**TERMS OF REFERENCE**

**Camp Management Standards Working Group**

The Global CCCM Cluster developed Minimum Standards for Camp Management (CM Standards) in 2020. A practitioner’s CM standards Working Group (“CMS-WG”) was convened to provide guidance and inputs to the Minimum Standards and will refocus their work in the coming year to the task of dissemination and application of the minimum standards as they are launched and piloted in different operational settings between the period of December 2020 – December 2021. This document provides a term 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 developed Minimum Standards for Camp Management** – through field consultations, online surveys and expert practitioners to distill the growing body of updated tools and guidance on CCCM and its various thematic areas, and translate these best practice in managing camps into a series of minimum standards for delivering camp management. At the end of 2020, the document is finalized and is ready to be presented as the Minimum Standards in **Camp Management for field testing**.

The Minimum Standards aim to join the Humanitarian Standards Partnership companion guides and affirm the premise that the right to life of individuals affected by humanitarian crisis can be expressed as the obligation to maximize the 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 WG chair (IOM) and co-chair (DRC), members of the CMS-WG will be a forum for peers to review to provide comprehensive and timely feedback on the Minimum Standards for Camp Management.

1. As such, the CMS-WG’s principal role is to provide expert advice and overall quality control related to the operational aspects of Camp Management. This will include acting as a refecen point to ensure that Standards are: *1.s a reflection of the best knowledge and understanding of all the topics being addressed;*

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

*3. are 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 WG chair/co-chair. . 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 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: Work Plan – subject to changes**

The final draft of the Minimum Standards for Camp Management was completed in November 2020 and shared with the CCCM Strategic Advisory Group (SAG) for endorsement following the CCCM retreat. The Standards are a result of feedback from broad consultations including online surveys, field consultations, and a final validation provided by PHAP. (see complete timeline annex). In the 2021 year, the WG proposes to work on dissemination of the Standards and application and monitoring of their use through the following activities.

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| Task | date | Completed |
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| Official launch event | January 2021 |  |
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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)