**TERMS OF REFERENCE**

**Camp Management Standards Working Group**

The Global CCCM Cluster has set out to develop a draft Camp Management Standard (“CM Standards”) to be finalized by late 2018. A Practitioner’s CM standards Working Group (“CMS-WG”) will be convened to provide guidance and inputs to the CM Standards between the period of December 2017 - September 2018. This document provides terms of reference regarding the purpose and functioning of the working group, as well as the responsibilities of practitioners who join it.

**I. Background**

New and protracted emergencies are forcing a record number of people to flee from their homes and seek temporary assistance and protection across the world. Camps, understood as planned or self-settled communal settings where services, infrastructures and resources available are to be shared and managed collectively, should remain the last resort for planners and humanitarian personnel. Depending on humanitarian and political context, temporary sites share common traits: residents seek protection and access a range of life-saving services across traditional humanitarian sectors of intervention. While the availability of resources and local infrastructure will vary in each setting, the time spent in a camp is, unfortunately, often longer than initially anticipated.

Given the need for camp management in displacement settings around the world, **the CCCM Cluster has set out to develop a series of Camp Management standards** - a distillation of the growing body of updated tools and guidance on CCCM and its various thematic areas, in an attempt to translate the best practice in managing camps into a series of minimum standards for delivering camp management. Together, these standards will be referred to as the **Camp Management Standards** (CM Standards).

The development of CM standards is based on the premise that the right to life of individuals affected by humanitarian crisis can be expressed as the obligation to maximize their ability to access protection, services, and assistance through the vehicle of effective camp management. Effective and protective camp management depends on meaningful participation and legitimate governance; can enable services and assistance to be mobilized and ensure accessibility; and minimize and mitigate the risk of violence and facilitate meaningful and durable solutions.

**II. Role of the CM Standards Working Group (CMS-WG)**

In coordination with the CCCM Sphere consultant(s), members of the CMS-WG will review and provide comprehensive and timely feedback on the draft CM standards. The consultant(s) will use feedback from the CMS-WG to revise the draft, which will subsequently be subject to further regional and global consultations with a wider audience.

As such, the CMS-WG’s principal role is to provide expert advice and overall quality control: the SC-WG serves as a crucial quality control checkpoint through which all drafts must pass before being returned to consultant(s) for redrafting and ultimately released to a wider audience for further revision. Such quality control will primarily take the form of ensuring that the CM standards:

*1. Is a reflection of the best knowledge and understanding of all the topics being addressed;*

*2. Is implementable, effective and practical as a tool; and*

*3. Is the result of a consultative, participatory and consensus-based process. [[1]](#footnote-1)*

**III. Responsibilities of Members of the CMS-WG**

Specifically, members of the SC-WG will perform the following functions:

1. Members of the CMS-WG will consistently review and provide technical inputs to Companion drafts and provide written or oral feedback according to a timeline mutually agreed upon with the CCCM Global Cluster and consultant(s);

2. Members of the CMS-WG may participate in approximately three one-on-one discussions (via telephone or in person, depending on location) of approximately one hour’s duration, at a time mutually agreeable between the member and the CCCM consultant. The purpose of these discussions will be to gather additional information and technical inputs pertaining to the member’s own areas of expertise and or/clarify any comments/revisions made on the circulated drafts; and

3. Members of the CMS-WG will be invited to participate, in person, in a follow up consultation, in locations to be determined (pending funding availability).

**IV. Fees and remuneration**

Service on the CMS-WG is on a voluntary basis and does not involve payment in return for drafts reviewed.

**V. Composition, required skills and experience**

**Composition**

The CMS-WG shall be composed of no more than 15 members, each with substantial experience of CCCM practice in one or more of the areas highlighted in the skills below, with at least 1-2 members per subject area of expertise. The composition of the CMS-WG should ensure equitable and broad geographical distribution, and a balanced and fair gender, race and ethnic representation. Additionally, the Global Cluster will strive to ensure practitioners working on a broad range of displacement types and settings are represented.

**Skills and experience**

Members of the Working Group should broadly fit the following profile:

* Work for an organization (UN, international, regional or sub-regional, government agency, civil society or industry/private sector) with demonstrable field experience and expertise in Camp Management;
* Have extensive field experience in working on one or more of the following areas:

1. Managing CCCM project (including program design, resource mobilization for camp operations, staffing, etc.);
2. Camp set up (Site selection, Shelter construction and site planning/replanting) reception, registration;
3. Care and Maintenance, Site improvement
4. Participation, governance, two-way communication, CBCM, capacity building;
5. Site management, information management in camp settings;
6. Protection mainstreaming, including GBV, PSWN, UAM, disability inclusion, counter trafficking;
7. Camp closure, durable solutions.

**Annex A: Working Outline – subject to changes**

The first draft of the Sphere Companion was produced by the CCCM Global Cluster team in July 2017 and shared with the CCCM Special Advisory Group. Feedback was received and incorporated into a second draft, which was circulated to participants of the CCCM Global Cluster Retreat in October 2017. At the Retreat, a working session on the Companion was held to inform the direction of further drafting, as well as invite formal participation to the SC-WG.

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| Draft 1 produced in consultation with CCCM Team | *July 2017* | X |
| Draft 1 shared with SAG;  Disseminated with key CCCM Focal points @ field level | *August 2017* | X |
| Draft 2 produced | *Early September 2017* | X |
| Draft 2 presented and discussed at Global Retreat | *Late September 2017* | X |
| Draft 3 produced | *Late November 2017* |  |
| Formation of the Practitioner Review Group | *December 2017* |  |
| Draft 4 produced - Application Process initiated | *January 2018* |  |
| Global Consultation process | *Feb-Mar 2018* |  |
| Draft 5 produced and circulated for final consultation | *Mar-Apr 2018* |  |
| Final draft produced | *Apr-May 2018* |  |
| Finalised – dependent on Sphere application process timeline | *May-June 2018* |  |

1. The procedure for determining editorial decision-making in case of disagreement on content will be determined at the outset of the formation of the SC-WG. [↑](#footnote-ref-1)