

## **TOR Site Facilitation Support**

The primary responsibility of a Site Facilitator is to provide field level support to NEMA/SEMA, local authorities and camp management agencies in the daily monitoring and management of sites to support camp management activities.

### **General Responsibilities:**

Site facilitators are functionally assisting camp managers at camp level. They support camp managers and monitor the living conditions at sites and can be designated to discharge camp management roles together with NEMA and SEMA. They also have to ensure smooth flow of Shelter&DMS/CCCM sector working group activities at field level providing timely feedback on operational challenges faced. Below are the main tasks:

- I. Support SEMA/NEMA in site management activities.
- II. Support the sector working group in providing on the job training to the camp managers and the IDPs.
- III. Establish and maintain, in collaboration with the authorities, effective intra-site coordination mechanisms among service providers and partners.
- IV. Monitor the living conditions in IDP sites, define gaps and prioritize needs.
- V. Alert the Camp manager and CCCM/Shelter/NFI sector on new arrivals and departures, to ensure a rapid response and reception.
- VI. Act, together with the authorities, as a support central focal point for all activities and issues taking place at the site level.
- VII. Ensure clarification of roles and responsibilities amongst stakeholders in the site, for maintenance of site infrastructures with a focus on sustainability and community/local government ownership.
- VIII. Support the implementation of effective and easily accessible referral mechanisms in relevant technical sectors in close collaboration with relevant stakeholders.
- IX. Support in maintaining site information management systems and monitor service provision including cross-cutting services such as prevention and response to sexual and gender-based violence (SGBV), health, psychosocial support and HIV among others in all sectors of the site according to agreed upon guidelines, standards and indicators.
- X. Ensure an effective complaints and feedback mechanism that is accessible to all camp residents.
- XI. Promote strategies to build and strengthen confidence within communities and the groups living in the site and between site residents and surrounding communities and favor a peaceful coexistence.
- XII. Advocate for the legitimate needs and rights of the site population through liaison with SEMA/NEMA, humanitarian service providers and other actors.
- XIII. Ensure the mobilization and participation of the site and host populations in the site governance system with particular emphasis on meaningful inclusion of women, children, elderly and persons with specific needs into decision-making processes.
- XIV. Ensure regular, timely and comprehensive reporting to the sector. Principally collect accurate CCCM multi sector site tracker tool data on a weekly basis. Regularly conduct registrations and surveys of displaced populations when necessary.
- XV. Commit to enforce and advocate for decisions taken by the sector working group at field level. Disseminate relevant policy guidelines and technical standards developed by the CCCM sector working group lead agencies;
- XVI. Support camp management agencies and local authorities as they facilitate the search for durable solutions for the displaced population.