

TERMS OF REFERENCE FOR CCCM CAPACITY DEVELOPMENT WORKING GROUP



Revised May 2019

Background

Since its inception, the CCCM cluster has traditionally invested a significant amount of time, energy and resources to build global training capacity in CCCM operations. With the recent completion of the Global Training of Trainers in Amman, Jordan in May 2019 a new generation of CCCM practitioners working across CCCM and Refugee operations, in both headquarters and field locations has recommended to revive the working group for capacity building which dissolved in 2017.

Aim and objective

The aim of the Capacity Development Working Group is to exchange views on adapting, delivering and improving operational capacity in CCCM according to the Global CCCM Cluster mandate and 2017-2021 strategy which prioritizes the predictable, timely, effective and quality management and coordination of camps and camp-like settings in response to humanitarian crises. .

The objective of the Capacity Development working group (CDWG) is to provide exchange between trainers on learning needs, best approaches, new resources and tested methods with focus on strengthening CCCM operational capacity, coordination and tools. In addition the CDWG will be a forum for driving the CCCM Cluster to develop new capacity building initiatives, exchange information and knowledge in the area of CCCM learning initiatives.

Tasks

The CDWG

- Supports delivery of **global learning materials**
- exchanges information on best practice according to context-specific needs (as needed for national level)
- contributes to the **mapping of CCCM learning trends** and advises on competence/needs, and training resources and tools
- **supports field operations on learning initiatives** and provides guidance on CCCM learning interventions and methods (coaching, mentoring)
- contributes to the **identification of CCCM learning needs among CCCM practitioners** at different levels (local/ national)
- shares lessons learned in **Monitoring and Evaluation**, hence contributing to CCCM Cluster members' capacity to design and implement effectively CCCM activities
- contributes to the **CCCM cluster website** to strengthen interactivity, collective learning, resource sharing and dissemination of information
- explores **other clusters'** learning needs in CCCM sector
- **can be called upon to contribute to concept notes and fundraising efforts** to ensure the continuity of its activities, in coordination with the CCCM cluster/sector leads
- reflects on **lessons learned in CCCM learning interventions** to share with Global cluster for publication case study publication or circulation on the CCCM website

Membership and commitments

The CDWG is composed of **CCCM training and operational expert** representatives from UN agencies and NGOs who expressed interest to actively participate in CD cluster initiatives during the Global Training of Trainers.. The CDWG is also open to other CCCM trainers and operational practitioners with technical expertise in CD, experience with developing or reviewing training materials, and commitment to the CCCM goals and objectives.

The CDWG will be initially chaired by NGO representative and will be supported by the CCCM capacity building advisor of IOM.

The chairmanship of the working group will be discussed annually at the CCCM retreat.

Commitments

- a) Members are expected to participate in **monthly meetings/ teleconferences** (one hour in length) and to devote **2-3 hours per month** reviewing/ developing plans, documents and/or learning resources. Members will formally express their availability and engagement to specific tasks. Additionally, members should be actively engaged in broader CCCM meetings and activities, including where possible attendance at the CCCM retreat.

- b) Members are also encouraged to actively participate in the delivery of the training initiatives in the remit of the CCCM, if required.

Methods of work and deliverables

Except as otherwise herein stated, the CDWG will determine its own methods of work, including time for consideration of requests, preparation of its agenda, keeping of records and other documents and reporting on its activities and findings. CDWG members agree on the consideration of documents, reports, etc. through electronic channels.

The CDWG will report periodically on its activity to the Global CCCM SAG - currently IOM, DRC, ACTED, NRC, and UNHCR. Following each meeting, the CDWG shall provide the CCCM partners with the minutes. The minutes shall be also published on the CCCM website in a format and content agreeable to all members.

Members of the CDWG will inform their respective organizations of the activities of the CDWG. The chair shall coordinate the activities of the CDWG between periodic meetings. All documents relevant to the activity of the CDWG will be shared with the members.

Meetings

The CDWG will meet at regular intervals but no more than once a month, with each meeting lasting up to one hour. Extraordinary meetings may be called when required. The CCCM NGO chair will call the meetings one month in advance except for extraordinary meetings.