

# CCCM Cluster Yemen

## Strategic Advisory Group – Terms of Reference

October 2021

### Background and Context

More than 1 million displaced Yemenis have settled in over 1,600+ spontaneous, unplanned camps and require support to meet their basic needs. The locations, population size and characteristics of these sites change over time.

Data show that 76% of IDP sites lack formal land tenancy agreements, which can lead to secondary displacement and sometimes creates eviction threats, compromises living conditions, and may lead to secondary displacement. 32% of sites are at risk of flooding, and about 48% of people in IDP hosting sites are within 5 km of areas of active hostilities.

Sites also lack services. Data show that more than half of the sites are not reached by the humanitarian actors, and 93% of camp-like settings across the country lack basic services, such as - food distributions, protection services, WASH, education etc. and so on, and 83% face critical service gaps.

To respond to the growing displacements, the CCCM cluster aims at improving the coordination of the integrated multi-sectorial response at site level, raising the quality of interventions and monitoring of humanitarian services in communal settings, by ensuring appropriate linkages with and building the capacities of national authorities and other stakeholders.

### Purpose of the Strategic Advisory Group (SAG)

The CCCM Cluster Coordination Team seeks to engage a number of cluster members, representing various stakeholder groups, in policy and strategy making through consensus management. The Strategic Advisory Group (SAG) will play an advisory role to the CCCM Cluster in the cluster strategy planning, in a consultative manner, with policymaking, strategic direction, and coordination mechanisms.

### Guiding Principles

The work of the SAG Members is guided by the principles of neutrality, impartiality, and independence. All documents will be circulated among the SAG members who are expected to consult their respective constituents. Any document generated and endorsed by the SAG will be circulated to CCCM cluster members. SAG members expected to keep high level of confidentiality through their assignments and after the end of their tenure.

## Tasks of the Strategic Advisory Group

The SAG is an advisory board to the CCCM Cluster, the main role advising on the following functions:

### I. Strategy:

- a. Development of the Humanitarian Response Plan. This also includes the development of contingency plans and other response plans;
- b. Development of position papers and statements on CCCM related issues;
- c. Development and guidance on resource mobilization and fundraising strategies.

### II. Technical:

- a. Guidance and support to the functions of the Technical Working Groups;
- b. Providing inputs to other relevant structures through the CCCM cluster;
- c. Development of CCCM Cluster specific guidance notes for Pooled Funds.

### III. Advocacy:

- a. Development and implementation of a CCCM advocacy strategy;
- b. Advising and bring CCCM priorities to the attention of the Humanitarian Coordinator and HCT as well as other stakeholders;
- c. Advocacy for fundraising at various fora and levels.

### IV. Coordination:

- a. Improvement and strengthening of the overall structure, capacity, and effectiveness of the cluster at the hub level.

## Composition and membership of the Strategic Advisory Group

Led and facilitated by the CCCM Cluster coordinator, and with support from the Cluster coordination team (CCT) who will act as secretariat for the SAG, the SAG membership is limited to 8 organizations and is made up of one permanent representative for each organization. The SAG is constituted of the following persons/organizations:

1. Cluster coordinator and CCT including Aden SNCC (permanent)
2. 2 UN agencies: UNHCR and IOM (permanent)
3. 3 implementing international agencies
4. 3 implementing national NGOs

The following members may be invited when required:

1. ExU/SCMCHAIC representatives
2. REACH
3. Other Cluster coordinators
4. OCHA
5. Donor representatives

The members of the SAG shall be representatives of agencies who are actively engaged in cluster activities, are well established in Yemen and who have the

significant thematic expertise or have significant operational CCCM experience in Yemen. The SAG members should not represent their individual organizations at the SAG meeting but rather the cluster members.

The CCCM cluster secretariat shall play a supporting role to the SAG. In the absence of the Cluster Coordinator, a deputy from the CCT will be assigned to convene and manage any meetings.

### **Technical observers – other clusters**

Other cluster coordinators are invited as technical observers to strengthen integrated programming and response. They will be invited based on the nature of the agenda items, and will provide technical inputs to make CCCM strategies and guidance more integrated and harmonized with relevant cross-sectorial issues.

### **Tenure**

The tenure is not only on the individual but on the organization selected.

The tenure for SAG members is one year. Membership is renewable, and there is no limit on the number of times that membership can be renewed. It is expected that during the course a SAG organization's tenure the same person will attend SAG meetings in order to ensure consistency.

### **Process for SAG membership**

1. SAG membership is done through a nomination process by CCCM Cluster members.
2. The Cluster Coordinator will circulate an "expression of interest" email and organizations will be asked to nominate one staff member;
3. Based on the eligibility criteria, the CCCM cluster's secretariat will start the selection process through transparent election process;
4. The Cluster Coordinator will publish the results and provide a written explanation as to how the decision was reached;
5. In case no sufficient interest expressed by the CCCM active members, the cluster coordinator will assign the SAG members.

### **Eligibility criteria for SAG membership**

1. An official request from the representative of the member organization requesting to be part of the SAG and nominating staff members of the respective member's organization. The request should be signed from the line manager of the nominee stat his/her approval and agree to allocate time to ensure regular attendance and active participation;
2. Senior staff of the active member organization of the CCCM Cluster (e.g. Country Director or Deputy, Head of programs, or Senior Staff Operations);

3. The nominees for the SAG should have extensive CCCM experience in other operations and preferably the ones who join the SAG before and are able to contribute to the design of policy and any other strategic documents;
4. In-depth knowledge of the Yemen context;
5. A good track record demonstrated by successful project implementation.

SAG will be considered completed only if there is a balance within the above mentioned composition. If not, the cluster will appoint members to join and/or assume the role of SAG through ad hoc individual consultation with the relevant members of the cluster.

### **Meetings and communication**

1. The SAG will ordinarily meet once on a bi-monthly basis and will be convened by the Cluster Coordinator. Ad-hoc meetings may be called by the Coordinator or at the request of a SAG member as appropriate;
2. The meetings of the SAG will be held in Sana'a / online. Outside of meetings, necessary decision-making and endorsement will be undertaken electronically among SAG members;
3. An agenda will be circulated in advance of meetings. Any SAG member can request agenda items in advance;
4. Cluster members may raise cluster-related issues for the attention of the SAG and may for that reason attend specific SAG meetings. This requires informing the Coordinator stipulating the issue. Should an agreement be reached that the SAG should address the issue raised, and upon consultation with the member, the SAG will determine the appropriate course of action;
5. Meeting notes will be taken and shared after the meetings with all SAG members;
6. The Terms of Reference will be reviewed on an annual basis or earlier at the request of the SAG or cluster member;
7. It is the responsibility of the Cluster Coordinator to ensure that outputs from SAG meetings are brought to the attention of, and followed up with relevant entities, promulgated in plenary coordination meetings, and posted to the relevant websites.