**Terms of Reference**

Co-coordinator of the cluster *[X]* at national level

**Context**

The activation of Cluster *[X]* aims to support the coordination and humanitarian response of the Burkinabe government through needs assessments, identification of gaps, information management, resource mobilization, planning, and implementation of the Humanitarian Response Plan. Cluster *[X]* also aims to coordinate an integrated response with other clusters active in the country.

**Cluster mandate and objectives**

The cluster *[X]* is a coordination body between the multiple actors involved in the humanitarian field *[X]* to address potential and existing humanitarian crises.

The main objective of the cluster *[X]* is to ensure synergy between the various structures involved in the field *[X]* in emergencies , and to strengthen the partnership between the various actors, in particular the authorities (national and local), non-governmental organizations, technical and financial partners, and the private sector in terms of preparedness and response *[X]* in crises.

**Lead Agency and Coordination Team**

In accordance with international guidelines, *[the cluster lead agency]* is responsible for coordinating cluster *[X]*, including having the formal responsibility at the global level to be the agency of last resort and to mobilize all necessary resources (including advocacy) to provide a humanitarian response in sector *[X] in the* event of partner failure.

Under this framework, *[Agency X]* providing co-coordination provides support to *[Cluster Lead Agency]* to ensure implementation of coordination functions for Cluster *[X]* as defined in the *Reference Module for Cluster Coordination at the National Level* revised in July 2015 by the Inter-Agency Standing Committee (IASC) at the global level.

The co-coordination role requires a commitment from the organization to dedicate a full-time staff, and availability especially during periods of high cluster activity (allocations, sector strategy review...). *The [cluster lead agency]* commits to building the capacity of the co-coordinator to use cluster tools and to support operational coordination.

External communication to the cluster *[X]* remains the responsibility of the cluster coordinator to ensure the coherence of the messages and thus reinforce the advocacy actions. He can delegate it to the co-coordinator.

**Main responsibilities of the cluster's co-coordinating agency**

* **Cluster meetings:** co-preparation, co-facilitation, and co-follow-up with the cluster coordinator of the recommendations. Facilitation of meetings in the absence of the cluster lead agency coordinator.
* **Inter-cluster meetings:** co-preparation and co-participation with the cluster coordinator representation in case of absence of the coordinator of the cluster lead agency.
* **Implementation of cluster functions:** the shared responsibility for the implementation of cluster coordination functions is jointly defined between the cluster coordinator *[X]* provided by *[cluster lead agency] and the co-coordinator of [agency X].* The *[X]* cluster coordinator provided by *[cluster lead agency] shall* remain responsible for the successful implementation of the coordination functions.
* **Cluster performance monitoring:** contribution to the analysis of the cluster's performance by leading the annual performance review exercises of the coordination.
* **Faciliation of Technical Working Groups (TWG):** involvement in the animation of TWGs;
* **Monitoring of partners' response capacity:** monitoring of partners' response capacity (operational including rapid response, technical, contingency stock) and proposing capacity building strategies if needed that will be discussed in the cluster's Strategic Steering Committee;
* **Funding:** support for the analysis and joint preparation of the various allocations. If the co-facilitator presents a project, he/she will not be able to express his/her opinion on the project he/she presents

**Co-coordinator commitments**

Organization name: ..................................................................................

Date: ..........................................................................................................

Valid until: .........................................................................................