
Terms of Reference

CCCM Cluster Review Committee

I. Duties

The role of the *Cluster Review Committee (CRC)* is to review CCCM Cluster project submission for funding under the Syria Cross-Border Humanitarian Funds (SCHF), Reserve and Standard Allocations, and the annual Humanitarian Response Plan (HRP). Prior to the project being submitted to OCHA's Funding Unit, the CRC must determine whether the proposal is in line with the *CCCM Cluster's objectives and priorities*.

The CCCM Cluster will determine in advance how projects are to be assessed.

CRC Members will be responsible and must be available for the following key processes:

- SCHF Standard Allocations (if CCCM Cluster is prioritised)
- Emergency Fund on a continuous basis (when consulted by the Cluster Coordinator)
- Mid-year review of HRP (if project revision is necessary)
- HPC submission for annual HRP

The CRC recommends which projects should be submitted for review by OCHA's Funding Unit. The CRC does not have the final authority as to whether a project will be funded; that authority solely rests with the Deputy Regional Humanitarian Coordinator.

II. Decision-making:

CRC Members will work on the basis of reaching consensus. If this is not possible, members will vote and a decision will be made by simple majority. If there is a tie vote, the Cluster Coordinator/Co-Coordinator will cast a vote and the decision will be final. Should a meeting not have quorum, the meeting must be postponed. Humanitarian Principles *i.e. Humanity, Neutrality, Impartiality and Independence* should be adhered to at all the stages of the process. During the review process, discussions of the CRC should remain strictly confidential. The CRC Members will agree to take decisions and vote based exclusively on the need relevance and quality of the project submissions.

III. Tenure:

The tenure is not only on the organization but also on the individual selected.

The tenure for CRC members is one year (unless a new CRC is called). Membership is renewable, and there is no limit on the number of times that membership can be renewed. It is expected that during the course of a CRC organisation's tenure the same person will attend CRC meetings in order to ensure consistency.

In the absence of a CRC Member for a specific CRC process, a preselected alternate organization/person will take the place in the CRC for the specific entire process.

Since the CRC sits in Gaziantep (Turkey), any organisation that wishes to be a CRC member must have staff based in Gaziantep (or a location at driving distance from Gaziantep) to ensure and guarantee attendance to the CRC meetings. Due to the COVID-19 restrictions meetings could be held remotely through the best and available online communication application.

IV. The CRC is composed of the following Members:

1. Cluster Coordinator / Cluster Co-Coordinator (both if possible) only one votes;
2. Associate Cluster Support Officer (only votes in the absence of the Coordinators);
3. Cluster Information Management Officer; (no voting right)
4. Two national NGOs with voting right one per each;
5. Two international NGOs with voting right one per each;
6. One UN Agency or International organization (one vote);
7. The SCHF designated focal point (one vote);

The Cluster coordination team represent the CCCM Cluster, not their respective organisations.

V. Process for CRC Membership:

- The CRC membership is done through a nomination process by CCCM Cluster Members.
- The Cluster Coordinator / Cluster Co-Coordinator will circulate an “expression of interest” email and organisations will be asked to nominate one staff member and one alternate.
- Based on the eligibility criteria (paragraph VI) the CCCM Cluster’s Secretariat will undertake an initial vetting followed by the CCCM Cluster determine which organisations should be on the CRC.
- The CCCM Cluster proceedings for membership determination are confidential. In addition to the eligibility criteria (paragraph VI), the CCCM Cluster will ensure a regional and thematic balance.
- The Cluster Coordinator / Cluster Co-Coordinator will publish the results and provide a written explanation as to how the decision was reached.
- In case no sufficient interest expressed by the CCCM active members, the cluster coordinator will assign the CRC members.

VI. VI. Eligibility Criteria for CRC Membership:

1. Active Member of the CCCM Cluster.
2. Official request from the representative of the member organisation requesting to be part of the CRC and nominating a staff members of the respective members organisation.
3. Active participation in the CCCM Cluster at hub or field level as demonstrated by: *(a) participation at cluster meetings, (b) previous CRC experience, (c) attendance at CCCM Cluster / Working Group meetings, or (d) participated in CCCM Cluster / Working Group trainings.*
4. Regular completion of a Working Group or CCCM Cluster's 4W and/or ISIMM.
5. Office and presence in Gaziantep, Hatay or elsewhere in Turkey (if based in Hatay or elsewhere, accepting to travel to participate in the CRCs for as many times it is required).
6. A good track record demonstrated by successful project implementation.
7. If a previous CRC member, a good attendance / participation record; and
8. The individual nominated for the CRC should have technical knowledge and competencies in CCCM.
9. The candidate should not be part of other review committees of other clusters.

END