

## Terms of Reference

### Senior Cluster Coordinator (CCCM), P4

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#### MISSION LOCATION

**Mogadishu, Somalia**

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#### DURATION

**Temporary Appointment ASAP for 6 months with potential extension**

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#### OPERATIONAL CONTEXT

The Somalia humanitarian situation is complex in nature because of the severe drought that has caused huge population movement of close to 500,000 people. While at the Global level, UNHCR is designated as the Camp Coordination and Camp Management (CCCM) Cluster Lead Agency under the Cluster Approach for conflict-induced displacement, in Somalia, the cluster leadership is shared between IOM and UNHCR as per the agreement with the HC (co-leadership of UNHCR and IOM), and therefore the position of the Senior Cluster Coordinator (CCCM) performs a dedicated coordination, strategy development and advocacy function in collaboration with IOM. The Senior Cluster Coordinator (CCCM) reports directly to the UNHCR Deputy Representative who has final accountability for the performance of UNHCR as Cluster Co-Lead Agency. Additionally, the Senior Cluster Coordinator (CCCM) liaises with the Global CCCM Cluster Coordinator who has global responsibility for the performance of UNHCR as the Global Cluster Lead Agency.

The Senior Cluster Coordinator (CCCM) effectuates UNHCR's commitment to work within the framework of the Inter-Agency Standing Committee (IASC) and the Cluster Approach. The UNHCR CCCM Co-Lead Agency functions, embodied in the role of Cluster Coordinator, are critical in ensuring UNHCR's leadership within a diverse community of humanitarian actors and service providers working in informal settlements, camps, collective centres and camp-like settings. The Senior Cluster Coordinator (CCCM) is expected to perform UNHCR's co-lead role in the CCCM Cluster and to impartially represent the interests of the members of the CCCM Cluster, including the provision of active support, as applicable, to sub-clusters or working groups of the Cluster which may be coordinated by other Agencies. As a result, the Senior Cluster Coordinator (CCCM) co-leads an inter-agency team in an environment that requires high standards of accountability and demonstrable leadership, coordination, negotiation and conflict resolution skills, and in which the principles of partnership and collaboration are essential.

The Senior Cluster Coordinator (CCCM) represents the CCCM Cluster in Inter-Cluster Coordination mechanisms. They ensure appropriate cross-sectoral coordination with other related clusters such as WASH, Shelter, Protection and others; advocates for durable solutions in the humanitarian response; leads the mainstreaming of early recovery activities in the CCCM Cluster; and spearheads the integration of cross-cutting issues into the work of the CCCM Cluster.

The Senior Cluster Coordinator (CCCM) collaborates on a daily basis with the CCCM Cluster Coordinator of IOM, in accordance with agreed roles and responsibilities, and works closely with and/or directly supervises a multi-functional CCCM Cluster Support team ready to provide support in information management, needs assessment, coordination, monitoring, reporting and advocacy.

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## AIM OF THE MISSION

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The mission of the Senior Cluster Coordinator (CCCM) is to ensure that CCCM cluster activities in Somalia are handled effectively and efficiently among all the stakeholders in CCCM Cluster and that synergies between UNHCR-(co)led clusters are maximized.

## MISSION OBJECTIVES

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Set up efficient and functional coordination mechanisms and sharing of roles and responsibilities with IOM. Ensure appropriate coordination of all CCCM-related matters with all relevant sector stakeholders including national and local authorities, non-government & civil society organizations, donors and representatives of affected populations, granting that meetings are managed in line with Cluster's standards and the Principles of Partnership.

Prepare the cluster core documents as defined by the Global CCCM Cluster guidance: strategy, technical standards, and updated factsheet. These documents will be prepared with support and inputs from cluster partners.

Issue reports and make advocacy statements on behalf of the CCCM Cluster.

Upon consultations with CCCM Cluster members, take final decision over format and frequency of meetings, designation of focal points and the establishment of a strategic advisory group, sub-groups/working groups and ad hoc/task-related bodies for specific issues.

Ensure the integration of all relevant cross cutting issues into the need assessments, data analysis, project planning, implementation and Monitoring & Evaluation.

Implement decisions on indicators to measure impact and performance of CCCM Cluster members.

Negotiate with the Humanitarian Coordinator/Resident Coordinator, the Humanitarian Country Team and cluster members the prioritization and inclusion of project proposals and common funding criteria for inclusion in inter-agency funding appeals.

Direct transparent and accountable financial and other resource allocation within the CCCM Cluster, when required, such as with regard to CERF or CHF.

Provide guidance; leadership and strategic direction in the preparation, evaluation and prioritisation of project proposals according to funding standard requirements

Manage and train the team deployed or hired in country to coordinate the CCCM Cluster.

Effectively promote the development of gender sensitive approach and gender and age equality in all phases of the sectorial interventions.

## RESPONSIBILITIES

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Under the supervision of Deputy Representative, CCCM Coordinator will carry out the following responsibilities, at both national and regional levels, **with the understanding that in light of the co-leadership agreement with IOM, some of the roles and responsibilities might be shared and/or assigned to either of the two Cluster Coordinators:**

### ***Strategic Direction and Coordination***

- Finalize the CCCM Strategy in a consultative process with IOM, CCCM partners including the local government and ensure that the CCCM response is driven by this strategy.
- Ensure that the CCCM Strategy is integrated into the Humanitarian Country Team's common humanitarian action plan.
- Provide coordination services, including meetings, in line with the Principles of Partnership, ensuring that cluster coordination is inclusive, consultative and results-oriented.
- Represent the CCCM Cluster in meetings with sectoral and external partners, authorities and other relevant interlocutors .
- Co-chair cluster meetings and the relevant Government counterpart as appropriate.
- Ensure coordination with government counterparts and other relevant authorities.
- Ensure that contingency planning and emergency preparedness measures are updated and developed.
- Update as appropriate the CCCM Strategy: ensure proper linkages with protection, DRR, relief, and recovery and development efforts. Ensure that appropriate transitional measures are in place for handing over to recovery and development actors.

### ***Needs Assessment, Resources Mobilization and Allocation***

- Lead, coordinate and conduct within the CCCM Cluster, or at Inter-Cluster level, coordinated needs assessments, including participatory assessments.
- Ensure that the CCCM Cluster addresses all of the identified needs of the affected population and/or brings identifies the appropriate service provider to do so.
- Provide transparent strategic direction to development of common funding criteria, resource mobilisation and prioritization within the CCCM Cluster for inclusion in Consolidated Appeals and pooled funds processes.
- Establish mechanisms for accountable and transparent financial resource allocation within the cluster.

### ***Capacity Development***

- Coordinate the delivery of CCCM and/or CM training activities for CCCM Cluster members, other local partners, and relevant authorities.
- Coordinate initiatives to build the CCCM capacity of the national and local government, partners and civil society.

### ***Standard Setting and Implementation***

- Ensure that the CCCM response is informed by appropriate relevant standards, such as those in the SPHERE guidelines and the UNHCR Emergency Handbook, and accepted good practices.
- Ensure appropriate collaboration with CCCM response-related clusters of Shelter, Early Recovery, Education, Health, Logistics, Protection and WASH in the work of the CCCM Cluster.
- Coordinate the integration of cross-cutting issues in the work of the CCCM Cluster, including age, gender, environment and diversity.

- Promote the use of the Guidelines on Age, Gender and Diversity Mainstreaming.
- Through Cluster-wide consultative processes, provide input into the development of global CCCM policy and standards led by the Global CCCM Cluster.

### ***Information Management, Monitoring, Evaluation and Reporting***

- Ensure that the CCCM Cluster has a functional information management strategy and mechanism to report and share information within the CCCM Cluster; with the other IASC clusters; with the government; with the larger humanitarian community, including donors; with UNHCR internal mechanisms; and with the Global CCCM Cluster co-lead agencies and partners.
- Ensure that the CCCM Cluster produces analytical reports, including with regard to the trends and patterns of protection risks, and population movements, and promote that the information on affected population is disaggregated by sex and age.
- Ensure that the CCCM Cluster produces regular updates on the concerns of the affected population, the response by CCCM actors, the gaps, challenges and recommendations.
- Promote and ensure monitoring and evaluation of the impact of operations carried out by cluster members and the performance of the coordination team.
- Appraise the performance of any directly supervised personnel of the CCCM Cluster coordination team.

### ***Advocacy and Promotion***

- Identify core advocacy concerns for the CCCM Cluster through a consultative process: develop joint cluster/ inter-cluster initiatives to ensure regular and consistent advocacy.
- Ensure a consistent interpretation and application of international law and related UNHCR and IASC legal standards and policies for the adequate provision of shelter.
- Ensure the CCCM Cluster's adherence to international human rights instruments, the Guiding Principles on Internal Displacement as well as other relevant international and regional instruments; in cooperation with the Humanitarian Country Team.

## **PROFILE**

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### **Experience**

- CCCM Cluster Coordination Training
- Camp Management Training
- UNHCR Coordination Learning Programme (CO-LEAD)
- UNHCR Management Learning Programme
- UNHCR Tri-Cluster Knowledge and Coordination Skills Training
- UNHCR Workshop on Emergency Management
- Applied knowledge in UNHCR mandate, its policies and priorities in relation to IDPs and CCCM
- Demonstrated expertise in program management and reporting requirements.
- Knowledge of another relevant UN language or local language.

## Essential requirements

- Advanced university degree in Law, Political Science, Economics, International Relations, Business Administration, Social Science, Technical sectors or related fields.
- At least ten year's relevant experience in different international organizations (e.g. UN agencies, INGOs, IOs, Donors, Red Cross Red Crescent). Work experience in the Region would be an advantage.
- Excellent leadership, coordination, and presentation skills. Strong negotiation and interpersonal skills. Excellent knowledge of the Humanitarian reform process and the role of the humanitarian community (UN System, Red Cross Red Crescent Movement, and NGO), preferably in Camp Coordination and Camp Management.
- Extensive knowledge of current humanitarian issues
- Good knowledge of CCCM and protection technical guidelines and standards.
- Excellent knowledge of English and the official UN language of the country of deployment.

## Personal Characteristics

<u>Code</u>	<u>Managerial Competencies</u>
1. <input checked="" type="checkbox"/> M001	Empowering and Building Trust
2. <input checked="" type="checkbox"/> M002	Managing Performance
3. <input checked="" type="checkbox"/> M003	Judgement and Decision Making
4. <input checked="" type="checkbox"/> M004	Strategic Planning and Vision
5. <input checked="" type="checkbox"/> M005	Leadership
6. <input checked="" type="checkbox"/> M006	Managing Resources

<u>Code</u>	<u>Cross-Functional Competencies</u>
1. <input checked="" type="checkbox"/> X001	Analytical Thinking
2. <input type="checkbox"/> X002	Innovation and Creativity
3. <input type="checkbox"/> X003	Technological Awareness
4. <input type="checkbox"/> X004	Negotiation and Conflict Resolution
5. <input checked="" type="checkbox"/> X005	Planning and Organizing
6. <input type="checkbox"/> X006	Policy Development and Research
7. <input type="checkbox"/> X007	Political Awareness
8. <input checked="" type="checkbox"/> X008	Stakeholder Management
9. <input type="checkbox"/> X009	Change Capability and Adaptability

## Application

Interested candidates should apply to the Profile Camp Coordination and Camp Management (CCCM) Officer (ID 12406) here: [International Vacancies](#).

**Deadline for applications: Wednesday, 10 January 2018 (midnight Geneva time).**

The UNHCR workforce consists of many diverse nationalities, cultures, languages and opinions. UNHCR seeks to sustain and strengthen this diversity to ensure equal opportunities as well as an inclusive working environment for its entire workforce. Applications are encouraged from all qualified candidates without distinction on grounds of race, colour, sex, national origin, age, religion, disability, sexual orientation and gender identity.