Terms of Reference:

WR Site Management Task Force

Draft: 24 September 2018

1. Objectives

Following best practice of the CCCM sector, which aims broadly to *"provide equitable access to services and protection for displaced persons living in communal settings"*, this working group provides the forum for coordination between IDP Collective Sites in order to ensure the provision of assistance and protection through liaising with a network of local, national, and international actors - all of whom have an interest in the overall response.[1]

1. Clarifying roles and responsibilities relating to the response to IDPs residing in informal, spontaneous collective sites – including planning for durable solutions
2. Facilitating a productive relationship/consultation between responding agencies and authorities
3. Preventing gaps and duplications in assistance, and ensuring equitable and consistent provision of assistance to agreed standards across sites standards
4. Ensuring inclusion of relevant stakeholders (affected communities, authorities, NGOs, donors, civil society, etc.) in the planning, design, implementation, and evaluation of the response

2. Responsibilities

Objective 1: Coordinating roles and responsibilities relating to the response to drought-induced IDPs residing in informal, spontaneous collective sites – including planning for durable solutions
• Identification and mapping of collective sites (and maintaining list/database of all sites)   • Identifying, assigning, and supporting Site Support agencies   • Defining core responsibilities (ToRs) of Support agencies   • Liaising with Cluster leads to ensure effective designation of responsibilities between sites for service delivery   • Promote and support relevant Site Support training for NGOs, UN agencies, local government officials, and members of displaced and host communities   • Coordination of multi-sectorial assessments across sites   • Raising capacity trainings to all concerned agencies
Objective 2: Facilitating a productive relationship and consultation between responding agencies and authorities
• Interlocutor with authorities and facilitating official introduction between authorities and Site Support agencies (WG lead)   • Strategic planning with authorities for exit strategy/durable solutions
Objective 3: Preventing gaps and duplications in assistance, and ensuring equitable and consistent provision of assistance across sites and in accordance with agreed standards
• Developing tools for site-level assessments, profiling, and service monitoring (to be implemented primarily by Site Support agencies)   • Collating assessment, profiling, and monitoring information and developing Information Management products to report to Clusters / agencies / donors / affected communities   • Ensuring that all partners and service providers have access to, and share, operational data at the site and inter-site level   • Liaising with Cluster leads to agree on contextualised technical standards, policies, and guidelines, and ensuring awareness of these   • Facilitate communication with and between Site Support agencies to avoid gaps and duplications
Objective 4: Ensuring communication with and inclusion of relevant stakeholders (affected communities, authorities, NGOs, donors, civil society, etc) in the planning, design, implementation, and evaluation of the response

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[1] Adapted from the Camp Management Toolkit 2015, p.110 and pp.30-31

- Supporting the Site Management Agencies to organise and support transparent and inclusive representation structures at site level
- Collating and maintaining a list of community focal points/representation structures at site level
- Working with Clusters and key responding agencies to develop key messages for dissemination in Collective Sites
- Developing guidelines and tools, and initiating structured activities, to ensure consultation with affected communities, ensuring AGDM

3. Standing agenda

The early meetings of the Working Group will focus on developing standardised tools (for site profiling and service monitoring) and assigning key responsibilities for site support and coordination. Once key tools have been developed and are being used by Site Support agencies, the standing agenda would include the following items:

- Information Management updates:
  - o Review changes in the IDP collective sites in terms of new, closed, or moved sites; or significant changes in size of any IDP collective sites due to new arrivals or departures
  - o Review service mapping (3Ws) and monitoring information to identify gaps or duplications
  - o Agree on actions required and key message to report back to Clusters
- Field updates from Site Support agencies (key challenges or issues arising, feedback from communities)
- Updates from Cluster focal points (or other coordination fora, e.g. HLP Taskforce)
- Updates/discussion on seasonal planning (e.g. winterization) or planning for durable solutions, including any discussions with/feedback from the authorities

4. Frequency and location of meetings

The main Working Group meeting will take place in Herat, with a sub-group in Badghis. For the first three months, meetings should take place minimum bi-weekly with additional ad hoc meetings if needed. Thereafter, WG members can agree on the required frequency of meetings (e.g. monthly).

5. Governance and Membership

The Working Group will be led by a lead UN agency (likely IOM) who will provide a dedicated CCCM Expert for the purpose, and co-led by a designated Collective Site Support agency (re-elected 6-monthly by the members of the Working Group). In the absence of a UN lead, the Working Group will be led by a Collective Site Support agency having the capacity and expertise to provide the coordination function.

There is no limit to the number of members in the Working Group, though at a minimum any agencies providing core collective site support functions should be included. Other members would include agencies implementing services in the collective sites, and Cluster focal points.

Decision-making is based on consensus among the members. Agendas for the meetings will be shared in advance of the meetings, and previous meeting minutes will be shared as soon as possible after the meeting. The lead or co-lead of the Working Group is responsible for taking and sharing minutes.

The Working Group will be hosted by UN OCHA, and will report to the Humanitarian Regional Team (HRT) in the Western region, and the Inter-Cluster Coordination Team (ICCT) at the national level.