

## Terms of Reference

# IDP settlement Task Force

### Introduction:

Civilians in northwest Syria have endured over eight years of war and hardship, with many civilians displaced multiple times during this period. Of the estimated 4.2 million people living in northwest Syria, at least 3 million people are estimated to require humanitarian assistance, comprising host communities, newly displaced people and people displaced during previous escalations. According to HNAP and the CCCM cluster, 57% of the population in North West Syria are IDPs. 960,000 people – around 80% of whom are women and children – have been displaced in northwest Syria since 1 December 2019. The latest mass population movement follows the displacement of some 400,000 people in northwest Syria between May and August 2019, some of whom are now being displaced again. This humanitarian situation has never been that critical since the beginning of the conflict.

Almost ten years of the crisis in Syria has left an estimated 6.1 million internally displaced people HNO 2020. According to the CCCM cluster IDPs Sites Integrated Monitoring Matrix (ISIMM) of January 2020, there are 1,1 M IDPs living in 706 sites in North West of Syria (NWS). Reportedly the 706 IDP sites are running beyond their capacity. Shelter is classified as one of the four most urgent needs during an emergency.

lack of available land to expand existing or establish new IDP sites is highlighted by NGO's and other actors on the ground as one of the main challenges. There are over 70'000 tents in the pipeline for delivery over the next four months and the big question is, where can these tents be erected aligning with the minimum site selection criteria.

Housing, Land and Property due diligence is required to achieve as much legal certainty about tenure as possible and get the authorization to establish IDP settlements. HLP due diligence is a complex process requiring technical expertise that is not necessarily available in all NGOs.

Finally, the establishment of IDP settlements requires settlement planning expertise. As most of the IDPs sites were self-settled in the past, partner capacity building is urgently needed in order to ensure that newly established settlements should meet the minimum standard.

Aware of those challenges, the Camp Coordination Camp Management Cluster (CCCM) and the Shelter and Non-Food Item Cluster (SNFI) have decided to establish an **IDP settlement Task Force (TF)** to support their members in exiting sites expansion or new sites establishment.

UNHCR is leading both CCCM and SNFI Clusters in Southern Turkey, the clusters are coordinating the operations with more than 120 member organizations in the Cross-Border Operation.

## Key Objectives

The IDP Settlements TF prime objective is to coordinate efforts to identify suitable locations for the establishment of new settlements and/or extension of existing. In addition, support partners to conduct HLP due diligence and determine basic principles of site identification and verification practices.

To achieve this objective, the TF will:

- Coordinate with CCCM, SNFI Clusters and operational NGO's to identify and verify potential settlement locations across Northwest Syria;
- Coordinate with OCHA to negotiate with de-facto authorities to identify and access suitable lands ;
- Maintain an updated overview of potential locations, their HLP status and ensure that approved sites are allocated to organizations capable and willing to expand existing sites or establish new settlements;
- Support organizations establishing new camps with identifying other partners that can provide a minimum package of services to those new camps;
- Support with appreciating best practice as regards possibilities for integration and consideration of host community needs.
- Coordinate and facilitate training in HLP, site planning and camp management for all organizations engaging in the establishment of new settlements.

## Roles and Responsibilities

The IDP settlement TF will be made up of multiple Cluster and multiple agencies with the capacity to dedicate existing resources towards reaching the objective of the TF.

The TF will be co-lead by the CCCM Cluster and the Shelter/NFI Cluster. To meet the objectives, the following roles will be assigned within the TF:

### Space Availability Identification Task Force Lead: CCCM Cluster

The main goal of the TF is to collect quality information on the available lands which could be used for establishment of settlements. Available information will be shared with the TF and Cluster members to support the establishment or extension of IDP settlements.

### Housing, Land and Property support group Lead: Protection Clusters

The general objective is to ensure that IDPs in the first objective is to inform the TF members about the legal framework and the reality on the ground. The support group will also assist members that are conducting HLP due diligence. Additional support would be provided in terms of agreement with landlords in order to ensure minimum security of tenure for IDPs and access to returnees' shelters.

### Site Planning support Group Lead: SNFI Cluster

The site Planning Support group objective is to support TF members during the IDPs **site selection process, site implementation, site consolidation and site decommissioning process**. The aim is to increase the number of organizations able to establish, extend and upgrade IDP settlements, and to improve the standards and multi-sectoral integration in IDP sites. Considering the needs and opinions of the host communities.

## **ANNEX 1 : Space Availability Identification Task Force**

### **Task Force Composition**

The candidates to the Task Force (TF) members should meet the following conditions and experience to be eligible to join the TF, There is no quota for the TF, However, preferably, it consists members from UN Agencies, National NGOs, International NGOs, and IOs. Nevertheless, it could have Non-CCCM cluster members. Cluster Coordinators will make decisions for the non-cluster members on a case by case basis.

- 1- Decision-maker staff. (members are officially representing the respective NGO/Organisation and are aware about the activities/program of their organisation)
- 2- Technical Experience in settlement establishment.
- 3- Have enough time for productive participation and physical attendance.
- 4- Members commit to actively contribute to the TF
- 5- Members with WASH and/or shelter expertise are encouraged to participate in the task force.

### **Duties, Scope of Work:**

The main goal of the TF is to collect quality information on the available/potential lands which could be used for camp expansion or establishment. Information should be collected from reliable sources. The Cluster Coordinators in coordination with OCHA will advocate for access for the group members to collect all the needed information. The former will also provide contact details of authority representatives to access the public lands. The Cluster Coordinators shall advocate for funding to support the group members during the data collection process and later in the camp establishment. CCCM Cluster will discuss with the TF group members the annex I which we will be used to collect data on each available space/land.

### **The expected outputs of the TF are:**

- Systematically updated list of all available locations in NWS for existing sites expansion or for new sites establishment purposes.
- Basic description of the potential land including estimated capacity, HLP status and its geo-localization

Donors shall commit to supporting the TF outputs in all the possible ways in order to achieve outputs.

### **VI. Meeting and Tenure:**

The life-span of the TF is six months and could be terminated or extended after a decision of the cluster coordinators. Initially, the TF should meet at least on a weekly basis. Additional meetings could be organized if necessary.

The tenure for TF members is six months. Membership is renewable, and there is no limit on the number of times that membership can be renewed. It is expected that the same members will attend meetings in order to ensure consistency.

## **ANNEX 2 : HLP Support**

**I. Task Force Composition**

**II. Duties, Scope of Work:**

**III. Expected outputs**

**IV. Meeting and Tenure:**

## **ANNEX 3 : Site Planning support Group**

### **Task Force Composition**

- The SNFI Cluster coordination team
- 1 site planner (provided by IOM)
- 2 site planners (Provided by Mind Earth)
- Any other additional resources provide by TF members

### **I. Duties, Scope of Work:**

#### ***Site selection process:***

The purposed assistance will focus on the strategic collection of basic information on emergency settlements setting up, considering realistic planning options, scenarios and stakeholders to achieve commonly accepted minimum humanitarian standards.

For this aim, a palette of tools will be presented, starting from different observation modalities, formularies, checklists, remote data collection available in Internet and specialized software and tools. This palette of tools will facilitate the land selection, considering topography, soil conditions, existing structures and facilities and many other elements.

Local legislation HLP and their importance will be incorporate in the selection process.

#### ***Site planning process***

“Centrality of protection” is the leading concern of the site planning process. By achieving so, shelters and settlements should never be isolated from the social, environmental, economic, and “governmental” contexts. Therefore, the process of planning, despite being conducted under time constraints, should be multi-disciplinary and multi-stakeholder, favoring coordination amongst stakeholders.

Sectors like Protection, WASH, health and education will be fully incorporated and considered in the planning process.

The planning process will focus to the physical and social environment in order to minimize costs (of infrastructures), increase sustainability, efficiency and resilience.

For the process a palette of tools will be presented, starting from established recognized international standards, guidelines and more regionals guidelines developed by the respective sectorial clusters active on the area.

Specific software, app and instruments will be presented and exhaustively explained that will allows a preliminary planning and detail planning.

#### ***Consolidation, transformation, decommissioning***

From entry criteria to exit strategies, camps may have a long or short lifespan and may be subject to transformation, consolidation or decommissioned. In any case, these processes should follow an agreed path among all the stakeholders and should be part of the planning process.

Additional goal of the TF is to offer a platform where technical site planning problems and challenges can be presented and solutions/answers would be discussed.

### **Expected outputs**

- Precise camp layout, georeferenced, in scale, reflecting the minimum recognized standards and all the relevant protections mechanism.
- Precise description of the camps (surface area, number of communities, blocs, shelter, water points, latrines, showers, trashbin, schools/classrooms, child friendly spaces, etc) reflecting the standards
- Implementation work plan in phases
- Precise budget, reflecting the proposed camp layout
- Contact with other cluster actors activated (shelter, education, health, protection)
- Maintenance and operations guidelines for the site

### **Meeting and Tenure:**

The taskforce will meet all the CCCM / SNFI Cluster members involved in the establishment or extension IDP settlements in order to identify their needs and challenges.

### **Site planning Coaching - From beginning of March until end of June 2020.**

Any CCCM / SNFI Cluster members involved in the establishment or extension IDP settlements may contact the Site Planning support Group to get technical support. The Site planner will review the site selection assessment and or the site plan a provide comments and recommendations to ensure that the projects meet the minimum standards.

### **Trainings - From Mid-March until end of April 2020.**

The support group will provide several half-day training on various topics such as site selection, IDP settlements minimum standards, solutions to reduce GBV in IDP settlements, Topography and drainage, etc.

Each module could be conducted several times depending on the needs of the members