Guideline for Establishing IDP Community Committees in Yemen

Introduction

As IDP representative leadership is a pivotal component of self-management structures in IDP hosting sites, community committees at such sites can strengthen the IDP self-management and result in efficient service delivery and protection of site population. The IDP community at the sites will be given the chance to form a representative committee through recommendation, partner selection, or election.

Owing to the varying contexts and issues across different sites, this guideline aims to highlight the general process of establishing community committee members. It is, therefore, the responsibility of the partner to adopt this guideline to the site context.

Definition

A site management community committee is a group of volunteers formed in order to assist NGOs in capacity building, timely response, service provision and protection, needs assessment, and fair and impartial distribution, all while avoiding duplication. The committee also plays a key role in supporting site management information sharing and relaying information to the community at the household level.

Basic Guidelines

- Analysis of the site population, including gender, age, and vulnerabilities, is reflected in the composition of the committee and ensures full representation of the site
- Committee members actively identify needs, gaps, and other issues with the community in their respective site
- Committees raise the site issues at the regular SC meetings, and shall call for ad hoc meetings if necessary
- The committee should have 3 – 10 members depending on the size of the population at the site. Based on the context, 2 host community leaders can be added
- The roles and responsibilities of the committee should be harmonized as much as possible as per the Cluster guidelines. However, context specific amendments to the roles and responsibilities may be incorporated in the TORs and CoCs where SC and community members see necessary. Such changes should be communicated with the Sub-National Cluster
- SCFP and other partners shall ensure the success of the committees through providing sufficient capacity building, mentorship, attention, and resources

Membership Criteria

- Be willing to commit to their role on a voluntary basis
- Maintain a respectful relationship with the community
- Demonstrates responsibility, impartiality and confidentiality at all times
- Ideally to be able to read, write, and communicate effectively
- Have the time to take on responsibility
- Not be employed by any NGO
- Be an IDP resident of the IDP-hosting site
- Have full awareness of the living conditions across the IDP-hosting site
- Not be committed in other community networks such as health, education, WASH etc.
- Have effective prioritization skills

Inclusion of female members should be encouraged and female volunteers should ideally make up at least 30% of the committee.

Appointing Members

Members of the community committees can be selected using one of the three following modes depending on the context:

- **Recommendation and self-selection**
  Whereby the community is asked to select their representative residents of the site through communicating with one another and selecting the members based on the criteria. Partners should then communicate with the community to understand the self-selection process and ensures full representation of all groups in the site.

- **SCFP Selection[1]**
  The SCFP plays an overseer role and provides necessary technical support in selection of Site Committees. Its responsibility is to ensure the process is all inclusive, fair and free; and views of members of the community are taken into consideration.

- **Site Focal Point (SFP)[2]**
  The SFP ensures security, law and order during the selection process.

- **Election**
  In case of sites with protracted displacement, it may be recommended for the partner to facilitate the election of the committee members.

General Risk Mitigation

Context	Risk	Mitigation
Community leadership and representation already established	Community leaders and site elders reject the approach	- Existing management structures should be mapped prior to establishing the committees - Partners and SCFPs to delicately present the community committee approach with the inclusion of existing leadership structures inside the new committees - Partners and SCFPs explain the importance of including different gender and age groups (men, women, youth, elderly...) and other vulnerable groups (persons with disabilities, minorities...) - Roles and responsibilities of committee members are communicated clearly, documented in ToRs and signed by all members

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1 NGO or entity entrusted with Site Management and Coordination for one or a group of sites.
2 A representative of the local authority who is attached to a site or an area/district.

Community leadership wants to select committee members	Community has no say or influence in their representation	- Clarify calmly and respectfully the purpose and mechanism of community committees - Present clearly the roles and responsibilities of the community committees and make sure there is no conflict in roles between the community committee and the site leaders - Explain how appointing community committee members is less about power and influence and more about communicating needs and gaps and conveying messages from partners to beneficiaries directly - Welcome site leaders to join in the process of establishing the committees to gain their support and improve relations
Females are not allowed to participate in mixed groups	Female voices are excluded and their specific needs are ignored	- Ensure a culturally sensitive approach and offer solutions that are acceptable, such as the creation of a separate female committee - Partners appoint female facilitator or focal point staff to communicate and hold meetings with female committee members
Host community is hostile	IDP and host communities are in conflict, and IDPs face protection and eviction risks	- Depending on context, up to two leaders from the host community are allowed committee membership for the purpose of coordination between the two communities and geographical coherence - Ensure that host community representatives understand their roles, as outlined in ToRs and agreed by the selected host community members, and explain that the focus of the committee is the support of IDPs in the site

Partners and SCFP should be able to identify other possible contingency scenarios depending on the context.

Capacity Building

Partners and Focal Points should provide training and mentorship to the committees according to the context and the site-specific issues. They may include:

- Protection and humanitarian principles
- Standards and principles of site management
- GBV referral pathways
- Contingency planning (inc. flood preparedness and fire prevention)
- Liaison with local authorities
- Information management
- Conflict resolution
- Self-recovery and response

Furthermore, the committees should be urged to come up with a capacity building plan that will be beneficial and practical for them.