

## **Terms of Reference**

### **Livelihoods and Skills Development Sector Camp Focal Point**

The newly established Livelihoods and Skills Development Sector (LSDS) is created in line with the 'Government of Bangladesh-United Nations Framework on Skills Development for Rohingya Refugees/FDMNs and Host Communities', endorsed by the Government in August 2022. The Sector will build the skills and capacities of refugees/FDMNs in line with those commensurate with opportunities available in Myanmar, to support voluntary and sustainable repatriation when conditions are conducive. Refugees/FDMNs will be supported with access to transferable vocational skills training and other relevant basic life skills learning in line with the Formal Curriculum.

The Sector is establishing the LSDS Focal Points in all the 33 camps for effective and coordinated approach. It will enable the Sector partners to engage in existing camp coordination structure for the implementation of Livelihoods and Skills Development related activities. The LSDS Focal Points are going to be assigned based on the partner (JRP, non-JRP) presence in the camp and nomination received from respective organization.

The role of the LSDS Focal Points and their alternatives is to improve LSDS coordination and information sharing mechanisms at the camp level and engage in regular communication and constructive dialogue with the Camp-in-Charge (CiCs), LSDS, other Sectors'/ Working Groups' Focal Points for the purpose of harmonized approach in implementing LSDS related activities and initiatives.

#### **Responsibilities:**

- **Act as a focal point of LSD Sector at the camp level**
  - Attend monthly meetings with Livelihoods and Skills Development Sector coordination and provide update on the camp situation and any challenges partners are facing at the ground level.
  - During the periodical Facility Mapping exercise verify the LSDS related facility types (Age Friendly Space, Multi-purpose Women Centers, Skills Development Centers, Women Led Community Centers) and confirm to LSDS.
  - Work closely with LSDS on verifying/updating the contact list of the Livelihoods and Skills Development actors in the respective camp.
  - Support LSDS on needs/baseline/impact assessments, surveys and monitoring when required and contribute to validating the service mapping and other data collection for the Sector as well.
  - Coordinate the field visit plan for the Sector including joint field monitoring visits with partners implementing Livelihoods and Skills Development programs

- **Linkage between CiCs and all LSDS actors within the camp:**
  - Coordinate and assist with submission of needs assessments, i.e. contact the Sector for verifying the project documents and include Sector's recommendation before the needs assessment is presented to respective CiC office.
- **Coordination and advocacy among partners:**
  - Co-chair LSDS coordination meetings at the camp level:  
Organize regular monthly meetings with LSDS partners and CiC in the respective camps to get the update of projects implementation and identify potential challenges, gaps and needs.
  - Provide the meeting minutes to LSDS.
  - Arrange additional *ad-hoc* meetings when necessary.
  - Ensure community engagement by attending meetings with local leaders (at camp level) on behalf of all the LSDS actors in the respective camp.
  - Maintain regular cooperation and information sharing, including meetings if needed, with other Sectors' focal points in their respective camp.
- **Other responsibilities**
  - Build capacity on technical or cross-cutting topics of the LSDS partners at camp level after receiving ToT organized by the Sector (gender, age, disability, protection mainstreaming, etc.)
  - Act as an emergency focal point for the Sector: in case of emergency response/disaster response support LSDS with required information and coordinate accordingly with partners and authorities.
  - Circulate LSDS related IEC/IM materials within the camp.

**Notes:**

The contact details of the LSDS focal points and alternatives will be circulated publicly and distributed to all CiCs, humanitarian actors in the camps and to all Sectors and humanitarian partners for coordination at Cox's Bazar. Any changes of focal points and alternatives should be promptly communicated to the relevant stakeholders.

The ToR, role and camp assigned to the LSDS focal points can be revised and adjusted as needed by the Sector.

PSEA training for camp focal points is mandatory.