Somalia Protection Cluster

Terms of Reference
Protection Cluster Review Committee 2014 - 2015

I. Duties

The role of the Cluster Review Committee (CRC) is to review Protection Cluster proposals for funding under the CAP, CHF, or Emergency Reserve. Prior to the project being submitted to OCHA's Funding Unit, the CRC must determine whether the proposal is in line with the Protection Cluster's objectives.

In order to make such a determination and in collaboration with the Protection Cluster's Technical Committee, the CRC will determine in advance how projects are to be assessed. How projects are to be prioritised often is pre-determined by the Humanitarian Country Team or the CHF Board. If Clusters are allowed to determine what projects should be prioritised, it will be the CRC, in consultations with the Technical Committee that will draft prioritisation guidelines.

CRC Members will be responsible and must be available for the following key processes:

- HRP 2015 - October 2014 to September 2015
- First CHF Standard Allocation (if Protection Cluster is prioritised)
- Mid-year review of CAP 2015 (if project revision is necessary)
- Second CHF Standard Allocation (if Protection Cluster is prioritised)
- Emergency Reserve on a continuous basis (when consulted by the Cluster Coordinator)

The CRC recommends which projects should be submitted for review by OCHA's Funding Unit. The CRC does not have the final authority as to whether a project will be funded; that authority solely rests with the Humanitarian Coordinator.

II. Decision-making:

CRC Members will work on the basis of reaching consensus. If this is not possible, members will vote and a decision will be made by simple majority. If there is a tie vote, the Cluster Coordinator/Deputy Cluster Coordinator who ordinarily refrains from voting will cast a vote and the decision will be final. Should a meeting not have quorum, the meeting must be postponed.

III. Tenure:

The tenure for CRC members is one year starting in October 2014 for 12 months. Membership is renewable, and there is no limit on the number of times that membership can be renewed.

It is expected that during the course of a CRC organisation's tenure the same person (or an alternate) will attend CRC meetings in order to ensure consistency.

Due to the fact that the CRC sits in Nairobi, any organisation that wishes to be a CRC member must have staff based in Nairobi who can attend the CRC meetings, or must be willing to incur the costs of the person coming to Nairobi for the meeting.

IV. The CRC is composed of the following Members:

- Cluster Coordinator / Deputy Cluster Coordinator;
- Two national NGOs;
- Two international NGOs;
- Two UN Agencies; and
- A Gender Marker Focal Point (if not already a Member), and/or the Chair of the GBV, Child Protection, and/or Mental Health & Psycho-Social Support Working Groups.

The Cluster Coordinator and Deputy Cluster Coordinator represent the Protection Cluster, not their respective organisations.

V. Process for CRC Membership:

- With the exception of UN CRC members, NGO CRC membership is done through a nomination process by Protection Cluster Members.
- The Cluster Coordinator / Deputy Cluster Coordinator will circulate an "expression of interest" email and organisations will be asked to nominate one staff member and one alternate.
- Based on the eligibility criteria (*paragraph VI*) the Protection Cluster's Secretariat will undertake an initial vetting followed by the Technical Committee determining determine which organisations should be on the CRC.
- The Technical Committee's proceedings for membership determination are confidential. In addition to the eligibility criteria (paragraph VI), the Technical Committee will ensure a regional and thematic balance.
- The Cluster Coordinator / Deputy Cluster Coordinator will publish the results and provide a written explanation as to how the decision was reached

VI. Eligibility Criteria for CRC Membership:

1) Member of the Protection Cluster as per paragraph 3.4 of the Cluster's Terms of Reference.
2) Active participation in the Protection Cluster at national or field level as demonstrated by: (a) participation at Technical Committee meetings, (b) previous CRC experience, (c) attendance at Protection Cluster / Working Group meetings, or (d) participated in Protection Cluster / Working Group trainings.
3) Regular completion of a Working Group or Protection Cluster's 4W;
4) Office and presence in Nairobi, or a demonstrated ability to come to Nairobi;
5) A good track record demonstrated by successful project implementation; and
6) If a previous CRC member, a good attendance / participation record.