



WASH – Camp Focal Point System- Terms of Reference

Approved by SAG on: 30th of April 2024

1. Overview

Based on experience gained since the onset of the present influx of Rohingya from Myanmar in September 2017 the WASH Sector, ISCG, and the office of the RRRC have established the need to revise, develop and improve the coordination of WASH programming between the camp management structures as represented by the RRRC and the CiCs, the WASH service delivery partners and the WASH Sector in Cox's Bazar.

The “Camp Focal Point” system has been adopted in Cox's Bazar Strategic Advisory Group (SAG) for establishing clear WASH coordination mechanisms at each of the main camps, and it will operate under the mandate of the larger Cox's Bazar (CXB) WASH Sector Coordination.

Camp Focal Point system of the WASH sector is aligned with ISCG recommendation under the leadership on SMSD sector which established “camp level coordination – guidance note” endorsed by RRRC.

The purpose of the Camp Focal Point system is to oversee the coordination of WASH Sector response on the ground at the camp level and ensure an effective emergency service provision. This can be achieved by facilitating information sharing between the camp (i.e. WASH actors, CiC) and WASH Sector Coordination; ensuring WASH guidelines and standards are adhered to; acting in the interest of the WASH Sector at the camp level, coordinating with all partners, identifying gaps and challenges and acting as the focal point for the WASH sector engagement with other sectors and Camp in Charges (CiC) at that camp.

In 2024, because of discrepancies between the dedicated positions for CFP responsibilities due to the changing modality of AFA, it is felt to revise the ToR.

To implement this system two positions are recommended:

- Camp Focal Point (CFP)
- Liaison and Field Coordination Officer of WASH Sector

2. Camp Focal Point (CFP)

Nomination:

- ✓ The CFP of each camp is nominated by lead WASH Camp Focal Agency¹ (WCFA) and endorsed by WASH Sector and AFA.
- ✓ CFPs should have communication and coordination skills.
- ✓ S/he should spend a significant amount of his/her time on the field at camp level and be neutral when acting in the sector's interest.
- ✓ CFP should strictly maintain neutrality and represent all the WASH agencies working in their AoR (including NGOs., Govt. organizations...).
- ✓ WCFA should be flexible in the CFP role to avoid potential conflicts of interest with his/her own organization and ensure transparency.

¹ *WASH Camp Focal Agency* is a volunteering organisation (UN or NGO) defined yearly by the WASH actors involved at camp level according to few criteria: 1) willingness to lead; 2) Capacity to lead; 3) significant coverage area in the camp; 4) historical presence; 5) good relationship with CiCs

- ✓ CFPs can be changed at the request of the WASH hiring agency or AFA or WASH sector coordination team based on performance, transparency, neutrality, or communication with other camp-level actors. In that case, WCFA must identify new staff to replace CFP.

Accountability:

- ✓ The CFPs will be directed by WCFA or AFA. CFP may be dedicated or include other responsibilities as well.
- ✓ CFPs will be involved in the WASH sector for some coordination-related responsibilities.

Communication:

- ✓ The CFPs should be the focal person in terms of communication and information sharing with the following entities within their AoR-
 - Camp level Government and non-government stakeholders (CiC, AFA, CMO, Site management unit, etc.)
 - Other Sector Focal
 - WASH Agencies in their AoR
 - WASH Sector CXB (mainly to Liaison and Field Coordination Officer of WASH Sector)
 - Hiring organization

Administrative and Logistic Support:

- ✓ CFP is administratively attached to his/her organization (human resources, logistics, administrative support, etc.).

Specific Roles and Responsibilities:

2.1. Apply guidance and standards

- Overseeing the activities of all WASH partners in the camp to ensure WASH Sector policy and standards as well as WASH-related Government guidance.
- Based on necessity, CFP will support partners who are seen to be failing in meeting these standards and alert the Liaison and Field Coordination Officer for support.

2.2. Planning

- In coordination with the CiC and WASH Implementing partners conduct gap analyses for all activities in areas defined and required by the WASH Sector (refer to existing tools of the sector).
- CFP will assist with any survey/ assessment if necessary.

2.3. Meeting & Reporting

- Ensure that all WASH actors are reporting regularly to CiC and WASH Sector reports.
- Report to WASH sector on WASH Rapid severity assessment.
- Participate in monthly coordination meetings organized by WASH sector team. Organize / Lead WASH coordination meetings at the camp level.
- On behalf of all WASH actors, he/she will represent in the Camp level multi-sectoral coordination meetings, and Disaster Management Committee meetings.
- Ad-hoc basis bi-lateral meeting with the key stakeholders like CiC, WASH agencies, AFA, WASH Sector....

2.4. Support during Emergency Response

- Coordinate and support all WASH actors, on the ground, to operate as per the emergency WASH response plan in the event of disease outbreaks, landslides, floods, monsoons, acute waterborne diseases, COVID-19, and other occurrences.

2.5. camp level coordination

- Act as the linkage between CiCs and all WASH actors within the camp.
- Coordinate with key sectors such as shelter, education, site management, and health on inter-sectoral camp issues based on need.
- CFP will refer to the Liaison and field coordination Officer of WASH Sector in case of field conflict between actors.
- Assist in WASH-related visits in CFP's responsible area.
- Support CiC at the camp level to ensure smooth service delivery in collaboration with the WASH implementing agencies.

2.6. Raise field issues and advocacy

- Identify bottlenecks and report on needs and challenges on the field (bottom-up approach) to the Liaison and Field Coordination Officer of WASH sector.
- Raise uncovered gaps to AFA and WASH Sector Coordination team.
- Build a trustful, neutral, and positive work relationship with AFA and WASH Sector.
- Alert relevant actors about any major risks or failures that could potentially create a disaster or/and encourage outbreaks.

3. Liaison and Field Coordination Officer:

WASH Sector Coordination Team has integrated the Liaison and Field Coordination Officer to support all the CFPs in the field and liaise closely with RRRC. Liaison and Field Coordination Officer will be the link between WASH Sector Coordination Team in CXB and CFPs at camps on the field. He/she will be under the direct technical supervision of WASH Sector Coordinator.

Liaison and Filed Coordination Officer can be changed at the request of the RRRC or WASH sector coordinator based on performance, transparency, neutrality, or communication. In that case, the hiring agency must identify new staff to replace him/her.

3.1 Communication, Liaison & Coordination

- Linkage between Cox's Bazar Level and Camp focal points (top-down & bottom-up approach).
- With support from Technical Specialists, support field coordination, quick evaluation, and response at field level in the event of an outbreak, fire, cyclone, and other emergency occurrences.
- Disseminate RRRC and WASH Sector guidance and standards to CFP and Implementing partners.
- Organize and lead the coordination meeting with CFPs in close collaboration with technical specialists of WASH Sector.
- Represent CPF system in WASH sector coordination meetings.

3.2 Field Support & Monitoring

- Ensure National & WASH sector policy and standards (including mainstreaming) are maintained at Camp level through regular WASH field support and advice to partners.
- Support coordination activities of CFPs in the camps and provide necessary assistance and guidance in terms of advocacy and coordination.
- Support CFPs with their challenges and develop mechanisms for the exchange of experiences between camps/actors (including field visits)

3.3 Capacity Development

- Built capacity of CFP (through advice, short-trainings, communication, etc.)

3.4 Reporting

- Ensure that the WASH Sector Coordinator is regularly informed of critical field issues.
- Compile main field issues to address them to WASH Sector Coordinator (or within SAG if necessary).