

**Camp Coordination and Camp Management**  
**Camp/Cluster Coordinator**  
**Terms of Reference**

The overall aim of the CCCM cluster/sector is to ensure a multi-sectoral response to assist and protect camp based populations and to make all efforts to find durable solutions. The various actors operating within the CCCM cluster/sector must jointly respond to camp/camp-like situations in a predictable, collaborative and timely manner. The sheer size of the responsibilities of camp coordination requires the commitment and participation of several organizations/agencies. The CCCM cluster lead should act as a guide to ensure that capacity and standards are developed within a camp response.

**General Responsibilities**

- As the focal point for the CCCM cluster/sector, the Camp Coordinator is accountable for camp response to the humanitarian crisis.
- The Camp Coordinator must ensure the inclusion of key humanitarian partners within the sector, respecting their mandates and programme priorities.
- Together the cluster members will identify the overall requirements in responding to camp and camp-like situations and augment their capacity to meet this threshold. The cluster will identify (and establish when necessary) standards and guidelines that facilitate interoperability to ensure that activities are carried out quickly and effectively.

**Specific Responsibilities**

Planning and strategy development

- Ensure camp needs assessment and analysis involves all relevant partners.
- 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/update agreed response strategies and action plans for the cluster and ensure that these are adequately reflected in overall country strategies, such as the Common Humanitarian Action Plan (CHAP).
- Selection, planning and development of 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 registration of camp populations, paying particular attention to gender, age and diversity dimensions; and updating of population registry.
- Ensure that strategies are developed 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.

- Environment protection and mitigation of negative impacts on ecological habitat.
- Support the national government/authorities in implementing their activities and upholding them to their obligations that meet the identified priority needs.
- Ensure integration of 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); contribute to the development of appropriate strategies to address these issues; ensure gender sensitive programming and promote gender equality; ensure that the needs, contributions and capacities of women and girls as well as men and boys of different backgrounds are addressed.
- Promote strategies to build up and strengthen confidence between communities within camps, as well as between camp residents and surrounding communities.
- Ensure that the CCCM cluster maps out the operational requirements for a camp response, and identify and establish (where necessary) standards and guidelines that facilitates interoperability to ensure that activities are carried out.

#### Application of standards

- Adapt relevant policies and guidelines and technical standards to context of crisis.
- Ensure that cluster members are aware of 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.

#### Monitoring and reporting

- Ensure adequate monitoring mechanisms are in place to review impact of the cluster and progress against implementation plans.
- Ensure adequate reporting and effective information sharing amongst all partners including camp managers, other sector leads and OCHA, disaggregating age and sex data.

#### Information Management

- Set up and organize information management/ sharing within the CCCM cluster.<sup>1</sup>
- Set up and organise information management system that enables transmission of CCCM cluster information to OCHA for sharing at inter-cluster level as well as for sharing with HC and the UNCT/IASC the information that is required for strategic decision making.
- Ensure an IDP Profiling/registration is carried out which profiles the demographic data of the camp population

#### National/Local Authorities, State Institutions, Civil Society

- Ensure that camp responses build on local capacities.

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• <sup>1</sup> [Please note that by contrast, it is OCHA's role to set technical standards and to organize the inter-cluster information exchange: OCHA has no role in intra-cluster information management, which is the role of the cluster lead]

- Ensure appropriate links with national/local authorities, state institutions, civil society and other relevant actors (e.g. peacekeeping forces) and ensure appropriate coordination and information exchange with them.
- Promote capacity building of relevant authorities where deemed necessary.

#### Protection Capacity

- 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 (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.
- Ensure transparent camp governance and effective access to justice for camp residents that conforms to relevant human rights standards.

#### Preparedness and Training Capacity

- Promote and support 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.

#### Phase-out and Rehabilitation Capacity

- Consolidate and down-size camps as needed.
- Camp closure and 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 a close link between CCCM response and early recovery/transition frameworks.

#### Coordination

- Ensure 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.
- Ensure the establishment/maintenance of appropriate sectoral coordination mechanisms, including working groups at the national and, if necessary, local level.
- Define nature and extent of overlap and coordination between CCCM and other clusters, particularly shelter, protection and WASH.

#### Advocacy & Resource Mobilization

- With the assistance of the Humanitarian Coordinator, advocate for mobilization of resources.
- In close coordination with the sector lead agency at the global level, assist the Humanitarian Coordinator in the establishment of a resource mobilization strategy vis-à-vis donors present in the country.

- Identification of 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/organisations 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, while at the same time encouraging cluster members to mobilize resources for their activities through their usual channels.
- Maintain donor relations and facilitate donor missions.