

CCCM CLUSTER COORDINATION CHECKLIST

This practical checklist for CCCM Cluster coordination teams provides a (non-exhaustive) list of the main functions and activities that a CCCM Cluster should be performing. References to the [CCCM Cluster Coordination Toolkit](#) are provided, which has guidance and resources to help a Cluster coordination team implement these requirements. The Checklist is based on the '6+1' core functions of a cluster: the [six core functions defined by the Inter-Agency Standing Committee](#) (IASC), plus commitments for accountability to affected people. It also includes actions that are part of the 'camp coordination' function that a CCCM Cluster performs. See [Toolkit Section 1.2 Core Functions of a CCCM Cluster](#).

The checklist applies to CCCM Clusters and cluster-like mechanisms – i.e., also to CCCM Sectors and CCCM Working Groups working within the cluster system framework, supported by the Global CCCM Cluster. The terminology used in some responses might differ (e.g. 'site management' instead of 'CCCM').

Core Function 1: To support service delivery

- *By: Providing a platform that ensures service delivery is driven by the Humanitarian Response Plan and strategic priorities.*
- *Developing mechanisms to eliminate duplication of service delivery. [IASC, 2015]*

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| ✓ The CCCM Cluster is activated as a standalone cluster | |
| ✓ Cluster ToR is in place | 1.4 Cluster governance & structure |
| ✓ Cluster is adequately staffed (including a dedicated Cluster Coordinator & IM Officer) and proportional to the size of needs for coordination | 1.6 Coordination team staffing |
| ✓ Focal points or sub-national coordinators are appointed for any sub-national coordination structure, and appropriate training is provided | 1.4 Cluster governance & structure |
| ✓ ToRs are in place for all coordination team positions (full-time staff and focal points) | 1.6 Coordination team staffing |
| ✓ If a cluster co-ordination arrangement is in place, an MoU is signed between the Cluster Lead Agency and Cluster Co-Coordinating Partner | 1.5 Shared leadership |
| ✓ Stakeholder mapping of local partners and actors is carried out. The participation and strategic leadership of local and national actors in the Cluster is promoted, and coordination capacities strengthened as needed | 1.8 Localization in coordination and 9.7 Localization |
| ✓ A Strategic Advisory Group is established, through a transparent election process, and has a ToR in place | 1.4 Cluster governance & structure |
| ✓ Any Technical Working Groups established under the Cluster have a ToR in place | 1.4 Cluster governance & structure |
| ✓ Information-sharing is established (website & mailing lists are regularly maintained) | |
| ✓ Regular cluster meetings are held including a standing agenda item on protection mainstreaming and cross-cutting issues, with minutes & action points disseminated | 1.7 How to be an effective Cluster Coordinator |
| ✓ Cluster coordination team contacts are made available to all Cluster members | |
| ✓ A CCCM Cluster Workplan is in place | 4.2 Workplans |
| ✓ A reporting system for Cluster members to regularly report on CCCM activities is established | 6. Response monitoring & reporting |
| ✓ Information products are regularly updated and shared, showing operational presence and activities of CCCM partners | 2. Information management |
| ✓ Appropriate actions are being taken to support eventual cluster transition and deactivation / a transition plan for the Cluster is in place | 4.3 Cluster transition & deactivation |



Core Function 2: To inform the HC/HCT's strategy decision-making by:

- *By: Preparing needs assessments and analysis of gaps (across and within clusters, using information management tools as needed) to inform the setting of priorities.*
- *Identifying and finding solutions for (emerging) gaps, obstacles, duplication & cross-cutting issues.*
- *Formulating priorities based on analysis. [IASC, 2015]*

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| ✓ Assessments are conducted to determine CCCM needs | 3. Needs assessment & analysis |
| ✓ Standard CCCM indicators are agreed, and are integrated into CCCM needs assessments and multi-sectoral assessments | 3. Needs assessment & analysis |
| ✓ Analysis highlighting CCCM geographic or programmatic gaps is regularly updated, easily accessible, and discussed during coordination meetings | 6. Response monitoring & reporting |
| ✓ A database ('site masterlist') including displacement sites' name, typology, status, and location is maintained and appropriately shared | 2. Information management |
| ✓ Demographic data for displacement sites (disaggregated by sex and age, and where possible and appropriate by other diversity aspects of the population such as disability) is compiled on a regular basis and appropriately shared with humanitarian actors, including other clusters | 2. Information management |
| ✓ Multi-sectoral data for displacement sites is collected in agreement with relevant actors (e.g., multi-sectoral site assessments, intentions surveys) and products and analysis (e.g., site profiles, site maps) are appropriately shared (with Cluster partners and other stakeholders such as other clusters, donors, HCT members, etc.) | 3. Needs assessment & analysis |
| ✓ Durable solutions are supported for IDPs living in displacement sites and communities supported by CCCM actors, as is appropriate to the context. This might include ensuring durable solutions considerations are included in CCCM assessments, activities planning, CCCM Cluster advocacy, and engagement with durable solutions actors and coordination mechanisms. | 8.8 Durable solutions |

Core Function 3: To plan and implement cluster strategies by:

- *By: Developing sectoral plans, objectives and indicators that directly support realization of the overall response's strategic objectives.*
- *Applying and adhering to common standards and guidelines.*
- *Clarifying funding requirements, helping to set priorities, and agreeing cluster contributions to the HC's overall humanitarian funding proposals. [IASC, 2015]*

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| ✓ A CCCM Cluster Response Strategy is in place, developed through a consultative process, and is updated annually, including the planned CCCM response and its monitoring, consideration of cross-cutting issues and accountability to affected people, commitments to localization, support for durable solutions, and appropriate planning toward cluster transition. | 4.1 CCCM Cluster response strategy |
| ✓ A CCCM response plan ¹ is in place, addressing identified CCCM needs, including priorities, monitoring plan, and funding requirements | 5.4 HRP |
| ✓ Actions are taken to apply a Humanitarian-Development-Peace Nexus approach in CCCM Cluster assessment and analysis, planning, and response | 1.2 Core functions of a CCCM Cluster |
| ✓ Protection mainstreaming is promoted, including GBV risk mitigation (RM). A Protection Risk Assessment for CCCM response is conducted and used to inform strategic planning. Focal points are assigned and trained within the Cluster as relevant in the response e.g. for gender, GBV | 9.1 Protection mainstreaming |



¹ Ordinarily, as part of a Humanitarian Response Plan or a Flash Appeal (as part of the Cluster's fulfilment of the Humanitarian Programme Cycle process of inter-agency planning)

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| ✓ Technical guidelines and standards to support CCCM response implementation are developed and agreed by CCCM partners, based on globally-agreed standards (e.g. Minimum Standards for Camp Management), and/or on national standards where applicable | 8. Technical Guidance & Standards |
| ✓ Technical guidelines and standards to support setup, maintenance and monitoring of service delivery, and closure of displacement sites are developed and agreed by relevant stakeholders, based on national standards where applicable and/or on globally-agreed standards | 8.3 Site lifecycle: site setup to closure |
| ✓ Capacity gaps and needs of CCCM actors are identified, and a capacity-strengthening plan is developed and agreed if necessary, ensuring inclusion of local and national actors | 8.5 Capacity-building |
| ✓ Cross-cutting issues (e.g. Age, Gender & Diversity, GBV risk mitigation, disability inclusion, child protection, MHPSS) are appropriately incorporated in the cluster's strategic planning | 9. Cross-cutting Issues |
| ✓ Localization is promoted throughout CCCM response [see also below] | 9.7 Localization |
| ✓ Environmental and disaster risk reduction considerations and actions are taken into consideration in strategic planning, and are promoted in CCCM response | 9.6 Environment |

Core Function 4: To monitor and evaluate performance

- *By: Monitoring and reporting on activities and needs.*
- *Measuring progress against the cluster strategy and agreed results.*
- *Recommending corrective action where necessary. [IASC, 2015]*

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| ✓ Progress of CCCM response implementation against the agreed CCCM response plan targets is monitored (using data reported by Cluster members), and information products are regularly disseminated | 6. Response monitoring & reporting |
| ✓ A mechanism is in place to monitor the quality of CCCM services against agreed standards – included in, or separate to, monthly partner reporting – using the Minimum Standards for Camp Management, as appropriate to and contextualized for the response | 6. Response monitoring & reporting 8.10 Minimum Standards for Camp Management |
| ✓ Funding status for the planned CCCM response is regularly monitored, and any funding gaps are identified. Information products are disseminated. | 5.5 Funding status monitoring |
| ✓ A Cluster Coordination Performance Monitoring (CCPM) exercise is conducted annually, and progress on a performance Action Plan monitored | 1.10 CCPM |

Core Function 5: To build national capacity in preparedness and contingency planning

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| ✓ Cluster contributes to any response-wide Emergency Response Preparedness planning | 8.6 Preparedness & site-level incidents |
| ✓ Hazards and risks that may affect displacement sites are identified (e.g. fire, flooding), and suitable DRR efforts are undertaken | |
| ✓ Preparedness/contingency plans are in place (CCCM Cluster, or joint plans) for any high impact or recurring risks, including for new displacement | |
| ✓ Suitable guidance is in place for CCCM actors to develop site-level contingency plans, and for incident response and preparedness – incorporating any national emergency response or civil defence protocols | |
| ✓ Cluster supports national preparedness capacity-building efforts with the Cluster Lead Agency, where relevant | |



Core Function 6: To support robust advocacy

- *By: Identifying concerns and contributing key information and messages to HC and HCT messaging and action.*
- *Undertaking advocacy on behalf of the cluster, cluster members, and affected people. [IASC, 2015]*

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| ✓ Critical issues relating to CCCM response or impacting communities living in displacement sites, are identified and raised to relevant stakeholders | 7.1 Advocacy |
| ✓ Advocacy initiatives, including joint advocacy, are undertaken when required | |
| ✓ A CCCM Cluster Advocacy Strategy is drafted, if needed | |
| ✓ Relationships with existing and potential humanitarian donors are developed and maintained | 7.3 Donor engagement |
| ✓ Advocacy for funding for CCCM response is conducted by the Cluster Coordinator (and CLA) with donor communities on behalf of the CCCM Cluster as a collective (inclusive of local and national actors), when needed | 7.4 Resource Mobilization |

To promote and strengthen accountability to affected people

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| ✓ Accountability and community engagement in CCCM response is promoted and strengthened through development of relevant guidance, tools, and standards. Use of Minimum Standards for Camp Management is promoted. | 8.4 Community participation |
| ✓ Assessment and reporting data is disaggregated by sex, age, disability, and other contextually relevant characteristics, wherever feasible | |
| ✓ Guidance and tools are jointly developed to guide CCCM actors on cross-cutting issues e.g. on Age, Gender & Diversity, GBV, disability inclusion, child protection, MHPSS | 9. Cross-cutting issues |
| ✓ Strategic planning (HNO, HRP, CCCM Cluster Response Strategy) and monitoring & evaluation are informed by community input and participation | 4.1 CCCM Cluster response strategy |
| ✓ PSEA measures are promoted as appropriate to the context and in collaboration with the PSEA Network/Coordinator to ensure PSEA is mainstreamed during CCCM response planning, policy development, and programming | 9.9 PSEA |

Localization

Localization responsibilities of Cluster Coordinators include:

- ✓ Encouraging **partnership modalities** that promote and capitalize on local capacities
- ✓ Promoting **funding opportunities** for local actors
- ✓ Promoting **participation and influence** of local and national actors in cluster coordination, and representation in cluster governance mechanisms
- ✓ Involving local actors in **decision-making processes**

See [1.8 Localization in coordination](#) and [9.7 Localization](#) for checklists and practical actions for cluster coordination teams to promote localization in CCCM response and coordination.

