

Camp Management Working Group, Kurdistan Region of Iraq

Terms of Reference

Purpose

Covering the Syrian refugee response in the Kurdistan Region of Iraq, the purpose of the Camp Management Working Group (CMWG) is to harmonize and standardize camp management methodologies and approaches employed by the Camp Management agencies, Camp Coordination (UNHCR) and Camp Administration. The CMWG will also provide strategic planning and direction for all aspects of camp management.

Geographical Coverage

The CMWG has a decision-making mandate for the Erbil Governorate camps, and covers the three governorates of the Kurdistan Region of Iraq (Duhok, Erbil, Sulaymaniyah) through information sharing. Strategies and tools developed by CMWG for the Erbil camps could be a working reference for the Duhok and Sulaymaniyah camps. When relevant, the sector meeting could be held in Duhok and Sulaymaniyah.

Accountabilities

Consistent with the overall objectives, priorities and targets decided by the members, the WG is accountable for:

- Effective inter-agency programme implementation, supported by common needs assessments/gaps and capacities analysis, programme design, evaluation, and reporting to maximize impact, prevent overlap, and minimize gaps;
- Common advocacy and resource mobilization platforms; and,
- Monitoring progress against key indicators and targets as set out at the inception of the sector

Objectives

Support to field-level coordination:

- Standardisation of tools for camp activities planning, reporting, and data collection, and ensuring their consistent and accurate use
- Harmonisation or standardisation of methodologies for camp management (e.g. distribution, mass information, feedback mechanisms, payment scales, land allocation procedures, access, etc.)
- Supporting of sharing of best practices and lessons learned between camp management actors
- Ensuring consistent follow-up of concerns raised at a field level
- Providing coordination support and guidance for needs assessment and gap analysis
- Ensuring mainstreaming of crosscutting issues (protection, gender, environment, age, inclusivity etc.)
- Identification and addressing of training and capacity-building needs of camp authorities at field level

Strategic and emergency planning and reporting:

- Facilitation of and contribution to needs assessment and gap analysis
- Contribution to emergency preparedness and response, contingency planning, and strategic plans of humanitarian actors and at a national/provincial level, promoting NGO participation
- Ensuring adequate and common monitoring and reporting systems are in place to review progress and results of the Camp Management Sector plans and activities, at a field level and against the Regional Response Plan

Information analysis, policy and advocacy:

- Identification of field-level concerns and issues, consolidating of positioning among partners, and coordination and/or support of advocacy initiatives among humanitarian actors, at provincial, or national level

Membership

The WG is open to all humanitarian operational partners intervening in the camp management sector, specifically: ACTED, DRC, IRC (plus other camp management agencies), UNHCR, and the respective governorate government agency (ERC, DMC, SRC) that are abiding by established humanitarian principles in delivery of their humanitarian interventions. Meetings shall take place every two weeks.

UNHCR shall be the Chair of the CMWG, and ERC the Co-Chair. An NGO member of the CMWG shall be Co-Facilitator/Secretariat. The position of Co-Facilitator shall rotate between member NGOs every six months, based on agreement of the CMWG members.

Coordination with other sectors will be done through the Inter-Sector Coordination Group on a regular basis. Sector leads and other agencies will be invited to participate in the meetings when sector-specific input is required.

Responsibilities of the Chair:

- Convening of regular meetings, ensuring adherence to the Workplan of the CMWG, and ensuring follow-up on action points
- Facilitation of consensus of the CMWG
- External representation and/or communication of the CMWG, including at the Inter-Sector Coordination Group
- Ensuring objectives of the CMWG are met
- Setting and follow-up of CMWG priorities

Responsibilities of the Co-Chair:

- External representation of the CMWG to authorities (including, but not limited to government, Mayoral, Camp Administration)
- Setting and follow-up of CMWG priorities

Responsibilities of the Co-Facilitator:

- Administrative and secretarial tasks, including facilitating information-sharing between members and between the CMWG and external actors, and follow-up on action points and priorities for the members of the CMWG
- External representation and/or communication of the CMWG, including at the Inter-Sector Coordination Group