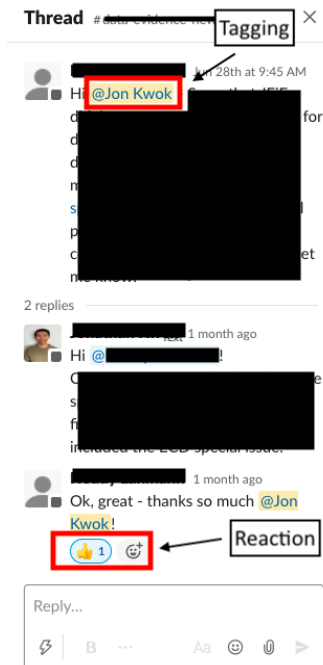


Reactions: emojis provide quick feedback to messages rather than using text

- 🙌 — a simple “thank you”
- 👍 — “I agree” or “got it!”
- 🏆 — “well done!”
- + — “add my vote to this.”
- ✓ — “completed”

Tagging: using the “@” symbol, users can tag individual members (by typing their name after the symbol) or the whole channel (by typing channel after the symbol)

- Tagging users and channels sends notifications



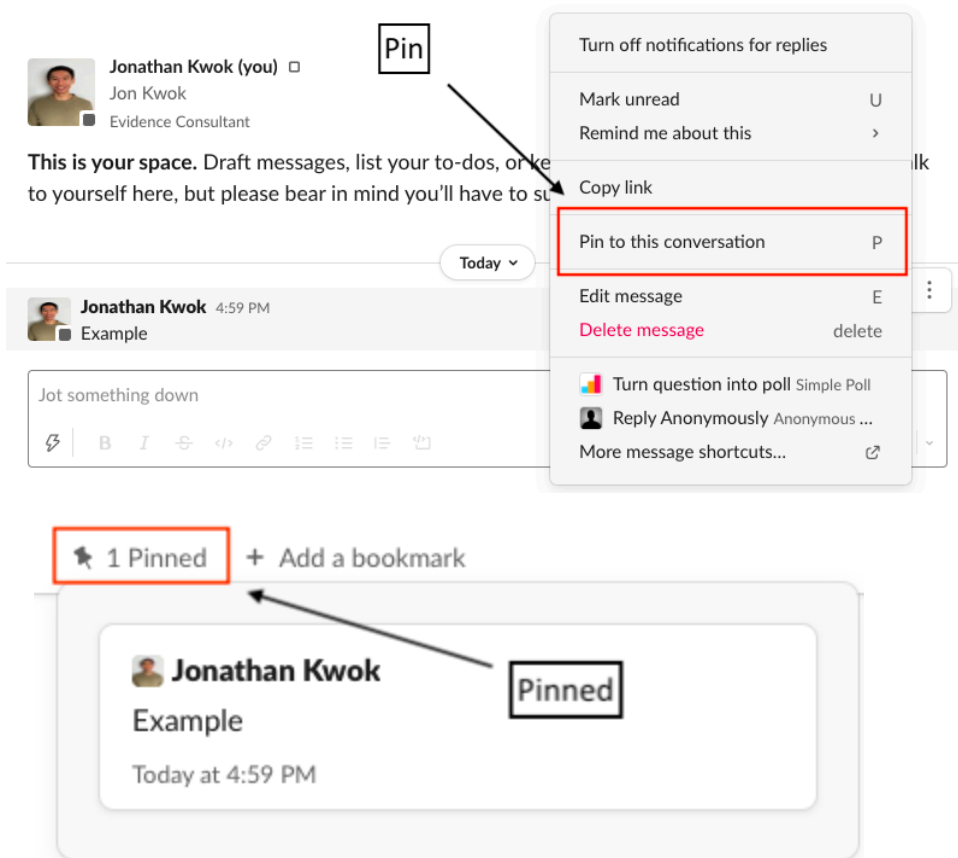
Attachments: documents, images, and files can be sent via Slack

- Sending attachments or hyperlinks via Slack can consolidate documents and support version control. Simply link or use the attachment button on the bottom of your message box



Pinned: messages and attachments can get pinned to a channel for easy access

- Pinned messages are great for sharing core documents and feedback requests



Quick Tips and Reminders:

- Replying to messages in Threads consolidates messages well.
- Make it easy to find important messages or files by pinning them to a channel or private message. Click the three-dot menu icon above a message (or long-press it from the mobile app) and select "Pin to this conversation." The item will then appear within a pushpin icon at the top of the thread, where everyone will see and be able to access it as needed.
- Catch up on activity quickly by putting Slack's All Unreads feature to use. First, make sure the feature is activated within the Sidebar section of the desktop app's preferences. Then just look for the "All Unreads" line in the sidebar, and start there to see a single centralized list of everything you haven't read.
- Users can share computer screens and even take control of the screen. To access this, use the phone icon within any messaging thread to start a voice or video call, then look for the "Share your screen" icon (the circle with a computer monitor in it, to the left of the "End call" button) to get started.