

## Capacity Development Working Group 2020 Work Plan

### Background

The capacity development working group was revitalized during the second half of 2019. The aim is to facilitate dialogue between CCCM trainers and to exchange views, best practices, methods and approaches on capacity building for the CCCM community. The working group overall goal is to support predictable, timely, effective and quality management and coordination of camps and camp-like settings in response to humanitarian crises, in line with 2017-2022 Global CCCM Cluster Strategy.

In 2019 the Working group focused on:

- Finalizing and approving the working group ToRs<sup>1</sup>.
- Establishing a training registry with the purpose of mapping and tracking capacity building events happening around the world<sup>2</sup>; and
- Conducting a learning needs assessment on capacity building needs in the sector, for future planning.

The capacity development working group hosted a breakout session during the CCCM Global cluster retreat in October 2019. The breakout sessions included a discussion with participants divided by regional groups, on priorities and learning needs the working group should focus its attention in 2020. The discussion was translated into different action points/recommendations for the capacity development working group to address in the coming year. These included:

- Impact evaluations
- Improve sharing of tools, methods and approaches among trainers and countries operations
- Support development of a diversified training portfolio, with different layers of training to be adapted depending from contexts, response and level of experience of the audience
- Advocate for dedicated funding for capacity building initiatives

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<sup>1</sup> Annex 1

<sup>2</sup> <https://ccmcluster.org/>

The capacity building working group held a meeting on 6<sup>th</sup> November 2019, to further debrief on the discussion with participants who were not at the treat and develop action points and brainstorm on activities and priorities for 2020.

Based on these different discussions, the following work-plan has been drafted to guide the working group activities in 2020. The work-plan was circulated with working group partners for revision and comments on December 10<sup>th</sup> and approved on January 7<sup>th</sup> 2020. ,

## Work-plan Activities

In the first half of 2020 (January to June) the working group will primarily focus on promoting an inclusive membership, and participation from National clusters, promoting the CCCM Global Package and promoting exchange of tools among trainers (activity 1 and 2), whereas in the second half of the year the working group will conduct an impact evaluation and turn its focus to fundraising based on the findings from the evaluation.

### 1. Promotion of the Capacity Development WG and creation of a Community of Practice

1.1 Promote the training registry among CCCM practitioners: promoting the training registry will allow to properly map capacity building initiatives, including identifying geographical areas (in coordination with National clusters) where there are gaps in capacity building. A more consistent use of the training registry will also allow the working group to identify focal persons to support tools and good practices sharing (see point 1.3). As an adjunct activity the working group will also create a factsheet summarizing key information on capacity building initiatives registered by partners through the registry (including training audience, training scope and training topics).

The training registry will be promoted through:

- promotion of the training registry with the National cluster and dissemination on the cluster coordinators contact list. The Working Group will also request the support of the Global Cluster Coordinators in disseminate knowledge and importance of the training registry, particularly with National cluster coordinators.

- creation of FAQ on training registry and Training Registry Guidelines, to be uploaded on the Capacity Building page of the CCCM global cluster (and accessible from the training registry link);

1.2: The working group members recognize the intersections and complementarity between the CD Working Group and other Working Groups of the CCCM Clusters, and for this reasons in

the first quarter of 2020, the CD working group will collaborate with other Working Groups specifically the ABA working group. The working group will also explore possibilities of cooperation with other sector of the humanitarian response over issues that are crucial for day to day camp management operations: this cooperation will include specific presentations on cross cutting topics, sharing of training materials and capacity development resources or creation of additional training module to complement the Global Training package. In addition the CD working group will develop a list of online capacity building resources from other sectors related to cross cutting issues for camp managers/CCCM operations and incorporate these links to these initiatives on the Capacity building page of the Cluster website.

1.3: The Capacity Development Working Group will promote partners` engagement at the national level to identify “focal points” in each working group, task force or Cluster. For this activity, the Working Group will request the support of the Global Cluster Coordinators in promoting Capacity Development working with the National Cluster Coordinator by requesting them to appoint a Capacity Development National focal points when training capacity is available in country. The Capacity Development Cluster focal point will participate in the CD working group meetings, act as a link between the national cluster responses and the WG, and ensure that capacity building views and needs of the national responses are reflected in the WG discussions. The Focal Point would also support partners in the contextualization processes of their own countries capacity building efforts and their contact details could be included in the CD website upon their agreement. The participation of focal points will strengthen the global community of practice and will also allow reinforcing the link between the WG and the national cluster responses. The Working Group will also promote national level initiatives related to capacity development including rotationally presenting on topics of interest during the WG monthly meetings.

## 2. Promote dissemination of tools, methods and approaches among trainers and among countries operations

2.1: Following the publication of the new Global CCCM Training, the working group will organize a webinar to promote the new package among graduated Trainers. The webinar will refresh knowledge of the Global CCCM training materials and particularly highlight newly added modules and themes including CCCM’s approach to gender based violence prevention and mitigation. As part of the effort to promote the Global CCCM Training, the working group will support the dissemination of the Spanish and French version of the training package, currently under translation by Translators Without Borders in cooperation with NORCAP. For this purpose, the working group will be asked support this translation by building a CCCM glossary and validating the translated materials. Once finalized the working group will organize regional

presentations on the translated materials, highlight them on the Capacity Development working group page, organize a target mailing updating CCCM Global focal points and through the Global Cluster contact list identify other National Capacity Development Cluster focal point.

2.2.: In order to promote sharing of tools among trainers and Working Group members, the WG will create a shared folder to collect document and tools to support partners and National clusters capacity building activities. Tools would include examples of training activities, contextualized materials, former evaluations, and agencies/trainers own training modules which improve the practice of camp management.

2.3: The working group will also promote collection and sharing of capacity development best practices among trainers. This will be done by:

- Preparing a collection of additional best practices on capacity development in the form of tip sheet from CCCM trainers;

- Developing case studies that can be directly link to training material and integrate them into the CCCM training package

### 3. Impact Evaluation, fundraising and skill development

3.1: Based on activity from the first quarter of the year, the working group will work on assessing the pool of available trainers to support CCCM capacity building requirements, assessing the impact of CCCM learning in specific operations and conducting fundraising for global capacity building activities. The need identified in the Retreat of 2018 was for the global cluster to organizing at least one ToT annually to retain/ expand the number of graduated trainers and promoting CCCM operations. The Working Group will present the results of the Impact evaluation to the SAG members in an hoc meeting and discuss about fundraising opportunities for Capacity Development (see activity 3.2.).

3.2: In the second half of 2020, the capacity building working group will also focus on fundraising based on the results of the impact evaluation. The activity will be linked to 3.1 and to new capacity building activities conducted by the new “generation of graduated trainers” and needs identified in the 2020 retreat. For this activity, the Working Group will request the engagement of the Global Cluster Coordinators in support fundraising activities at the Global level.





## **Annex:**

### **1. Capacity Development Working Group ToR**