**National CCCM Cluster Strategic Review Committee**

***Draft Terms of Reference***

1. **Function of the SRC**

Strategic review committees (SRCs) are responsible for the strategic review of project proposals received by the SHF or by the cluster via the HRP submission process. SRCs under the leadership of the cluster support the following initiatives:

* 1. Providing technical expertise and knowledge utilized to prioritize certain submitted SHF or HRP projects with prioritization occurring based on merit and an agency demonstrated understanding of the CCCM cluster approach
  2. Providing strategic perspective in assuring that the cluster’s HRP strategic approach is being adhered to within selected projects

1. **Composition of the SRC**

The strategic review committee is composed of experts, selected based on demonstrated technical knowledge of CCCM in Somalia from national NGOs, international NGOs and UN agencies, plus the cluster co-coordinator. The three groups (national and international NGOs, UN agencies) are represented in a way that accurately demonstrates the operational breakdown of the cluster. The SRC will consist of 10 regular members (3 NNGO, 2 INGO, 2 cluster lead agencies, 2 co-coordinator, one HFU member). INGO and NNGO members are determined by an election process.

1. **Decision Making**

SRC members review a scoring system to prioritize projects, which is prepared by OCHA’s HFU unit and endorsed by the CCCM cluster coordinators. The SRC aims to find consensus. If this is not possible, the members vote and decide by simple majority. Members refrain from the discussion of and vote on their own agency’s projects. At all times, HFU takes part in decision-making and supports the review committees in performing their functions.

1. **SRC Project Review Process**

* SRC members receive the projects and the scoring sheet at least 72 hours prior to the SRC meeting.
* It is the responsibility of the SRC members to familiarize themselves with all projects submitted for review prior to the SRC meeting, both scoring projects and taking detailed comments related to the proposal
* The CCCM cluster will prepare an aggregated scoring sheet that highlights the scores put forward from each SRC member, in addition to the average total score for each project
* The SRC discusses the recommendations and makes a final decision through consensus. If consensus is not possible, the average score (to the nearest mark) is assigned.
* Members do not participate in the discussion of and vote on their own agency’s projects.
* At all times, OCHA/HFU will take part in decision making, and support review committees in discharging their functions.
* CCCM Cluster team creates detailed minutes articulating the results of the SRC review, sending the final scoring sheet.
* The CCCM cluster and OCHA/HFU are responsible for documenting the review process including feedback and justification for the project scoring.
* The feedback and justification should be provided by the Cluster Coordinators and derived from discussions about the proposals.
* The feedback should be posted on the GMS by the CCCM Cluster Coordinators for both selected and rejected proposals.

**Strategic Review Committee Election Process – National CCCM Cluster Somalia**

We appreciate your interest in supporting the Somalia CCCM Cluster through the important Strategic Review Committee (SRC). A brief Terms of Reference for the SRC can be found below in Annex 1.

International and national agencies that wish to apply for an SRC role for 2021/2022 must meet the following eligibility criteria:

* Your organization is an active member of the CCCM Cluster.
  + CCCM project HRP project submitted for 2021
  + Have active CCCM programming as captured through monthly submission of the 3W
  + Attend CCCM cluster initiatives at both the national/sub-national levels
  + Have an established office in Somalia/Somaliland
* The organization’s candidate should have CCCM background/experience in one of the following:
  + CCCM officer
  + CCCM project manager or coordinator
  + Program manager in which CCCM is a managed department
  + A minimum of two years of experience working with CCCM

Additionally, for INGO only, access to CCCM technical expertise available at the regional/headquarters level (or agency plays an active role within the global CCCM cluster)

The Strategic Review Committee (SRC) is designated with the task of reviewing project proposals submitted for cluster-related CCCM projects; SHF allocations, HRP, etc. This responsibility requires the availability of agency focal points to support the cluster in reviewing submitted proposals along with concerted impartiality ensuring that the agency is reviewing projects based on merit.

Each applicant should submit his/her short CV (max 2 pages) and a filled application form (below). An application will only be considered if a formal endorsement letter from your Country Director/Country Representative/Head of Mission supporting your application is attached.

Applications will be reviewed by the CCCM National Cluster Team against the eligibility requirements. All eligible agencies/nominated focal points will have their information released to cluster members to commence the election process. All applications that do not fall under the eligibility criteria will receive notification from the cluster concerning the reasons for why their agency was not selected for elections; highlighting prerequisites that may not have been met.

The elections will be held online. Each CCCM agency, and each National CCCM Cluster Team member will be able to submit two votes: one vote for an eligible INGO, and one vote for an eligible NNGO.

**CCCM Cluster Strategic Review Committee (SRC)**

**Application Form**

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| Organization:  Name of the primary representative:  Title of the primary representative:  Name of the alternate representative:  Title of the alternate representative:  Geographical zone represented - select one, where your main office is located (Somaliland, Puntland, Southern and Central regions): |
| 1. **Please explain how your organization can bring a level of expertise to the CCCM Cluster SRC, and fulfil the mandate of the committee?** |
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| 1. **Please explain how your organization meets the criteria for the SRC and how your organisation will contribute to a fair and transparent project review process.** |
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| 1. **Explain your organization’s institutional understanding of CCCM, and your organizations track-record of implementing CCCM operations in CCCM and support that national/sub-national cluster.** |
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