FIELD PROTECTION CLUSTER COORDINATOR
MODEL TERMS OF REFERENCE

OPERATIONAL CONTEXT

In conflict, natural disaster or complex humanitarian emergencies where the Protection Cluster[1] has been activated, the Field Protection Cluster Coordinator (PCC) ensures leadership, coordination, planning, strategy development and advocacy on behalf of participating agencies which are members of the Protection Cluster. The PCC reports directly to the Country Representative/Country Director of the Protection Cluster Lead Agency, who is ultimately accountable for the performance, leadership and coordination of the Protection Cluster. At the same time, the PCC supports the Protection Cluster Lead Agency's commitment to work within the framework of the Inter-Agency Standing Committee (IASC) and the Cluster Approach.

With protection being strategic and cross-cutting, the Protection Cluster and the PCC by virtue of his/her leadership role, together with the Representative of the Protection Cluster Lead Agency, assumes the responsibility of promoting the centrality of protection in the overall humanitarian response. This demands a timely and comprehensive protection analysis by the Protection Cluster, which in turn is used by the Protection Cluster, as represented by the PCC, together with the Representative of the Protection Cluster Lead Agency, in advising the Humanitarian Coordinator (HC) and Humanitarian Country Team (HCT). In addition to service delivery specific to protection, the Protection Cluster, under the leadership of the PCC, is also responsible for providing training and guidance so that protection is sufficiently mainstreamed across clusters and sectors.

The PCC represents the Protection Cluster in inter-cluster coordination mechanisms, at the HCT (as appropriate), and in other relevant fora (as necessary). The PCC impartially represents the interests of the members of the Protection Cluster, and, as applicable, working groups of the Protection Cluster which may be led by other Agencies. The PCC facilitates the activation of sub-clusters,[2] as deemed necessary, supports the work of the sub-clusters while still ensuring a holistic and coordinated approach in the protection response, and ensures consultation to represent interests of sub-clusters. The PCC also works closely with and/or directly supervises a multi-functional Protection Cluster support team, where existing, which provides support in the areas of *inter alia* information management (needs assessments, monitoring, population management), reporting and advocacy. The PCC leads an inter-agency team in an environment that requires high standards of acountability, demonstrable leadership, coordination, and negotiation and conflict resolution skills, for which the principles of partnership and collaboration are essential.

These Terms of Reference should be tailored to the specific context in which the Protection Cluster operates.

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[1] At the country level, UNHCR will lead the protection cluster in conflict emergencies, while in disaster situations or complex emergencies without significant displacement, the three protection-mandated agencies (UNHCR, UNICEF and OHCHR) will closely consult, and under the overall leadership of the Humanitarian Coordinator, agree the leadership of the protection cluster.

[2] At the field level, protection clusters activates sub-clusters as necessary, which may mirror the global-level Areas of Responsibility (AoRs) led by agencies with specific thematic expertise (Child Protection - UNICEF; Gender-Based Violence - UNFPA/UNICEF; Housing, Land, and Property - UN-Habitat; and Mine Action – UNMAS).

Global Protection Cluster

ACCOUNTABILITY *(key results that will be achieved)*

- Ensure that the protection needs of affected populations are met by Protection Cluster members through timely and coordinated action;
- Ensure relevant and robust coordination mechanisms, including information management, are established and maintained with Protection Cluster members, government counterparts and donors, for timely and effective needs assessments, planning, prioritization, implementation, reporting and evaluation;
- Ensure analysis of information on the situation and needs of affected populations, including age, gender and diversity;
- Ensure that Protection Cluster members are accountable to affected populations through consultative and feedback mechanisms; and
- Advocate for adequate funding of activities delivered by the Protection Cluster.

RESPONSIBILITY *(process and functions undertaken to achieve results)*

Strategic Direction and Coordination
- Promote, together with the Representative of the Protection Cluster lead agency, the centrality of protection in the overall humanitarian response throughout the humanitarian programme cycle, including through a timely and comprehensive protection analysis and recommendations for action;
- Provide a platform that ensures service delivery driven by the Strategic Response Plan and strategic priorities;
- Ensure that the protection response is driven by a Protection Cluster strategy, which is informed by protection considerations and humanitarian principles, developed in a consultative process with Protection Cluster members and external partners, and integrated into the HCT's overall strategy;
- Develop mechanisms to eliminate duplication of service delivery;
- Ensure monitoring and reporting on activities, needs, and performance against the Protection Cluster strategy and agreed results;
- Convene and facilitate Protection Cluster meetings in line with the Principles of Partnership, ensuring that meetings are consultative and results-oriented;
- Proactively represent the Protection Cluster and the interests of Protection Cluster members in inter-cluster coordination mechanisms, at the HCT (as appropriate), and in other relevant fora (as necessary), including with the government, ensuring consultation with Protection Cluster members on key messages and adherence to humanitarian principles of impartiality, independence, neutrality and humanity;
- Ensure coordination with government counterparts and other relevant authorities as well as complementarity with government policies and plans;
- Consider Protection Cluster co-facilitation arrangements with an NGO partner, outlining respective roles and responsibilities in a Memorandum of Understanding;
- Support the establishment of relevant subsidiary bodies and coordination mechanisms, including sub-national level Protection Clusters as well as, where necessary, sub-clusters with specific technical expertise (at national and/or sub-national levels);
- Lead the design of transition strategies for the Protection Cluster, ensuring proper linkages with disaster risk reduction, relief, recovery and development efforts; and
- Initiate regular assessment of Protection Cluster performance against core cluster functions, as per *IASC Reference Module for Cluster Coordination at the Country Level*.

Needs assessment, resources mobilization and allocation
- Lead and coordinate protection needs assessments, including participatory assessments of all affected populations within the Protection Cluster or at the inter-cluster level;
- Ensure that the Protection Cluster identifies, responds to and where necessary advocates for funding to cover all identified protection needs of the affected populations;
- Ensure evidence-based collaborative planning;
- Provide timely information as available and appropriate to Protection Cluster members concerning funding opportunities while ensuring strategic direction to development of common funding criteria, resource mobilisation and prioritization within the Protection Cluster for inclusion in appeals and pooled funds processes;
- Establish mechanisms for accountable and transparent financial resource allocation within the Protection Cluster; and
- Advocate with donors to support under-resourced protection intervention initiatives, particularly for local NGOs and Community Based Organisations.

Capacity development
- Coordinate and contribute to initiatives, including the delivery of protection training activities, to build the protection capacity of *inter alia* Protection Cluster members, national and local authorities, external partners and civil society; and
- Ensure capacity building in preparedness and contingency planning.

Standards setting and implementation
- Facilitate protection mainstreaming in the work of other clusters as well as within the Protection Cluster;
- Coordinate the integration of cross-cutting issues in the work of the Protection Cluster;
- Ensure that activities of the Protection Cluster adhere to inter-agency guidelines on age, gender and diversity; and
- Provide input, through Protection Cluster-wide consultative processes, to global protection policies and standards developed by the Global Protection Cluster as well as to inter-agency related initiatives or processes.

Information management and reporting
- Facilitate reporting and information sharing within the Protection Cluster and at the inter-cluster level;
- Ensure that the Protection Cluster has an updated information management strategy and functional information management mechanisms in place;
- Ensure that the Protection Cluster produces analytical protection reports, regular updates and briefing notes on the protection concerns of the affected populations, response activities, challenges and recommendations, including for the HC, HCT and other stakeholders;
- Ensure that information products (activity mapping, gaps analysis, SitReps, dashboards, profiles, maps) are developed and disseminated as appropriate;
- Ensure that information management output supports all stages of operations management, including inter-cluster coordination processes; and
- Ensure the collection, analysis and use of sex and age disaggregated data, and that reporting captures gender, age and diversity dimensions.

Advocacy and promotion
- Identify core advocacy concerns for the Protection Cluster through a consultative process;
- Advocate on behalf of affected populations with a view to enforcing the HC/HCT's priorities;
- Coordinate joint Protection Cluster/inter-cluster initiatives to ensure regular and consistent advocacy messages, including those raised by sub-clusters;
- Ensure adherence of the Protection Cluster to international human rights and humanitarian law principles and instruments, including the Guiding Principles on Internal Displacement as well as other relevant international and regional instruments;
- Support in-country interventions when violations of international protection standards and principles occur, in cooperation with the HCT;
- Guide the Protection Cluster in exercising its responsibility to ensure that protection is central and strategic and that is mainstreamed in the work of other clusters (exercising the Protection Cluster's '*droit de regard'*);
- Promote and support strengthening of national legislation relevant to internal displacement and durable solutions in line with international standards; and
- Ensure the promotion of gender equality in all aspects of the Protection Cluster's advocacy and interventions.

AUTHORITY *(decisions made in executing responsibilities and to achieve results)*

- Chair Protection Cluster meetings and represent the Protection Cluster and the interest of Protection Cluster members in external meetings;
- Issue reports and make advocacy statements on behalf of the Protection Cluster, in close consultation with Protection Cluster members;
- Make final decisions on format and frequency of meetings, designation of focal points and the establishment of sub-clusters and ad hoc/task-related bodies for specific issues, upon consultation with Protection Cluster members;
- Secure minimum commitments on participation in activities from Protection Cluster members;
- Ensure the Principles of Partnership are fully respected in managing coordination mechanisms;
- Negotiate the prioritization of project proposals and common funding criteria for inclusion in inter-agency funding appeals; and
- Ensure transparent and accountable financial and other resource allocation within the Protection Cluster, when required, such as with regard to the CERF or CHF.

Global Protection Cluster
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