CCCM Community Projects and Site Maintenance Approval Process

All CCCM Partners have in their projects a budget line and activity that can appear similar to:

1. In collaboration with the CCCM Cluster coordination team, enhanced community-based projects to respond to gaps including site development, infrastructure improvements and livelihood activities
2. Ensure care and maintenance of the site's infrastructure, while mitigating the impacts of environmental degradation (including through community led projects and CfW)

Due to the last-resort nature of community projects and maintenance activities, these activities cannot always be determined at the project proposal stage. Below is the approval process for both types of activities.

1- With the community, determine the gap and its urgency
- The activity must be identified with the community to address a gap that they consider a priority
- Maintenance activities should address basic infrastructural improvement in the site (such as lighting, maintenance of common facilities, land leveling, protection of uncovered water sources, waste management… etc.)
- Community projects should build on community resources and capacities to support in creating income-generating opportunities for the wider community
- Both activities such be planned in a way that ensures as many households as possible, in the site and from the host community, benefit from the activities
   i. In terms of functionality, prioritize activities that can be meaningfully accessed by all, or most, site inhabitants and host community to improve social cohesion
   ii. In terms of delivery, ensure that community resources and capacities are mapped and utilized in the planning and implementation of this activities

2- Coordinate with service providers and sub-cluster
- To ensure last-resort nature of the activities, coordinate with service providers and CCCM Sub-National Cluster Coordinator to confirm that relevant sectors (in most cases: Shelter, WASH, and FSAC) cannot respond to the gaps
- Ensure close coordination with relevant sectors for their guidance, review, and support

3- Modality, materials, and sustainability planning
- For non-specialized activities, the CfW modality should to be employed should be casual labor
- CfW beneficiaries should be selected from site inhabitants, most preferably one beneficiary per household at least
- Prepare BoQs, drawings, workplan etc. in consultation with the community and the relevant sector
- Plan the handover and/or upkeep of the activity with the community, local authority, and/or relevant sectoral department to ensure the complementarity and sustainability of the delivered activity (example: liaise with the local municipality for waste collection services if the activity is providing garbage bins; establish and train a supervision community committee to maintain a WASH facility; provide the needed maintenance toolkit… etc.)

4- Approval from National Cluster

-   Please share information about the activity, coordination communication with service providers and Sub-National Cluster coordinator, modality of implementation and sustainability with the National Cluster for review and approval

5- Approval of Funding Agency

-   After approval from the National Cluster, share all information and documentation (BoQs, drawings, workplan, written approvals from SCMCHA and relevant sector such as WASH, Education, Health, Shelter etc.) with the Funding Agency for their final review and approval

6- Delivery and Monitoring

-   After implementation, please report the completion of the activities to the Cluster and the funding agency for their reference (attach photos/videos if possible)
-   Post-distribution monitoring reports for CfW and services delivered shall be shared with the funding agency
-   Direct monitoring by the funding agency (or third-party monitoring in case of access constraints) shall be facilitated by the implementing partner