**TERMS OF REFERENCE**

**CCCM Cluster Governorate-Level Co-Chair Ninewa, Iraq**

**General Responsibilities**

The CCCM Cluster Governorate-Level Co-Chair will together with the CCCM Cluster Sub-National Coordinator (KRI and Ninewa) or Ninewa Governorate CCCM Cluster Focal Point, support coordination for the CCCM Cluster at governorate level.

The Governorate-level Co-Chair, from an NGO, will promote and support NGO participation in the Cluster.

The Co-Chair supports the Sub-National Coordinator in ensuring an inclusive approach to partners within the sector in fulfillment of their mandates and programme priorities while fostering the articulation of the CCCM Cluster strategy and objectives. The Co-Chair together with the Sub-National Coordinator, working together with Cluster members and other partners, will identify the overall requirements in responding to camp and communal displacement situations.

The Co-Chair is expected to fulfill a neutral coordination role. This requires separation of CCCM responsibilities for the Cluster from their roles and responsibilities within their organization.

In Ninewa, the Co-Chair will have a focus on informal sites.

**Specific Responsibilities**

*Overall Coordination*

* Support the Sub-National Coordinator in facilitating governorate-level CCCM coordination meetings.
* Support the establishment/maintenance of appropriate coordination mechanisms (e.g. task forces, working groups) at the governorate level.
* Support the increased participation by key stakeholders in cluster dialogue – inclusive of LNGOs, INGOs, Local Authorities, to strengthen the CCCM response.
* In coordination with the Sub-National Coordinator, represent the the CCCM Cluster in governorate-level ICCG meetings and other relevant coordination structures.
* In coordination with the Sub-National Coordinator identify and follow-up on gaps in service and assistance provision in coordination with sectorial partners and government actors in order to fill gaps and avoid duplication.
* In coordination with the Sub-National Coordinator, flag key issues that need escalation to the sub-national/national level.
* Work with the Sub-National Coordinator to ensure active communication between CCCM partners and camp/informal site actors where needed.
* Ensure Cluster minimum standards for CCCM agencies are in place and adhered to.
* Ensure that governorate-level cluster members are aware of relevant CCCM policies, guidelines and strategies developed at the national and governorate levels.
* In coordination with the Sub-National Coordinator, ensure effective links with other clusters at governorate level especially WASH, Health, Protection, and Shelter/ NFI.

*Information Management*

* Facilitate and/or support data collection exercises as required.

*Strategy and Emergency Preparedness*

* Support the Sub-National Coordinator in contextualising national as well as governorate-level strategies into operational plans and programmes, based on the CCCM Cluster identified priority needs.
* With the Sub-National Coordinator and under the guidance of the national Cluster, ensure emergency preparedness, possibly including contingency planning, as required.

*Advocacy and Capacity Development*

* In coordination with the Sub-National Coordinator, advocate with local authorities to ensure that humanitarian organizations providing assistance and protection to residents in camps and informal sites have the necessary access and are able to conduct their work independently and in an environment that allows for confidentiality of sensitive information.
* Identify training needs of Cluster partners to inform capacity development activities and work with the Sub-National Coordinator to develop capacity building plans.

*Integration of Cross Cutting Issues*

* Advocate for the use of participatory and community-based approaches in CCCM activities.
* Promote measures which increase accountability to affected populations, including through supporting communication with communities, and promote the identification of durable solutions.
* Raise awareness of and promote the integration of cross-cutting issues (e.g. age, gender, diversity) into Cluster/inter-Cluster needs assessments, planning, implementation and monitoring.