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| **ACT South Sudan Forum Position Paper for Good Practices Award-2018** |

1. **Background Information (Forum Overview)**

ACT South Sudan Forum (ASSF) is a shared platform comprising ACT voting members and Guests who are engaged with operations in the country. The Forum was established in January 2010 as part of Global ACT Alliance meant to effectively encourage members work together to explore opportunities for collaboration in humanitarian, development and advocacy work.

*Our forum is one of the biggest, vibrant, cohesive and dynamic forums in the East African region actively engaged in humanitarian response, development, advocacy, capacity development, ecumenical relations, partnership with national organizations, visibility and communication*

Our forum is “ACT”, we believe in “Full Life and Dignity for All” and we serve through the three pillars- (Humanitarian, Development & Advocacy) to address systemic poverty, support survivors of disasters, wars and conflicts, train rural communities in sustainable agricultural techniques, helps people adapt to environmental sustainability, and influencing government and other key decision makers to safeguard citizens’ human rights.

**List of our forum members:**

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| **Voting Members** |
| 1.Christian Aid (CA) | 2. ICCO-Cooperation |
| 3.Dan Church Aid (DCA) | 4.Presbyterian Relief and Development Agency (PRDA)  |
| 5.Diakonie Katastrophenhilfe (DKH) | 6.South Sudan Council of Churches (SSCC) |
| 7.Finn Church Aid (FCA) | 8.United Methodist Committee on Relief (UMCOR) |
| 9.Norwegian Church Aid (NCA) | 10.Church of Sweden (CoS) |
| 11.Lutheran World Federation (LWF) | 12.Bread for the World (BftW) |
| 13.HEKS-EPER (Swiss Church Aid) |  |
| **Guest** |
| 1.Mennonite Central Committee (MCC) |  |
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1. **Objectives and functions of our ACT Forum**

 **Objectives**

1. Increase the effectiveness and impact on the three pillars of ACT Alliance work in the areas of humanitarian response, development and advocacy for individuals and communities, through improved coordination and collaboration of ACT members at all levels.
2. Build trust through the establishment of a strong platform that encourages increased dialogue and collaboration among ACT members towards a common vision and through strengthening linkages with other established networks, including ecumenical partners.
3. Enhance ACT Alliance recognition as a global faith-based actor within the country through promoting the value and visibility of humanitarian, development and advocacy work being undertaken by ACT Forum members.

 **Functions**

Our ACT South Sudan Forum (ASSF) members do actively perform the following functions:

1. **Humanitarian Response:** Our ACT forum members do support communities and people affected by crisis in South Sudan through organized and coordinated joint ACT Appeals.
2. **Development:** Our ACT forum members are engaged in joint contextual analysis and sharing programmatic priorities. The forum members collaboratively identify and implement joint development activities.
3. **Capacity Development:** Our ACT forum members are constantly striving to develop the capacity of forum members through local initiatives and practices, shared learning and resources, and through working methods that enhance the full participation of our members, including fostering relations with ACT Regional Secretariat.
4. **Ecumenical Relations:** Our ACT forum members are engaged with other members of the ecumenical family present (Caritas, South Sudan Council of Churches, Local Churches, Faith-Based Organizations) who are active in their area of operation, to initiate discussions and exchange knowledge and experience.
5. **Advocacy:** Our ACT forum identifies advocacy priorities and opportunities and take part in supporting advocacy initiatives at national, sub-regional, regional and global levels, with ACT members as well as with other stakeholders. (e.g. the South Sudan Council of Churches-Action Plan for Peace Initiative)
6. **Membership in ACT Forums**

Our ACT forum membership comprised of 13 voting members and guests (detailed in table above). Our forum members are those who are actively engaged in the country operations with exclusive forum membership criteria as:

* Have main office or headquarters in South Sudan.
* Have an office or official representative in South Sudan (e.g. international or global organizations).
* Come into South Sudan for a temporary or time-limited period related to a specific activity. These members are expected to inform the forum of their plans and to join the forum.
* ACT members that do not have a presence in South Sudan but support ACT members or programmes in the country. These members need to make a self-declaration of interest to engage with the forum and to fulfil the related obligations to be full members of the forum

Our voting members are those national and international members who subscribes to ACT membership. They take part in convening forum meetings, decision making, forum representation in regional and international events, endorsement of candidates to the ACT Governing Board Representation. While our forum Guests are those organizations and ecumenical networks whom the forum invites to attend forum meetings to support the strategic planning and development of the ACT forum.

1. **Organizing an ACT Forum**
2. **Memorandum of Understanding**

Our ACT forum (ASSF) has contextually appropriate Memorandum of Understanding (MoU), with clear parameters in regards to scope, objectives, activities, structure and the role of the forum convener and terms of reference for the forum coordinator, membership with clear roles and responsibilities, collaborative working methods that suits our context in South Sudan but in consistency with ACT Global policies. All members of our forum have signed the MoU and each receiving a copy including the ACT Secretariat.

Our forum MoU is reviewed on an annual basis by all of the members of the forum with the ACT Secretariat review and endorsement.

1. **Structure and leadership**

Our ACT forum has a defined minimum structure for coordination and collaboration in order to enhance effectiveness. Our forum structure is defined by taking into account several key elements:

* It emphasizes a collaborative approach and flexibility and adaptability to the country context
* It supports efficiency and effectiveness of individual member’s activities.
* It is supported/funded from within- (our forum members on annual basis contributes pooled funds to support the ACT Forum Coordinator’s Costs and Salaries)
* Our forum has filled in the roles of a **forum convener** and a **forum coordinator** with clearly defined roles and responsibilities relevantly laid down by the forum members.
1. **Strategic planning**

Our ACT forum develops its own strategic plans on annual basis that is related to the ACT Global Strategy (2015-2018). The plan addresses issues of long-term direction, priority areas, internal coordination, external collaboration, information sharing, lessons learned and other issues as capacity development.

1. **Emergency preparedness and response planning**

Our forum is actively engaged in humanitarian work (both inside and outside the ACT Appeal). The forum ensures the development and periodic updating of an Emergency Preparedness and Response Plan (EPRP) with the objective to develop a common understanding of potential disasters in the country and how the ACT forum will respond to these disasters. Given the complex and ever changing context of South Sudan, a new forum EPRP is being developed by the members.

1. **Co-branding**

Our forum members do active visibility and communication of their work. They seriously co-brand with the ACT Alliance.

1. **Resourcing and Sustainability**

Our ACT forum its own strategies for resourcing and sustainability, Forums members sustain the position of the ACT Forum Coordinator through an annual contributions pooled costs and salaries, our forum members share resources and information for effective coordination and do fundraising efforts both through the ACT Appeal and bilaterally.

1. **Monitoring, evaluation and learning**

Our ACT forum believes in principles of quality, accountability and learning. Using the ACT Monitoring and Evaluation Framework, forum members ensure greater effectiveness of their activities by periodic monitoring and evaluation.