1. Camp management and coordination

1.1. Divisions of roles & responsibilities for services in camps defined agreed and updated

1.1.1 Establishing a clear CM structure
  ✓ ToR of CM team
  ✓ ToR of each member of CM team
  ✓ Code of conduct (explained and signed by each member of the CM team)
  ✓ Women included in the CM team
  ✓ CM organogram established and disseminated to: Host community representative and Camp residents

1.1.2 Formalizing roles and responsibilities with the services providing agencies
  ✓ ToR of service providers (signed out and collected)
  ✓ Formalized written agreement - 4W

1.1.3 Developing a monitoring feedback system with the service providing agencies
  ✓ Monitor reports per site
  ✓ Meeting (review action points, update, concerns, gaps and challenges)
  ✓ Problems addressed and solved in the camp level
  ✓ Visits inside the camps (at least twice per week)

1.1.4 Joint planning - camp level
  ✓ Written agreement on each RRs and shared (goals of each one)
  ✓ Written MoUs
  ✓ Sector needs are jointly assessed between service providers in camps (plans are prepared together, including technical activities)
  ✓ Implementation of the plan

1.1.5 Coordination with the host community
✓ Representatives of the host community participate in the CM meeting
✓ Representatives of the host community invited in the forums

1.1.6 Establishing a communication channel with the community
✓ Set-up referral system in partnership with protection actors

1.1.7 Setting up and ensuring a centralized complaint and feedback mechanism

1. Camp management and coordination

1.2. Information management systems, incl. needs assessment harmonized with the partners across all camps

1.2.1 Registration of person with specific needs
✓ Report of specific intervention with due feedback (to monitor intervention)
✓ Report of cases (people with disabilities)

1.2.2 Collecting data and management information on needs of camp populations

1.2.3 Partners reporting on Activity Info

1.2.4 Sites reported in Activity info

1. Camp management and coordination

1.3. Information management system integrated across camps
✓ # of camps producing reports from Activity Info as planning and monitoring tool
✓ Registration (number of people comprising a typical household, disaggregated by gender and age (who do not form typical households, such as unaccompanied children or particular minority groups with household sizes)
✓ number of households in the camp who lack adequate shelter has been identified

1. Camp management and coordination

1.4. Capacity building for camp management teams and service providers

1.4.1 Reinforce the capacities - camp level

✓ CCCM-CM training (CM personnel trained, service providers and camp residents)
✓ CCCM ToT (CM personnel trained, service providers and camp residents)
✓ CCCM training and ToT replicated in the camp
✓ Staff member hired for management

2. Community Empowerment and participation

2.1. Community mobilization strengthened and expanded

2.1.1 Establishing (set up) or strength representative structure

✓ Camp committees established and supported (Protection, Security, Water and sanitation, Waste Management, women, children, youth, vulnerable groups, maintenance)
✓ Camp leaders participated in CM meeting
✓ Women in camps trained in community self-management
✓ Men in camps trained in community self-management

2.1.2 Establishing a feedback mechanism with the community leaders

✓ Consisting meetings
✓ Formal/ informal mechanism used by Camp residents (assistance received)

2.1.3 Establishing effective and representative camp governance - promote population’s participation
✓ Communication tools inside the camp (awareness campaigns, complaint committee, suggestion boxes, SMS messaging)
✓ Camp visits (working or predefined hours)

2.1.4 Design and implement a capacity building plan to support camp committees and groups’ members through coaching to find solutions
✓ Capacity building plan (raising awareness, training or coaching)
✓ Committee/sector leaders trained (main topic)

3. General site operations

3.1. Camp communal infrastructures and facilities adequately maintained (excl. shelters)

3.1.1 Ensuring that Camp Shelter Committees survey and reports on shelter status/needs
✓ Reports
✓ # of location identified for camp building

3.1.2 Establishing and efficient assessment and monitoring system for quick response and support
✓ Assessment

3.1.3 Ensuring promotion of shelter safety and security within the camp
3.1.4 Coordination with WASH providers to ensure drainage is in place

3.1.5 Incorporate risk management measure into shelter programme (damage from seasonal climatic, high winds, snowing, raining)

3.1.6 Ensuring that Camp shelter committee survey and report on shelter states and needs
✓ Survey
✓ Report

3.1.7 Establishing an efficient assessment and monitoring system for quick response and support
3.1.8 Ensuring availability and storage of maintenance equipment, tools and the most frequency need of materials

3.1.9 In coordination with CCCM and Shelter Cluster undertake a multi-hazard risk assessments
   ✓ A multi-hazard risk assessments

3.1.10 The Camp Management Agency should ensure consultation and the establishment of committees along with the training of camp residents
   ✓ Monitor shelter needs
   ✓ Supervision of shelter construction
   ✓ Plan to prevent and respond to fires and other hazards

3.1.11 Support people to maintain, repair, modify and improve their shelters, through materials, construction teams,
   ✓ Camp residents have access to tools and materials to upgrade their shelters
   ✓ the impact of upgrades on local natural resources has been accounted for physical and technical support is being provided, as appropriate, to help camp occupants maintain their shelters
   ✓ Baseline data are available on the affected population and hazards.
   ✓ Shelter and settlement options, risks and vulnerabilities have been identified.
   ✓ A shelter contingency plan has been designed to inform the response.
   ✓ There is a water and sanitation plan for the camp, including water supply, site drainage, hygiene promotion and solid waste disposal.

3. General site operations

3.2. Identification of viable settlement options
   ✓ # of location identified for camp building
   ✓ Resolve ownership issues before shelter construction begins
   ✓ Site selection has taken place to ensure that the camp is located away from insecurity and safety threats such as conflict areas or landslides.
✓ Prepare additional emergency shelters in case of collapse

3. General site operations

3.3. Assessment of existing informal sites for viability and potential for improvement

✓ Informal settlements assessed

3. General site operations

3.4. Capacity of local authorities enhanced to develop, provide, manage and maintain public services in camps (IMPORTED FROM SHELTER)

✓ The impact of displaced populations’ presence on host communities has been assessed.
✓ The material, financial and human resources of the affected populations to meet some or all of their urgent shelter needs has been identified.
✓ Monitoring construction projects by sufficient and skilled staff
✓ A professional electrician checking inside the camp in order to reduce risk of electrical shocks or fires
✓ Monitor illegal connections

4. Coordination and partnership

4.1. Co-ordination mechanisms established (710AC)

✓ Coordination meeting held
✓ Monitoring activities
✓ Workshop implemented for coordination and planning purposes
4.2. Collection, collation and dissemination of information by partners harmonized (710 A)

✓ Joint or harmonized inter-organizational data system
✓ # of information products shared with partners
✓ Information products shared
✓

4. Coordination and partnership

4.3. Joint assessment, planning, and evaluation exercises held (710AE)

✓ # of Joint assessment
✓ # of joint evaluation exercises

4. Coordination and partnership

4.4. Partnerships effectively established and managed (710AI)