**Terms of Reference for Iraq Cluster Focal Points at Governorate Level**

**I. Introduction**

Clusters were activated in January 2014 as the humanitarian situation in Iraq deteriorated. During the early stages of the conflict, humanitarian affairs were largely coordinated by the United Nations Assistance Mission in Iraq (UNAMI) until June 2014 when an OCHA office was opened. The System-Wide Level 3 response was activated on 12 August 2014 (linked to the Syria L3), being extended in November 2014 and May 2015.

In May 2015, an inter-agency Operational Peer Review took place in Iraq, which clearly identified the need for an humanitarian coordination architecture with clear structure and accountability. Subsequently, the national Inter-Cluster Coordination Group (ICCG) developed a cluster coordination architecture which was endorsed by the Humanitarian Country Team.

At governorate level, where critical needs exist and humanitarian capacity requires, inter-cluster coordination will be facilitated by OCHA. Clusters will designate a Cluster Focal Point, as described in this ToR. The cluster is represented by this Focal Point (FP) from the NGO or UN community who provides coordination for the cluster partners in the governorate. FPs are recruited by the national Cluster Coordination team, in consultation with partners. The Cluster Coordination team is responsible for training and supporting the FPs to ensure the cluster is reaching its full potential for coordination at governorate level. The agency hosting the FP role also provides support to the FP.

**II. Objective**

Improve field level coordination amongst the cluster partners, and with other clusters, in order to respond to humanitarian needs effectively and efficiently.

**III. Accountability**

Accountability on the part of the Focal Point agency and the respective Cluster Coordination team is ensured by a signed MOU between the Focal Point, Focal Point agency, and the national Cluster Coordinator. The MOU will specify the length of agreement which the agency commits to in filling this role.

Cluster Focal Points are confirmed by the national Cluster Coordinators.

**IV. Specific Responsibilities**

The following is a comprehensive list of responsibilities for a Cluster Focal Point, assuming staff member is fully-funded and dedicated to the role. In most situations, Focal Points will be double-hatting or voluntary. In these cases, the critical responsibilities will be selected and agreed upon between the Focal Point, Focal Point agency, and national Cluster Coordinators.

* Facilitate appropriate governorate level coordination between the cluster’s humanitarian partners as well as line ministry and local authorities.
* Serve as Chair or Co-Chair (depending on level of government involvement) at governorate level cluster meetings, ensuring agenda is followed and action points are followed up on.
* Facilitate governorate level cluster meetings, ensuring that: government and all partners are informed of meetings; agenda is written and used; meeting minutes are shared with government, partners and the national Cluster Coordination team.
* Ensure the implementation or promotion of appropriate cluster coordination mechanisms, i.e. cluster response plan during acute emergencies, monthly activity reporting, weekly situation reports as requested, use of HR Info website, etc.
* Act as the focal point for inquiries on the cluster’s response plans and operations within the governorate.
* Represent the cluster at governorate level Inter-Cluster Coordination Group (ICCG) meetings in the governorate.
* Ensure knowledge of who is doing what and where within the cluster in the governorate, using a 3W tool that is periodically updated.
* Provide feedback to the national Cluster Coordination team on progress in the cluster at governorate level, including successes, obstacles and best practices.
* Facilitate—in partnership with cluster members and/or with inter-cluster team—needs assessments, monitoring/evaluation and impact assessment and other programmatic issues as needed.
* Provide leadership in rapid-onset and chronic emergency situations by carrying out rapid needs assessments (depending on partner capacity), joining in IRNAs and coordinating a response in partnership with OCHA, JCMC/JCC, all clusters at governorate level, and the national Cluster Coordination team.
* Ensure effective links with other clusters at governorate level (with OCHA support).
* Provide input to national Cluster Coordination team during planning exercises including annual Humanitarian Response Plan (HRP), risk analysis, preparedness/contingency planning, gap filling and implementation of preparedness actions.
* Provide feedback to national Cluster Coordination Team on HRP and Iraq Humanitarian Pooled Fund (IHPF) processes to ensure national level decisions are well informed.
* Advise and support development of cluster baselines, benchmarks and measureable indicators.
* Support advocacy campaigns, especially cross-sector advocacy issues (such as humanitarian space and access, need-based assistance, impartiality and neutrality of humanitarian response) and special events (such as World Water Day, etc.).
* Brief new cluster members on the humanitarian situation in the area and cluster specific issues, share the contact list with them, and facilitate connections with key partners and local authorities.
* Where possible, endeavour to capacity build partners or facilitate opportunities for learning and growth. Keep partners informed of funding opportunities, especially IHPF (and the HRP in relation to accessing IHPF).