# Terms of Reference

National Cluster Co-Coordinator

# Yemen CCCM Cluster

**Overarching Objectives of the Role:**

The role of the co-coordinator is:

* To lead and facilitate cluster coordination roles together with cluster coordinator, as set out in the IASC ‘Operational guidance generic terms of reference for cluster coordinators at the country level ’
* To ensure the cluster core functions are fully implemented as defined in the “IASC Reference Module for Cluster Coordination and Co-lead coordinator at the Country Level’ as well as “Minimum Requirements for National WASH Humanitarian Coordination Platform”.
* To provide operational and coordination support to the Strategy Advisory Group (SAG) and Technical Working Groups (TWiGs).
* To contribute to strategic decision-making affecting the humanitarian response to displacement, notably in IDP sites and surrounding areas.
* To support the integration of CCCM partner priorities and challenges within the National CCCM Cluster strategy, including enhanced accountability of the Cluster to its duty-bearers (Cluster partners).
* To support the cluster coordinator in the management of the Cluster at the national and subnational levels.
* To provide conceptual and operational expertise in CCCM interventions, stakeholder engagement and resource mobilization.

The co-coordinator will work impartially, serving the needs of all members of the CCCM cluster and should work closely with other cluster coordinators and the Humanitarian/Resident Coordinator (HC/RC), as appropriate.

1. **Role & Responsibilities**
2. **Cluster Representation**
3. Humanitarian Coordination Forums
* Alongside with the cluster coordinator, represent the interests of the Cluster in discussions with the Humanitarian Coordinator and other actors on prioritization, humanitarian access, resource mobilization and advocacy.
* Attend inter-agency coordination forums (ie. ICCM) alongside the cluster coordinator, with pre-meeting strategy session to agree on priority objectives, Cluster positions and talking points as relevant.
1. Local Authorities
* Support the cluster coordinator in advocating with authorities to ensure that humanitarian agencies providing assistance and protection to residents in IDP sites have necessary access to work there and are able to conduct their work independently and in an environment conducive to principled programming.
* Support partners in raising concerns and needs of the affected populations for service delivery and adequate responses in IDP sites.
1. Donors and Resource Mobilization
	* Representation of Cluster needs analysis, achievements and objectives, including to highlight the relevance of CCCM within the humanitarian response.
	* Alongside the cluster coordinator, mobilize funding for Cluster members and support Cluster members to mobilize resources through bilateral / usual channels as requested.
	* Maintain donor relations and facilitate donor missions as needed, including to escalate critical Cluster challenges to invoke the action of donors as relevant.

1. **Strategy Development and Advocacy**
	* Support the cluster coordinator in determining context-specific Cluster priorities, activities and approaches based on the displacement environment, operating environment and the identified needs, including through partner consultation.
	* Work collaboratively with cluster coordinator, and through consultation with partners develop Cluster strategy to guide CCCM programming and fundraising.
	* Determine priority strategic issues affecting CCCM partner operations and develop response plans including co-chairing of thematic SAGs or Working Groups and creating action plans for resolution or mitigation.
	* With the cluster coordinator, draft position and policies papers for the CCCM Cluster and the humanitarian community, including carrying out effective dissemination.
	* Identify key advocacy concerns and contribute to broader, multi-sectoral advocacy initiatives
	* With the cluster coordinator, represent and support the finding of solutions for issues of HLP and insecure land agreement for IDP sites in humanitarian coordination and HLP forums.
2. **Cluster Partner Engagement and Coordination**
* Co-organize and support facilitation of regular National Cluster coordination meetings and information sharing to ensure coordination between all CCCM Cluster partners at Sub-National level.
* Coordinate and co-lead thematic / technical working groups on strategic areas of interest, ensuring strategic direction and leadership.
* Secure commitments from humanitarian partners in responding to needs and filling CCCM and multi sectoral gap.
* Disseminate preferred approaches, best practice and technical guidance to partners.
* Support the escalation and representation of critical issues affecting CCCM partners and coordinate responses with other clusters based on gaps and needs.
* Ensure that the national level referral/escalation system is functional and tracking is maintained.
* Consolidate lessons learnt and partner experiences to ensure relevance of Cluster strategy and approaches.
* Advocate on behalf of CCCM partners for protection and provision of services in IDP sites based on gaps and needs.
1. **Technical Expertise and Capacity Building**
* Provide technical guidance, including on maintaining principled programming approaches, to Subnational Cluster focal points and CCCM partners.
* Ensure that the CCCM Cluster members address cross-cutting issues in planning, implementation and monitoring of CCCM interventions (ie. collection of sex- and age-disaggregated data, gender-sensitive emergency programs, protection mainstreaming, accountability, etc.).
* Support Information Management (IM) team on maintaining up-to-date information on all current and potential CCCM partners, their capacities and areas of work.
* In coordination with the Cluster IMO, REACH and the YDR Consortium, support in the development of tools and assessments to fill information gaps, including analysis and dissemination as relevant.
* Monitor CCCM partner implementation through field visits to determine opportunities for improved quality, and to ensure implementation meets minimum levels of quality and principled operations.
* Conduct contingency planning based on worst-case and most likely scenarios in terms of population movements.
* Adapt relevant policies and guidelines and technical standards to context of crisis, ensuring conflict-sensitivity, access constraints and the centrality of protection.
* Ensure that cluster members are aware of relevant policy guidelines and technical standards.
* Ensure that responses are in line with existing policy guidance and technical standards and relevant government, human rights, and legal obligations.
* Support the capacity building efforts of relevant authorities Cluster focal points and CCCM actors.
* Identify capacity building needs based on the populations needs, the CCCM actors’ capacities, gaps and cluster priorities in line with the CCCM guidelines and standards.
1. **Inter-Cluster Engagement**
* Ensure integration of a CCCM response elements into transition and early recovery frameworks.
* Support the cluster coordinator in establishing and carry out action plans for coordination between CCCM and other clusters, particularly Shelter, Protection and WASH.
1. **Coordinator and co-coordinator Guidelines of Engagement**
* Both the (Lead Agency) Cluster Coordinator and the Co-Coordinator commit to neutrally representing the Cluster and not their parent organization.
* Meetings that relate to the Cluster, inter-cluster or cluster representation should be attended together. Where this is not possible, representation at meetings should be rotational or mutually agreed. In all meetings, key talking points should be agreed prior to the meeting and outcomes or minutes of meetings should be shared afterwards. Where both are in attendance, minute taking duties should be rotational.
1. **Reporting Lines**
* The DRC Co-Coordinator reports internally to DRC on the development and implementation of work plans, however, on the Cluster activities the co-coordinator will report the CCCM cluster coordinator. The (Lead Agency) Cluster Coordinator reports internally to the Lead Agency. Both the Lead Agency Cluster Coordinator and the DRC Co-Coordinator will ensure close coordination and clear division of roles and responsibilities as well as ensuring the joint work plans for their activities, including reporting lines and management structures, is developed and adhered to.