**TOR: CCCM State-Level Focal Point**

**Location:**

**Organizations Chairs/Co-Chairs:**

***Context:***

Populations in Somalia continue to face climate shocks and insecurity leading to further displacement making it difficult for families to attain durable living conditions. Currently, 2.9 million people are facing acute displacement needs in Somalia requiring humanitarian responses tailored at promoting protection and services within displacement sites. With conflict and environmental instability continuing to escalate in regions of the country, it is likely that these figures will rise in the coming year.

To respond to growing displacements and needs for providing services and protection in established camps and camp-like settings, the CCCM Cluster was activated on 10 May 2017, under the co-leadership of UNHCR and IOM, in order to improve the coordination of the integrated multi-sectorial response at the site, state and national levels.  CCCM cluster coordination aims to raise the quality of interventions and to monitor humanitarian services in communal settings, by ensuring appropriate linkages with and building the capacities of national authorities and other stakeholders.

The CCCM cluster will operate a state-level sub-national cluster in seven coordination hubs across Somalia. These hubs are aligned with OCHA’s state-level coordination structure. While these states have been targeted by the CCCM cluster for partner interventions, due to limited funding availability, it may be possible that only two, or one CCCM partner has active programming within the state. Therefore, it is up to the sub-national focal points discretion to generate a structure to the CCCM sub-national cluster that works best for each state. This may include establishing the following cluster coordination mechanisms:

1. Hold traditionally coordinated monthly CCCM cluster meetings with CCCM partners local authorities and cross-cutting sectors/partners (for states with multiple CCCM partners)
2. Integrated CCCM cluster meetings with cross-cutting sectors such as Protection or Shelter to maximize coordination efforts with partners (for states with only 1-2 CCCM partners)
3. Hold monthly bi-lateral meetings with the CCCM partner in addition to other key strategic bi-lateral meetings with important CCCM stakeholders such as local authorities and sector leads (for states with one/no active CCCM partner)

***It is critical that the National CCCM Cluster has been communicated regarding the preferred coordination mechanism that has been established within each state hub.***

***Responsibilities/Scope of work:***

As the focal point for the cluster, CCCM Cluster Focal Points are accountable for the CCCM response to the humanitarian crisis. Focal Points must ensure the inclusion of key humanitarian partners within the sector, respecting their mandates and programme priorities. Together, the cluster members will identify the overall requirements in responding to displacement sites within the geographic state of operation. It is essential that the CCCM sub-national cluster is actively engaged in administering activities and approaches that correspond with the National Cluster Strategy. Furthermore, it is critical that cluster partners are administering tools and initiatives that have been endorsed by cluster partners assuring that standardization of initiatives are occurring. At the sub-national level, CCCM sub-national cluster focal points serve as in important interface with OCHA and the state inter-cluster coordination groups. Therefore, sub-national cluster focal points should continue to provide this forum with pertinent cross-sector information obtained by CCCM partners as a way of supplying evidence-based data that has the potential to inform the overall humanitarian response. Lastly, humanitarian needs and gaps should be actively conveyed to state sector leads in addition to the National CCCM Cluster when such coordination is required.

***Roles and Responsibilities:***

***Note that this is TOR is applicable for each cluster lead agency***

Under the guidance of the National CCCM Cluster Coordination team, the sub-national cluster focal point may fulfil the following tasks:

* Ensure appropriate coordination on activities such as needs assessments with all relevant sector stakeholders including regional and local authorities, non-government organizations, donors and representatives of affected populations in their geographical area of responsibility;
* Schedule and lead CCCM Cluster meetings on a monthly basis to coordinate service delivery to affected population and report gaps/issues to the National Cluster Coordination Team. The preparation of the meetings shall be in close coordination with the Cluster Coordinator (i.e. agenda and any requested info.). These meetings can be held in conjunction with other Subnational Cluster such as Protection and Shelter when discussing overlapping topics;
* Provide inputs to the cluster strategy, advocacy notes or any other national documents when requested by the National Cluster Coordinators;
* Facilitate adequate reporting and information sharing using cluster tools that feed into the national IM reports/tools;
* Participate in relevant state-level inter-cluster meetings (S-ICCGs) and take an active role in presenting site-level data that may be useful for strengthening the broader humanitarian intervention within one’s respective state;
* Mobilize CCCM partners as needed to provide ad hoc trainings, support in site verification exercises, safety audit review meetings, or other cluster-supported activities;
* Liaise with government counterparts and partner focal points regularly ensuring that all partners have updated information related to site priorities, gaps, needs and achievements;
* Support capacity building for relevant stakeholders including local authorities, requesting support from the National Cluster Coordination Team when needed;
* Attend key ad hoc meetings with government stakeholders about contingency planning and durable housing solutions;
* In states where there are two active cluster focal points, ensure that all decision-making activities incorporate agreement from both cluster focal points;

***Expected Responsibilities of CCCM Partner Agencies:***

* Participating organizations are expected to be proactive agencies in jointly assessing needs, developing strategies and plans for overall CCCM response, implementing agreed priority actions, and adhering to core commitments and standards. CCCM cluster members will share tasks and are delegated responsibilities to support specific functions;
* Members will designate their most senior representatives to the sub-national CCCM Cluster; representative who will make decision on behalf of their agencies;
* Actively participate in monthly coordination cluster meetings. It must be well-managed and outcome-oriented with key action points;

***Revision of Terms of Reference:***  The Terms of Reference will be reviewed every two years or sooner if deemed necessary. The revised Terms of Reference will be submitted to the CCCM Cluster for review, inputs and endorsement. Signed ToRs will be held by the state cluster lead agency, and sent to the National CCCM Cluster Team

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Focal Points Sign Here