

## CCCM Cluster Yemen

### Terms of Reference - Area Based Coordinator

#### I. Background

A CCCM Area Based Approach is a coordination mechanism that works within the existing humanitarian architecture in situations in which the CCCM Cluster requires to coordinate a multitude of IDP Hosting Sites concentrated in a geographical area that is smaller than a coordination hub. As such, this is a CCCM layer of coordination that covers a multitude of sites at the level of a neighborhood, sub-district, district or governorate. The multitude of areas within a hub remain coordinated by the subnational cluster. As such, CCCM agencies would be assigned based on existing implementation and coordination capacity to ensure CCCM coordination services at an area level. Generally, it is recommended that the area is defined by geographical proximity among IDP hosting sites and as much as possible depending on relevancy, common use of services by the communities in the respective area (such as for example the use or potential use of the same market or health facility if any exist). With the below survey, the CCCM cluster coordination team is seeking cluster members' perspective on braking down and defining areas of CCCM coordination as per the above details.

#### II. Role & Responsibilities

##### 1. Supporting service delivery

- Conduct area service mapping of all current and potential actors within the area – government, national and international humanitarian organizations as well as institutions, the private sector
- Organize and support facilitation of regular area coordination and information sharing meetings to ensure coordination between all CCCM partners and other sectoral service providers at area level and to ensure appropriate coordinated response at IDP hosting site in the area
- Provide regular inputs from the area to the Sub-National cluster coordinator, including: updated data, best practices, consolidated information, etc. and raise key issues as relevant and required
- Promote best CCCM practices among the area partners
- Identify challenges faced by CCCM partners in the area and provide support to overcome as relevant including capacity building as needed
- Facilitate development, contact, inquiries on the CCCM Cluster's response plans and operations at the area level
- Engage with and support partners in the implementation of Site Management and Coordination support activities in IDP Hosting Sites
- Ensure that the Referral and Escalation System is functional, and that tracking is maintained
- Maintain 3Ws of SMC partner site level focal points
- Support the implementation of data collection exercises in the area (such as Site ID)



## 2. Contributing to strategic decision-making for the humanitarian response

- Support the coordination of assessments at area level and provide support in identification of needs for cluster assessments and gap analysis to inform strategic decision making at the national and Sub-National levels
- Ensure effective links with other coordination forums and cluster coordination mechanisms at the area level, especially WASH, Health, Food Security and Livelihoods, Protection, Nutrition and Education.

## 3. Monitoring implementation of CCCM Cluster Strategy and reporting

- Ensure that CCCM partners at area level are aware of appropriate policy guidelines, technical standards and relevant commitments
- As part of Accountability towards Affected Population (AAP), ensure that complaints and feedback mechanisms are in place at IDPs hosting sites
- Ensure that CCCM Cluster response at the area level is in line with the Yemen Humanitarian Response Plan (YHRP) and the CCCM Cluster Response Strategy and plans, existing policy guidance and technical standards.
- Ensure that the CCCM partners address cross-cutting issues in planning, implementation and monitoring of CCCM emergency interventions (collection of sex- and age-disaggregated data, gender-sensitive emergency programs, protection mainstreaming, accountability, etc.).
- Contribute to revising strategies and action plans by drawing lessons learned from past activities and provide inputs to the Sub-National CCCM Cluster
- Develop and facilitate the implementation of contingency planning and preparedness plans for the area when required, under the guidance of the Sub-National CCCM cluster coordinator
- Contributing to cluster reporting in a timely and effective manner

## 4. Training and capacity building of CCCM partners

- Identify technical/capacity issues and bring them to the attention of the Sub-National cluster
- Regularly conduct a capacity gap analysis and facilitate addressing the issues
- Support efforts to strengthen the capacity of partners and local authorities on CCCM emergency response

*This is a cluster support function that cluster member agencies take the responsibility for and falls under the technical supervision of the Sub-National Cluster Coordinators and generally under the lead of the Cluster Coordination Team. Organizations can assign a staff in a 100% or 50% post as the specific situation may require. The person assigned for this role needs to be proposed and agreed collaboratively with the central coordination team to ensure suitability. Coordination and CCCM technical skills are required and training may be provided both by the organization and the coordination team.*