

Terms of Reference for Camp Managing Agencies

1. Camp Management is primarily responsible for the day-to-day administration and smooth running of the camp as agreed upon in the signed sub-agreement with UNHCR and in the context of the Standard of Accountability to the Community and the Beneficiaries for all Humanitarian and Development Workers in Sierra Leone.
2. Together with NaCSA and UNHCR, Camp Management will be required to coordinate the activities of all partners operating within the camp in order to ensure that resources are allocated and sector activities are implemented effectively.
3. Submit bi-weekly reports or updates to UNHCR and NaCSA on all activities in the camp.
4. Provide UNHCR assigned staff necessary support and cooperation in the discharge of their duties including sharing relevant information (particularly on Child protection, GVB and other related protection problems) with them.
5. In collaboration with NaCSA, UNHCR and the refugees' representatives, organize regular election of refugee executives.
6. Develop and promote in collaboration with other partners, refugee participation in camp management by providing technical support to executives bodies/sub-committees and ensuring whenever appropriate, their motivation through in kind incentives.
7. In collaboration with Government's police, NaCSA and UNHCR's Protection staff, monitor the general security situation in and around the camp and also coordinate refugees' participation in the provision of effective security and protection for themselves through the work of refugee wardens and the grievance committee.
8. Develop and maintain cordial relations between the hosting population and the refugees by ensuring a regular participation of the Liaison Officer in all coordination meetings.
9. Provide or monitor the provision of sanitary facilities (latrines, showers, garbage pits) for refugees and ensure that these facilities are maintained and meet acceptable standards.
10. Ensure that the protection needs of refugees are met and taken into consideration on all important issues/decisions affecting their welfare, such camp layout, food/non food items distribution (including sanitary kits for refugee women), health care and so on by implementing and monitoring the High Commissioner's Five Commitments to Refugee Women.