

## CHECKLIST FOR CAMP/CLUSTER COORDINATOR

The checklist below is derived from the Terms of Reference for Camp/Cluster Coordinator, and provides us a useful tool to remind Cluster Lead Agency and other sector actors of the key issues to ensure that camp responses are coordinated in an appropriate manner.

<b>CAMP/CLUSTER COORDINATOR CHECKLIST</b>
<b>Planning and strategy development</b>
✓ Involve all relevant partners in camp needs assessment and analysis.
✓ Identify gaps – assess, verify, and map emerging assistance needs and protection concerns; conduct regular ‘gap analyses’ based on verified needs..
✓ Map and track “Who is doing what, where, when” .
✓ Provide maps and matrices showing distribution densities and coverage by item, member and geographic area.
✓ Develop “Exit”/transition strategy for camp closure.
✓ Develop agreed response strategies and action plans for the cluster and ensure these are adequately reflected in overall country strategies, such as the Common Humanitarian Action Plan (CHAP).
✓ Select, plan and develop camp sites in collaboration with all relevant actors including the host/displaced communities, national actors, cluster partners and representatives from other clusters.
✓ Ensure that camp design supports protection and assistance of men, women, boys and girls, as well as of groups with specific needs.
✓ Coordinate the registration of camp populations with particular attention to gender, age and diversity dimensions; and update the population registry .
✓ Develop strategies to support and strengthen self-reliance and livelihood initiatives.
✓ Conduct contingency planning based on worst-case and most likely scenarios in terms of population movements.
✓ Protect the local environment and mitigate negative impacts on ecological habitats.
✓ Support national government/authorities in implementing their activities and hold them to their obligations that meet the identified priority needs.
✓ Integrate agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, implementation, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights); Develop appropriate strategies to address these issues; promote gender sensitive programming and gender equality; address the needs, contributions and capacities of women and girls as well as men and boys of different backgrounds.
✓ Encourage strategies to build up and strengthen confidence between communities within camps, as well as between camp residents and surrounding communities.
✓ The CCCM cluster maps out the operational requirements for a camp response, and identifies and establishes (where necessary) standards and guidelines that

facilitate interoperability to ensure that activities are carried out.
<b>Application of standards</b>
✓ Adapt relevant policy guidelines and technical standards to the crisis context.
✓ Promote awareness among Cluster members on relevant policy guidelines and technical standards.
✓ Ensure that responses are in line with existing policy guidance and technical standards and relevant government human rights legal obligations.
<b>Information Management</b>
✓ Identify the who, what and where the camp response is taking place following the 3Ws
✓ Ensure common data and information is collected from the relevant camps and relevant information is within CCCM cluster as well as shared with other clusters through OCHA.
✓ Ensure an IDP Profiling/registration is carried out which profiles the demographic data of the camp population.
✓ Assist camp managers in setting up an information database that is compatible with over all cluster work.
<b>Monitoring and reporting</b>
✓ Ensure that adequate monitoring mechanisms are in place to review impact of the cluster and progress against implementation plans.
✓ Ensure that adequate reporting and effective information sharing amongst all partners including camp managers, other sector leads and OCHA, disaggregating age and sex data.
<b>National/Local Authorities, State Institutions, Civil Society</b>
✓ Build camp responses on local capacities.
✓ Establish appropriate links with national/local authorities, state institutions, civil society and other relevant actors (e.g. peacekeeping forces) and appropriate coordination and information exchange with all actors.
✓ Address capacity building of relevant authorities, where deemed necessary .
<b>Protection Capacity</b>
✓ Facilitate the provision of security and law enforcement by the national authorities and other relevant actors such as civilian police components of peacekeeping missions, as well as through the establishment of camp watch teams is (if necessary, in cooperation with the protection cluster/sector lead).
✓ Organize affected population's participation in camp governance and community mobilization with particular emphasis on women's decision-making role and on persons with specific needs.
✓ Put in place transparent camp governance and effective access to justice for camp residents that conforms to relevant human rights standards.
<b>Preparedness and Training Capacity</b>
✓ Organize relevant CCCM training for NGOs, IOs, UN agencies, government officials and members of displaced and host communities.

✓ Support efforts to strengthen the capacity of the national authorities and civil society .
<b>Phase-out and Rehabilitation Capacity</b>
✓ Consolidate and down-sized camps as needed.
✓ Implement camp closure strategies and ensure rehabilitation of areas formerly occupied by camps, including the development of appropriate camp closure guidance and policies addressing relevant issues including questions of compensation to private landowners and disposal of assets such as water pumps, shelter materials etc.
✓ Ensure close links between CCCM response and early recovery/transition frameworks.
<b>Coordination</b>
✓ Establish and maintain appropriate coordination with all humanitarian partners (including national and international NGOs, the Red Cross/Red Crescent Movement, IOM and other international organizations), as well as with national authorities and local structures.
✓ Establish and maintain appropriate sectoral coordination mechanisms, including working groups at the national and, if necessary, local level.
✓ Define the nature and extent of overlap and coordination between CCCM and other clusters, particularly shelter, protection and WASH.
<b>Advocacy &amp; Resource Mobilization</b>
✓ With the assistance of the Humanitarian Coordinator, advocate for mobilization of resources.
✓ Assist the Humanitarian Coordinator in close coordination with the sector lead agency at the global level, in the establishment of a resource mobilization strategy vis-à-vis donors present in the country.
✓ Identify core advocacy concerns at the national level and contribute with key messages to broader, multi-sectoral advocacy initiatives.
✓ Advocate with authorities to ensure that humanitarian agencies/organizations providing assistance and protection to camp residents have access to work in the camps, and are able to conduct their work independently and in an environment that allows for confidentiality of sensitive information.
✓ Represent the interests of the cluster in discussions with the Humanitarian Coordinator on prioritization, resource mobilization and advocacy.
✓ Advocate for donors to fund cluster members to carry out priority activities in the sector concerned. Encourage cluster members to mobilize resources for their activities through their usual channels.
✓ Maintain donor relations and facilitate donor missions .