



International Organization for Migration (IOM)
The UN Migration Agency

Terms of Reference

Camp Management Agency Northeast Nigeria

OBJECTIVE

The Camp Management Support agency aims to assist the designated local authorities to improve the living conditions for the IDPs in camp and camp-like settings (formal and informal sites) and ensure access to adequate assistance and protection in Northeast Nigeria.

INTERVENTION AREA

- IOM Area of Responsibilities

SCOPE OF WORK

- Assistance and protection of camp population.
- Improvement of camp environment through camp operations activities.
- Camp coordination and information management.
- Monitoring of services.
- Community participation and mobilization.

ACTIVITIES

This call for interest is open to local NGOs who are willing and able to carry out the following Camp Management Support activities within IOM's AoR.

Under the framework of the Humanitarian Response Plan for Northeast Nigeria and the CCCM Sector strategy, the Camp Management Agency will support NEMA/SEMA under their responsibility through:

1. Setting-up the CCCM structures in camps based on the IOM CCCM standards and SOPs, supporting the designated local authorities in coordination of services at site level, including through mapping of site-level service provision and standards, identification of priority gaps and needs according to relevant standards, referring concerns to partners, coordination of day to day activities including co-chairing of and providing administrative support for appropriate camps/site-level partner coordination meetings, and highlighting priority needs and gap within the designated locations.
2. Collating and managing core information in the site, including but not limited to service provision and standards, site layout, population figures including new arrivals, governance structures, community leaders, contacts of service providers and sharing them with NEMA/SEMA, partners and the Site Management Sector as needed.
3. Work with ETT/DTM teams on collating new arrival information and bi-monthly site assessments.
4. Monitoring of service provision and humanitarian standards in the site, and regularly providing this information to partners at camp-level for service planning and delivery.



International Organization for Migration (IOM)

The UN Migration Agency

5. Setting-up or reinforcing governance and community participation structures, ensuring meaningful representation and voice for men/women, boys/girls, minority groups, and persons with specific needs.
6. Working with relevant partners to ensure that the displaced families are informed on the assistance and services available in the camps/site and how to access them, including through establishment of information desks and through community outreach, and are aware of mechanisms to make complaints and receive feedback.
7. Promoting and facilitating accountability towards target population including through the establishment of complaints and feedback mechanisms, and the promotion of two-way communication.
8. Working with the community to identify site improvement and mitigation needs (such as levelling of pathways, slope protection, drainage, installation of communal facilities, and lighting), and implementing works in line with the Area Coordination focal point site plans and in line with the Shelter and Site Improvement Technical Working Group guidelines, including the consideration of GBV mitigation measures, coordinated with other infrastructure works as needed.
9. Supporting the development of effective referral mechanisms in close collaboration with relevant stakeholders and Protection actors.
10. Developing and updating contingency and emergency response plans at site-level in collaboration with the CiC/relevant authorities and humanitarian partners, following overall contingency and emergency response plans and guidance developed by the Site Management Sector/ISCG with the local authorities.
11. Supporting the allocation of land for shelters and set up of service infrastructure. In line with the SOP on land allocation for shelters and services infrastructure, work with the CiC and local authorities to ensure land allocation follows site plans and relevant Sector strategies for service coverage, and to ensure non-duplication of services.
12. Promoting Protection and GBV mainstreaming, Accountability to Affected Populations, and Prevention of Sexual Exploitation and Abuse (PSEA) at site level.
13. Engage with host communities around sites and settlements to promote peaceful coexistence.
14. Adopting a participatory approach in all stages of the response (needs assessment, planning, implementation, monitoring and evaluation).

SELECTION CRITERIA

The individual local NGO will be assessed by the following criteria:

1. Demonstrated in-country operational capacity to respond in Northeast Nigeria;
2. Having sufficient financial and administrative capacity with good standing;
3. Having good relations with local administrative authorities;
4. Having established capacity in community mobilization/engagement and basic information management;
5. Having experience in community groups and volunteers;
6. Being active at designated camp or site level with other sector activities such as (Shelter, WASH, Food & Nutrition) is an added value.



International Organization for Migration (IOM)
The UN Migration Agency

APPLICATION GUIDELINES

1. The individual local NGO should submit a letter of interest to the IOM CCCM unit: xxxx@iom.int on or before xxxx.[GC1]
2. The Letter of Interest should be written in English.
3. The letter must be submitted with the following documents:
 - a. A brief summary of the organization (max ¼ page)
 - b. Details of the organizational governance structure
 - c. Valid legal identity documents of the organization
 - d. Proof of Registration with Ministry of Social Welfare under the Social Welfare Act and NGO Bureau
 - e. Organizational vision, mission, goal and objectives
 - f. Organizational set-up in the target districts and nationally
 - g. Programs and projects (current and past) with short descriptions
 - h. Partners (current and past) with government and non-government
 - i. Donors (current and past)
 - j. Reporting and monitoring systems
 - k. Copies of annual financial audited reports for last two years
4. Any attempt for persuasion will be considered as a disqualification.
5. Only short-listed NGOs will be assessed.