

# TERMS OF REFERENCE FOR CCCM CAPACITY DEVELOPMENT WORKING GROUP



## Background

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The CCCM cluster has traditionally invested a significant amount of time, energy and resources to build global training capacity in CCCM. Over the last years, the number of global training events has considerably reduced as the focus has been placed on strengthening country operations and building regional competence.

However, the need for sharing new thematic areas of work within the cluster and also refreshing capacity building skills of CCCM trainers led the cluster to organize a global event that would allow participants to reflect on the evolving sector of Camp Management and make recommendations for new topics and strategies for capacity building within CCCM.

Consequently, in April 2015 the CCCM cluster conducted a five day Master Trainer Workshop in Turin for expert CCCM trainers and practitioners with operational expertise with the following objectives: a) Validating of tools and piloting of related training sessions on effective communication, coordination and facilitation; b) Updating on new approaches and methods related to the implementation of cross cutting themes; c) Building capacity to introduce CCCM methodologies adaptable in urban and outside camp contexts; d) Strengthen analytical capabilities for CCCM actors to identify, refer and resolve protection incidents including Gender Based Violence (Annex 1. Final report).

As a result of the workshop, participants developed a number of recommendations in different thematic areas (capacity building, communication, CCCM tools, participation, cross-cutting themes, UDOC, GBV) for further cluster action (Annex 2. Recommendations). Among these, building a CCCM trainers' community of practice and a capacity development working group was highly recommended by the group.

## Aims

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The aim of the Capacity Development Working Group is to support the CCCM cluster to develop technical and operational capacity of CCCM practitioners and other relevant actors according to the cluster strategy and priorities and ensure objectives are fulfilled efficiently and effectively demonstrating high performance and quality results.

The objective of the Capacity Development working group (CDWG) is to provide guidance and support on the identification, revision and development of global CCCM profiles and learning needs, approaches, resources and methods with focus on strengthening CCCM operational capacity, coordination and tools.

The CDWG also provides a forum for information and knowledge sharing on developments in the area of CCCM learning initiatives.

## Tasks

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### The CDWG

- supports/ input the **revision/ update of global learning materials and tools** according to global learning profiles and context-specific needs (at both regional and national level)
- contribute to the **mapping of CCCM learning profiles**, assesses and advises on competence/needs, and training resources and tools
- **support field operations on learning initiatives** and provides guidance on CCCM learning interventions and methods (coaching, mentoring)
- contributes to the **identification of CCCM learning needs among CCCM practitioners** at different levels (local/ national)
- shares lessons learned in **Monitoring and Evaluation**, hence contributing to CCCM Cluster members' capacity to design and implement effectively CCCM activities
- contribute to the **CCCM cluster website development** to strengthen interactivity, collective learning, resource sharing and dissemination of information
- explores **other clusters'** learning needs in CCCM
- **drafts concept notes** and contributes to **fundraising efforts** to ensure the continuity of its activities, in coordination with the CCCM cluster leads

- collects **case studies and lessons learned of CCCM learning interventions** to share with Global cluster for publication circulation on the CCCM website and in their support functions

## Membership and commitments

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The CDWG is composed of **CCCM training and operational expert** representatives from UN agencies and NGOs who expressed interest to actively participate in CD cluster initiatives during the Master Trainer Workshop. The CDWG is also open to other CCCM trainers and operational practitioners with technical expertise in CD, experience with developing or reviewing training materials, and commitment to the CCCM goals and objectives.

The CDWG will be initially chaired by the CCCM training coordinator.

### Commitments

- a) Members are expected to participate in **monthly meetings/ teleconferences** (one hour in length) and to devote **2-3 hours per month** reviewing/ developing plans, documents and/or learning resources. Members will formally express their availability and engagement to specific tasks. Additionally, members should be actively engaged in broader CCCM meetings and activities, including the CCCM retreat.
- b) Members are also encouraged to actively participate in the delivery of the training initiatives in the remit of the CCCM, if required.

## Methods of work and deliverables

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Except as otherwise herein stated, the CDWG will determine its own methods of work, including time for consideration of requests, preparation of its agenda, establishment of special groups, keeping of records and other documents and report on its activities and findings. CDWG members agree on the consideration of documents, reports, etc. through electronic channels.

The CDWG will report on its activity to the Global CCCM SAG - currently IOM, NRC, and UNHCR. Following each meeting, the CDWG shall provide the CCCM partners with the minutes. The minutes shall be also published on the CCCM website in a format and content agreeable to all members.

Members of the CDWG will inform their respective organizations of the activities of the

CDWG. The chair shall coordinate the activities of the CDWG between periodic meetings. All documents relevant to the activity of the CDWG will be shared with the members.

## Meetings

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The CDWG will meet at regular intervals but no more than once a month, with each meeting lasting up to one hour. Extraordinary meetings may be called when required. The CCCM training coordinator calls the meetings one month in advance except for extraordinary meetings.