

# CCCM Cluster Work Plan 2021

Area	#	Task	Activities	Focal Point	Frequency (indicative)	Status	Priority (subject to periodic review)
1. Cluster Coordination	1	Inter-Cluster Coordination Group (ICCG) – All of us including IMO	1. Ensure updated presentation to ICCG on PoC/Covid-19/Transition 2. Ensure SFPs contribution to above updates 3. In absence of SFPs ensure contribution from CM 4. Share with OCHA	All	Ad-hoc	Active	1
	2	Bi-weekly CCCM Cluster meeting with Partners – All	1. Action points from these meetings to be noted and shared in next meeting 2. Updates from CM & Mobile Response	All	Ad-hoc	Active	1
	3	Protection cluster meeting – Tejan Alt- Uzma	1. Relevant action points from this meeting should be shared with Cluster team/partners	MTC/UA	Ad-hoc	Active	1
	4	Shelter cluster meeting – Tejan Alt- Uzma	1. Relevant action points from this meeting should be shared with Cluster team/partners	MTC/UA	Monthly	Active	2
	5	CCCM Mobile response working group – Uzma chair (All)	1. Revision of the mobile response strategy 2. Lessons learned for the mobile response 3. Possibility of linking this approach to Area based approach 4. Capacity building of national of NGOs on mobile response	Uzma	Monthly	Active	2
	6	State Task Force on Solution – At state level - SFP & CM	1. SFP/CM to share action points from meeting to the National Cluster 2. Ensure participation in Intention/perception survey in coordination with Protection cluster & national authority	SFP / CM	Ad-hoc	Active	2
	7	Housing Land & Property (HLP) Working Group – Richard Alt – Uzma	1. Relevant action points from this meeting should be shared with Cluster team/partners	RO/UA	Quarterly	Active	2
	8	HCT/UNMISS Task Team - All	1. Cluster team to prepare presentation 2. Develop guidance document as requested by HCT/UNMISS Task Team	ALL	Varies	Active	2
	9	Need Analysis Working Group – Uzma/Shantosh	1. Priority areas flagged by NAWG to be shared CM agencies / cluster partners for further intervention / scale up of the response 2. Also update NAWG if there is any recent displacement reported by cluster partners 3. Ensure cluster participation in Multi sector Assessments / IRNAs	UA/SK	Bi weekly	Active	2
	10	Communication and Community Engagement (CCE) working group – Uzma	1. Reactivate bi-weekly sitrep (to get in touch with Internews and share with cluster partners) 2. Publication of rumors tracking on covid-19 sitrep 3. Complaints and feedback mechanism mapping	UA	Ad-hoc	Active	1
	11	Weekly coordinators meeting - All	1. To develop weekly to do list 2. Agree on emerging issues 3. Leave plans for team	ALL	Ad-hoc		3
	12	National Taskforce on Solutions (Return, Resettlement & Re-integration) – All	1. to highlight the emerging issues from displacement sites that would impact the operation of camp management 2. Ensure the inputs from cluster on ToR/Guidance 3. to share the result to the taskforce from Intention survey on return	ALL	6 months	Active	3
	13	IMWG (Information Management Working Group) – Shantosh adhoc- Uzma	1. Relevant action points from this meeting should be shared with Cluster team/partners	IM/CCC	Bi-weekly		2
	14	Global Cluster Retreat(June 2021) – All (Online)	1. Contribute to the agenda 2. Presentation from south sudan to provide operational update 3. Prepare materials for market place (videos/infographics)	ALL	Ad-hoc		1
	15	Global cluster Capacity Development Working Group – All	1. Ensure active participation from South Sudan 2. Presenting/sharing capacity building products to the working group 3. To provide update from South Sudan on Capacity building	ALL	Monthly		1
	16	Spontaneous Refugee Returnees Coordination Meeting- Tejan Alt- Richard	1. Relevant action points from this meeting should be shared with Cluster team/partners 2. Need to raise the issues of refugee returnees entering to IDP sites or taking another refuge as an IDP	ALL			3
2. Information Management	17	Site profile development – Quarterly product (Indicators needs to be finalized with consultations of other clusters)	1. Agree with partners on frequency 2. Hold partners accountable to report indicators quarterly 3. To prepare donor brief / presentation		ad-hoc		2
	18	Information sharing with partners Shantosh	1. To upload on HR info page 2. Share via our gmail account / google group 3. Create a facebook page and share the relevant 4. Cluster coordinators to share relevant information to be shared with partners	All	Ad-hoc		2
	19	Service mapping (Quarterly) Shantosh	1. Share with partners on a quarterly basis	IM	Quarterly		2
	20	Updating the mailing list Shantosh	1. Update mailing list & share with team by 1st week of March				2
	21	Sitrep/covid-19 sitrep/ dashboard (Monthly- Uzma/Richard/Tejan/ Shantosh)	1. Richard to follow with SFPs to ensure we receive report on time 2. Uzma will be compiling the content and to share with Shantosh for designing 3. Shantosh to come out with new-design 4. To publish the report first week of the following month 5. Review the current template (by March) 6. Clarify reporting timeline (proposed frequency 1-15, 16-31 ) 7. Covid-19 bi-weekly for few months	All	Monthly		2
	22	Flow monitoring (bi-annual analysis flow information) (Shantosh)	1. To coordinate with CM and DTM to get the info and share with partners	CCs	Quarterly		2
	23	SW and site tracking – Monthly (Shantosh)	1. Collect information from partners by 20th of month 2. Share SW with OCHA by 25th of the month		Monthly		2
	24	KOBO tool development / Data analysis (Shantosh)	1. Support partners on developing kobo tools / analyzing data 2. Sessions with partners on how to use Kobo tool (Shantosh to develop session)	IM	Ad-hoc		2
	25	Beneficiaries/ Member satisfaction survey bi-annual/ Cluster coordination performance monitoring to OCHA (Annual) Shantosh	1. Review of the beneficiary satisfaction survey tool 2. Participate in sessions when CM is having discussions with beneficiaries about the survey results	IM	Ad-hoc		2
	26	Intention/perception survey – Based on request from HCT UNMISS TT /Solution working group (All)	1. Coordinate with protection cluster and national & State level TFS	All	Ad-hoc		2
	27	Mobility tracking (Presentation from UNHCR on spontaneous refugee returns and Mobility tracking update from DTM) Shantosh	1. To share the product with partners 2. To invite DTM and UNHCR to present in a cluster meeting when they have the latest reports	IM	Quarterly		2
	28	Daily Casual labour Rate – Monthly (All)	1. To share with partners on first day of month 2. To make presentation at ICCG about the revised rate 3. To discuss about revised rates among the team members and recommended rates to be presented at ICCG	IM	Monthly		2
	29	Mobile Response Dashboard (6 months) Uzma / Shantosh	1. Uzma and shantosh to compile information on Mobile Response	IM	Bi-annual		2
30	Operational Presence map (monthly basis) Shantosh	1. Shantosh to develop based on SW submission	IM	Monthly		2	
31	Updating HR Info page and Online Dashboard Shantosh	1. Information dissemination	IM	Ad-hoc		3	
3. Reporting	32	Monthly Cluster Update for Lead Agencies Richard in coordination with MTC, UA, SK	1. To be shared with cluster lead agencies for their reporting	All	Daily		3
	33	Performance Management of State Focal Points RO, MTC, UA, SK	1. Quarterly interface on performance management	All	Daily		1
	34	Cluster Meeting Minutes MTC	1. Actions points to be shared with team and partners	All	ad-hoc		2
	35	Annual report 2020 (Shantosh)	1. Draft to be shared with National Cluster & SFPs for their review and inputs	CC	Annual		2
	36	HRP Periodic Monitoring report Shantosh	1. To share with OCHA quarterly HRP report	IM	Quarterly		2
	37	Lessons learned on what - Mobile / Roving Response / innovation / CBI (Richard to coordinate with Uzma and Tejan )	1. Lessons learned template from global cluster 2. Notify global focal person about the lessons learned	All	Annual		2
	38	Update to global cluster (Richard/Tejan/Uzma/SK)	1. To provide updates from south sudan to global cluster	All			3
4. Cluster Strategy/ HRP/ South Sudan Humanitarian pool Fund (SSHF)	39	Coordination and information sharing with cluster partners All	1. Presentation to the partners/iccg 2. Cluster team to use HR info page link on signature	All	Weekly		3
	40	Development and review of CCCM strategy 2022	1. Evaluation of current(2020-2021) strategy, achievements, gaps and challenges and lessons learned 2. Strategy review retreat in July 2021 a. Review of current strategy (1 day) b. Strategy for 2022-2023 (2 days)	All	Ad hoc		2
	41	Review the project proposal submitted by partners (SSHF)	1. Developing of sshf strategy 2. Confirmation of cluster review committee 3. Review of score card 4. Sharing the findings and recommendation with SSHF/OCHA	All	bi-annual		2
	42	Review of HNO / HRP Strategy 2022 RO/MTC/UA/SK	1. Multi-sector needs analysis, analysis of needs to fit into inter-sectoral operational approach 2. Participate in scannio analysis workshops conducted by ocha and flag key cccm scenarios 3. Coordinate with global cluster on cluster JIAF indicators 4. Have through understanding of costing methodology (project based ), organize a workshop to orient cluster team and cluster partners on new costing methodology 5. Develop country's PIN and target using the global standards	All	Monthly		2
	43	Monitoring the partner projects RO/MTC/UA/SK	1. Joint field monitoring visits to partner's project location 2. Cluster field monitoring visits to partner's project location	All	Quarterly		2
	44	Feedback on SSHF Reports / Project Reports RO/MTC/UA/SK	1. Provide Feedback on SSHF Reports / Project Reports	All			2
	45	Representation of the cluster in SSHF related meetings and advocacy for money - Uzma	1. Present and defend sshf cluster strategy / allocations 2. Review and feedback on the prioritized response locations for SSHF	All			2
5. MOBILE RESPONSES	46	Review and feedback on the prioritized response locations for SSHF- All	1. bilateral engagement with ocha to create understanding of mobile camp management approaches	All	Every two weeks	Active	3
	47	Follow up with DTM/IOM, NAWG, ICCG and other fora or stakeholdersto identify potential camp-like settings across South Sudan - ALL	1. Follow up with DTM/IOM, NAWG, ICCG and other fora or stakeholdersto identify potential camp-like settings across South Sudan	All	Yearly		3
	48	Review the scoping reports submitted by partners for a site/camp-like setting / All	1. Cluster team to meet quickly and give the decisions to partner responding		Monthly		2
	49	Feedback to partner on various stages of mobile response - Uzma	1. Field visits to mobile response implementation locations 2. Feedback to partners through debriefing 3. Prepare field visit mission report	CCC	Every two weeks		2
6. AGENCY SUPPORT AND CAPACITY BUILDING	50	Design a workplan for capacity building trainings at different levels - All	1. Capacity building of national of NGOs on mobile response 2. Identification of potential subjects/topic for capacity building 3. Selection of partner and potential candidates 4. Designing training package	All	Ad-hoc		1
8. EMERGENCY RESPONSE	51	Contingency planning for each PoC and collective sites - All	1. Develop one pager explaining the need for contingency plans and link it with PoC transition 2. Joint meeting RRP, OCHA, Camp Management & All SFPs 3. Simulation of contingency plans in all sites (PoC/ former PoCs)	All	6 months		1
	52	Listing and mapping of the focal point in each collective site - shantosh	1. Develop contact details of collective sites		6 months		1
	53	Training of focal point at each potential site	1. Sharing online CM training link to the focal persons from a site 2. Ensure each focal persons who received online training attend face to face CCCM training organized by cluster	All	Ad-hoc		2
9. Inter-Cluster Cooperation/coordination	54	Multi sector response (NFI Prot WASH & Health for critical shelter & informal settlements) Richard	1. Possibility of joint programming with shelter, protection & WASH	All	ad-hoc		1
10. ADVOCACY AND RESOURCE MOBILIZATION	55	Developing CCCM Cluster Strategy - All	1. Evaluation of current(2020-2021) strategy, achievements, gaps and challenges and lessons learned 2. Strategy review retreat in July 2021 a. Review of current strategy (1 day) b. Strategy for 2022-2023 (2 days)	All	Ad-hoc		1
	56	Represent CCCM cluster in multi cluster missions and forums IRNA - All	1. Ensure cluster's presence in multi-sector needs assessment missions	All	Ad-hoc		1
	57	HRP Monitoring	1. Ensure cluster has sectorial monitoring tool 2. Dissemination of info through cluster portal	All	Ad-hoc		1
	58	HNO/HRP development and submission - All	1. Submit all the required documents to OCHA	All	Ad-hoc		2
	59	Donor Engagement - All	1. To prepare donor brief / presentation	All	Ad-hoc		1
60	Mobile Response Guidance and Site typologies to be revised	1. Review the current sites typology and present it to cluster strategic review committee and implement it	All			Priority	

Legend	Acronym	Priority
CCCM Cluster	CCCM	1
Cluster Team	CT	High
Inter Cluster Coordination Group	ICCG	
Info Management Unit	IM	Medium
not applicable	n/a	
National Cluster Coordinator	NCC	3
State Focal Point	SFP	Low
Task Force on Solutions	TFS	