Terms of Reference (ToR) for District Coordination Focal Point

Rationale
HCTT as per agreement with the Government developed the Joint Response Plan (JRP) for CHT landslide through the rigorous consultation process with Government, clusters/Sectors coordination, UN agencies and NGO representatives. The Humanitarian Coordination Task Team (HCTT) that comprises the cluster/sector leads and co-leads will ensure the coordination and the follow-up of the implementation of the activities at the central level.
In addition, a district area-based coordination system has been promoted to ensure a more integrated approach per affected district. Therefore, a UN Agency or an INGO will be responsible for the coordination of activities in each affected district. These Agencies will work in close collaboration with the respective District Commissioners and help distinguish short-term and long-term needs and streamline communication to the HCTT. This area-based coordination arrangement will also have the advantage to provide both ways real-time information between the district authorities and the HCTT.

Objectives
The purpose of a district coordination focal point is to maintain close cooperation with humanitarian partners involved in HCTT activities and support and complement Government humanitarian effort during any natural disaster. Focal point support community involvement and participation, and will establish mechanisms to enhance accountability to the affected populations. It support the District Commissioner coordination effort through effective communication and information sharing by promoting accountability in humanitarian actions.

Key Task
To ensure effective district level coordination the district coordination focal points will carry out the following tasks:

- Ensure one voice communication to respective DC and to the HCTT on behalf of the partners in respective districts;
- Be able to report on progress, constraints, resources engaged/mobilized to DC and HCTT on behalf of the partners in respective districts; (to have a work plan and district-based 4W can help)
- Support sub-national cluster operational coordination work and close collaboration with HCTT
- Advocate for cross-cutting issues (in JRP) and the inter-cluster area of work related to community engagement (with BBC Media Action) – specifically for seeking community feedback;
- Act as a focal point for donors’ visits in the field and organize visits in partnerships with partners in the district; Seek support from HCTT in case of any issue;
- Partners in a given districts are expected to facilitate above mentioned tasks in providing relevant, quality and comprehensive information to area-based focal point and responding timely to his/her requests.
Criteria for Selection

The Roanu response coordination focal point mechanism is voluntary for the agencies. Agencies may facilitate the DFP mechanism by allocating minimum resources related to the DFP operations.

1. Proven presence and capacity at district level
2. Have sufficient response program at District level
3. Demonstrated capacity to contribute strategically and to provide practical support
4. Established linkage and relationships with DDMC and District GoB officials
5. Accountability (capacity / willingness to dedicate time required)
6. UN agencies is preferable but based on the areal presence other international organization will get preference