**DRAFT**

**ToR**

**CCCM Cluster Co-Coordinator (NGO)**

**Context**

# Following the Site Management Support working group under the Protection Cluster, upon activation, the CCCM Cluster in Ethiopia will strive to build inclusive coordination structures making principled CCCM action as local as possible to provide timely, effective and appropriate actions to minimize the impact of displacement on civilians forced to flee from their places of origin through provision of humanitarian assistance & assurance of access to life saving basic services, addressing gaps, and promoting effective leadership.

# The CCCM Cluster will advance the wellbeing, safety, dignity, and resilience of the affected populations through coherent, coordinated, and integrated programing of services in IDP sites. Working with local authorities as counterparts, the CCCM Cluster is responsible for facilitating and coordinating the engagement of partners to deliver quality programs and services to meet humanitarian needs, improve accountability and to promote meaningful access, safety and dignity in all phases of the humanitarian response at IDP sites.

# The overall purpose of co-coordination is to improve the timeliness and impact of appropriate humanitarian assistance for the vulnerable displaced communities and to strengthen the CCCM governance structure at camps/IDP sites.

# The CCCM Co-Coordinator will be expected to work with the IOM and UNHCR CCCM Cluster Coordinators, equally, to support the implementation of, monitor and evaluate performance against the six core cluster functions and accountability to affected populations. The Co-Coordinator will ensure that partners participate in and assume their minimum commitments to the CCCM Cluster by placing Affected Populations at the center of decision-making and actions.

# Effective and efficient cluster management is a shared responsibility held by all CCCM Cluster partners. The CCCM Cluster Team members are the impartial representatives of the cluster as a whole and are responsible for the day-to-day coordination and facilitation of the work of the Cluster.

The CCCM Cluster Coordination team at national level consists of:

* CCCM Cluster Coordinator from UNHCR
* CCCM Cluster Coordinator from IOM
* CCCM Cluster Co-Coordinator from an NGO

**Specifically, the CCCM Cluster Co-Coordinator will:**

1. Strengthen pre-existing sectoral coordination by maintaining appropriate links and dialogue with local authorities, local civil society, and other relevant actors, respecting their respective mandates and program priorities. Take reasonable measures to proactively engage with and support local NGOs to participate in cluster coordination and at each phase of the Humanitarian Program Cycle. Ensuring that the CCCM Cluster position is informed by the NGO perspective.
2. Support multisectoral needs assessments at IDPs sites with the CCCM partners and other sectors, but not limited to, Shelter/NFI, WASH Nutrition, Food Security and Protection.
3. Contribute effectively to inter-cluster coordination forums and cooperate with other clusters, Government counterparts, and relevant authorities (as appropriate) in planning, coordination, and operational activities, ensuring that the NGO community is contributing to and sharing responsibilities.
4. Ensure that protection and early recovery are mainstreamed and that awareness of the different needs and capacities of women, girls, boys and men of all ages, people with disabilities, and other diversity characteristics such as ethnicity and religion are informing what we do, how we do it and with whom - to promote meaningful access, safety and dignity in all phases of the CCCM sector response.
5. Participate actively in gap-analysis, priority-setting, reinforcing the complementarity of partner actions by avoiding duplication and gaps.
6. Ensure adequate reporting and effective information-sharing, reflecting the agreed minimum standards are in place and that all partners contribute on a regular basis to enable appropriate monitoring and evaluation and review the impact of the cluster activities and progress against the strategic CCCM Cluster objectives.
7. Convene and facilitate regular meetings as agreed with other team members, ensuring that discussions are participatory and results oriented. Ensure that the NGO members of the Cluster are kept fully informed of the meetings and any decisions that may take place outside of regular Cluster meetings.

1. Promote the leadership roles of NGOs within the cluster and ensure that the technical working groups has active national and international NGO participation to help ensure that NGOs support and influence the Cluster’s work.
2. Promote/support training and capacity-building of CCCM sector personnel, of partners and national authorities.
3. Represent the interests of the CCCM Cluster in discussions with stakeholders on priorities, resource mobilization and advocacy. Taking additional steps to ensure that the resource mobilization and advocacy efforts fairly represents and benefits NGOs as well as the UN agencies in support of agreed strategies.
4. Ensure adequate contingency planning and preparedness for new emergencies and seasonal adaptation of responses that reflect the actual and potential to scale-up capacities of all partners (local and international).
5. The NGO Co-Coordinator should act as a focal point for receiving NGO concerns to raise these with the CCCM Cluster Coordination team to strengthen accountability and transparency of the Cluster’s decisions and work.
6. Act as CCCM Cluster Co-Coordinator Officer in Charge whenever needed and undertake any other tasks as required and agreed upon by the coordination team.

**Responsibilities and Accountabilities**

While all three coordinators will have equal rights and responsibilities, UNHCR and IOM will retain their global accountability towards provision of last resort as per IASC principles, specifically intervening when no other Cluster member is able or willing to do in situations of conflict or natural disasters respectively. As such, in specific cases, the Cluster Lead Agencies, UNHCR and IOM maintain the right to take a final decision given that they are directly accountable to the Humanitarian Coordinator.

* The Co-Coordinator’s administrative line of reporting falls within the management structure of the NGO seconding the Co-Coordinator.
* The Cluster Coordination team will ensure that a joint work plan for their activities, including reporting lines and management structures, are developed and adhered to.
* The Cluster Coordination team members are accountable to the affected populations they commit to serve. The Cluster Coordination team members commit to promoting and strengthening accountability to affected populations among cluster partners.
* The Cluster Coordination team members are committed to represent the views of the Cluster as a whole and are accountable to the Cluster partners for ensuring that the Cluster is functioning to its highest standards.

The Cluster Coordination team members commit to joint decision-making in all aspects of cluster management, strategy, and activities.

Note: a revision period of six months is applicable through the Cluster SAG (Strategic Advisory Group)