



Community Consultation and Action Planning Report Burco and Odweine districts of Togdheer Region

January 5-12, 2014



CCAP – Women’s Groups Meeting – Haji Salah – January ‘14



CCAP – Boodhaly – Burao district – Jan ‘14

Compiled by

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January 2014



1. Background: Apart from the two resilience activities implemented since the beginning the third activity which is the training of the facilitators funded by UNICEF was done from November 12th to 14th, 2013. Around 26 potential facilitators from UN agencies, NGOs and JPLG (4 of them were female) were trained. The six clusters selected from Odwaine and Burao districts in Togdheer region were presented and validated by participants of the workshop. The organizing team has broadly agreed on facilitation team formation criteria and the tentative plan actual starting of CCAP process at the cluster level of the two districts.

In line with the above; the three agencies agreed to implement the facilitation of community consultation and action planning activities during 4th week of November to 2nd week of December 2013. However, the exercise was delayed due to the delays in fund processing. Consequently, On January 5, two mobilizing teams went to Burao and Odawine and the rest of the teams joined with January 7. After one hour all teams' briefing meeting in WV office in Burao, the community consultation and action planning officially started on the same day and finalized January 10. In order to fine tune the data collected from the different clusters, all teams debriefing meeting was held at ADO Office in Burao. Finally all teams returned to Hargeisa on January 12.

2. Objectives of the CCAP process in selected clusters: the core objectives were to:

- Understand better local certainties, vulnerabilities, and resilience through application of participatory approaches.
- Foster trust relationship with the communities that will gradually promote joint planning, social auditing, community –level management and monitoring of service delivery. Or promote demand-driven and “bottom-up” programming as enshrined in the resilience guideline
- Help CCAP participating organizations to start /reorient their programming based on the outcome of CCAP process that aimed in strengthening resilience of the communities

3. CCAP tools and methodology of facilitation

Prior to the CCAP facilitation 5 mobilizers went to the cluster in advance and mobilized the target communities. However due to shortage of time the mobilizers could not reach all the villages under the clusters. The main tool used was the one agree by the three agencies. In addition the regional and district local authorities got briefing on the all the CCAP activities the facilitation was started. The CCAP tool agreed by the three agencies were used and it was not that the format can't capture the cluster level information rather village. Therefore, in the CCAP process the participants were asked to think as cluster level instead of village level.

4. The CCAP field exercise activities

4.1. Logistical arrangements and funding: The resilience activities have started in October 2012 while the three agencies agreed to rotate the funding of activities. The first activity was the community consultation workshop held in Burao and was funded by WFP; second was the dissemination workshop also held in Burao and was funded by FAO. UNICEF funded the third activity and it was the training of the facilitators. The fourth activity which is community consultation and action planning were funded by WFP. Therefore all logistical arrangements were done by WFP as per agreed plan.

4.2. The community consultation and action planning at cluster level:

4.2.1. Clustering: The clusters attended the field exercise were the ones selected and agreed by three agencies and they are as shown in the table below:

Selection criteria	Burao district				Oodwaine district	
	Beer	Boodhlay	Harada	Booraamo	Gatiitaley	Hagi Salah



Recognized /establishe management committee	Yes	Yes	Yes	Yes	Yes	Yes
Livelihoods zone	Agro-pastoral	Pure pastoral	Pure pastoral	Pure pastoral	Agro-pastral	Pure pastoral
Geographical settlement	East of Burao	West of Burao	East of Burao	North of Burao	Heart of the district	South of the district
Vulnerability	Yes	Yes	Yes	Yes	Yes	Yes
Stability and accessibility	Yes	Yes	Yes	Yes	Yes	Yes

4.2.2. Completed set of CCAP on hard copy and data sheet (xls) on soft copy for each cluster: The CCAP were printed, stationaries such as clip charts, pens, markers were provided by WFP and used during the CCAP field exercise. All five teams submitted the hard copies together with soft copied of the CCAP agreed forms on time. The summery of the respective CCAP field mission findings regarding the priorities and possible interventions are as shown in the tables hereunder (further information could be referred in to the attached herewith attached CCAP forms):

4.2.2.1. Gatiitalay Cluster:

Gatiitalay Cluster							
Sn	Region	District	Livelihood	Clusters Name	Villages under the cluster	Population (Persons)	Priority needs
1	Togdheer	Odwayne	Agro-pastoral	Gatiitalay	Gatiitalay	4000	1. Construction of health facilities together with the training of health workers (TBA) and provision of medical kits for all villages except Hahi village. 2. Constructions of police stations at the main centers. 3. Extension of school classes for primary schools. Construction of secondary boarding school at the main centre.4. Rehabilitation and construction of water harvesting infrastructures such as Berkads, Shallow wells and dams (An assessment can find the number and volumes per village). 5. Flood water management interventions. 6. Construction of livestock health centers together with training livestock health works and provision of medical kits. 7. Provision of
					Qaloocato	2400	
					Galoolay	3000	
					Hahi	3600	
					Beerato	1200	
					Hidh-hidh	2000	
					Dabagumbuur	3200	
					Qarwaraabe	2400	
Shilmaale	3700						



						farming inputs together with extension services
Total						25,500

4.2.2.2 Haji Salah Cluster

Haji Salah							
Sn	Region	District	Livelihood	Clusters Name	Villages under the cluster	Population (Persons)	Priority needs
2	Togdheer	Odwaine	Pastoral	Haji-Salah	Haji-Salah	4200	1. Construction and rehabilitation of berkads, construction of Hafir dam. Construction of household and public latrines. 2. Construction of soil bunds for 1,250,000 Ha of land, construction of water diversion and harvesting structures (earth dams, hafir dam) etc. 3. Restocking of 80 Household destitute to restore their livelihood, providing animal health facilities, providing separate permanent water resources for animal. 4. Provide \$50,000 revolving fund for 50 household destitute. Provide business skill trainings (hand crafts, tailoring, cooking, etc.). 5. Rural feeder roads rehabilitation (alignment and clearance). 6. Provide tents and plastic sheets for the 250 households. 7. Provide mobile schools, and teachers, support incentives for the unpaid teacher and convince the MOE to employ the teachers. 8. Provide capacity building for the health staff, provide emergency ambulance and continuation the ongoing nutrition programmes. Provision of malaria kits (Mosquito nets, tables) and awareness
					Lanmilaho	2500	
					Boodhlay	3200	
					Bali Obsie	1200	
					Gorayahun Sare	1600	
					Gorayahun Hoose	1700	
Total						14,400	

4.2.2.3. Booraamo Cluster:

Booraamo Cluster							
Sn	Region	District	Livelihood	Clusters Name	Villages under the cluster	Population (Persons)	Priority interventions
3	Togdheer	Burao	Pastoral	Booraamo	Booraamo	900	1. Gully erosion control and trees planting 2. School feeding and training of the teachers. 3. Construction of health facilities
					Ceesha	600	
					Dindindinta	600	
					Baliga	600	
					Warta-sheikh	800	
					Timawaine	560	
					Ceeldheere	2400	



					Kalabaydh	600	together with skill training of the health workers 4. Rehabilitation of existing Berkads and Construction of new ones for all villages (assessment could justify).
					Waabo- Gajo	1200	
					Dawada - Nagaagir	560	
Total						6,120	

4.2.2.4. Boodhlay Cluster:

Booddhlay Cluster							
Sn	Region	District	Livelihood	Clusters Name	Villages under the cluster	Population (Persons)	Priority interventions
4	Togdheer	Burao	Pastoral	Boodhlay	Boodhlay	1500	1. Gully erosion control and trees planting 2. School feeding and training of the teachers. 3. Construction of health facilities together with skill training of the health workers 4. Rehabilitation of existing Berkads and Construction of new ones for all villages (assessment could justify).
					Kalbare	600	
					Indho	300	
					Balihagaa	300	
Total						2,700	

4.2.2.5. Harada Cluster:

Harada Cluster							
Sn	Region	District	Livelihood	Clusters Name	Villages under the cluster	Population in Persons	Priority interventions
5	Togdheer	Burao	Pastoral	Harada	Harada	4800	1. Primary health care support (MCH) training of local midwifery and provision of drugs. 2. Formation animal health workers and provision of drugs, preparing mobile vaccination teams for every six months. 3. Construction of school together toilets and water harvesting structures and feeding programmes.4. Construction and rehabilitation
					Bisiqa	1200	
					Ayjeh	560	
					Haro-dirir	560	



							of water harvesting infrastructures (shallow wells, Berkads and Dams). 5. Soil erosion control interventions. 6. Assistance to destitute households through restocking and income generation interventions.
Total						7,120	

4.2.2.6. Beer Cluster

Beer Cluster							
Sn	Region	District	Livelihood	Clusters Name	Villages under the cluster	Population	Priority interventions
6	Togdheer	Burao	Agro pastoral	Beer	Beer	3,200	1. Construction and rehabilitation of health facilities together with the training of health workers (TBA) and provision of medical kits 2. Flood water management interventions. 3. Rehabilitation and construction of water harvesting infrastructures such as Berkads, Shallow wells and dams (An assessment can find the number and volumes per village) 4. Provision of farming inputs together with extension services. 5. Construction of livestock health centers together with training of livestock health works and provision of medical kits. 6. Income generation and restocking for destitute households. 7. Construction of secondary school in the center of the cluster and non-formal formal education centers. 8. Rehabilitation of feeder
			Pastoral		Ununlay	600	
			Pastoral		Bali-Hiile	750	
			Pastoral		Suyo-qansax	600	
			Pastoral		Isku-dhoon	1,200	
			Pastoral		Naqdhabiijo	1,200	
			Pastoral		Dakhanyado	420	
			Pastoral		Laberare	560	
			Pastoral		Ina-afmadoobe		
						2,580	



							roads 9. Provision of shelter for destitute households. 10. construction of community centers
Total						11,110	

5. **Team brief summary reports:** Three times each teams have submitted the briefing reports of their missions. The reports show hints about key priority problem(s) and suggested intervention (s) for their respective cluster including team observation to strengthen resilience. In addition all the teams had a briefing meeting in the field soon after the CCAP exercise was finalized. The vulnerability levels of the different clusters, priority needs and possible interventions with time frames. Again the field teams had a meeting in WFP office on January 20, where the main challenges and recommendation were among the issues discussed.

Annex-1- List of CCAP participants

Team #		Names	Agency	District	Cluster	Phone	Email	Remarks
TEAM ONE	1	Mohamed Mohamoud Hussein - Data entry	UN-FAO	Odweine	Gatiitaley	634153614	Mohamed.Mohamoud@fao.org	
	2	Samsam Ahmed - Faciliatator	Gender	Odweine	Gatiitaley	634472204		
	3	Aden Abdullahi Ali (TL)(1)	BVO	Odweine	Gatiitaley	634413376	Barwaaqo_bvo@yahoo.com	
	4	Abdiqadir Jama - Mobilizer	JPLG	Odweine	Gatiitaley	634446252	cqfartaag@hotmail.com	
TEAM TWO	5	Yasin Bile - Data entry	WFP	Burao	Boramo and Boodhley	634446252	Abdikarim.Yusuf@wfp.org	
	6	Hinda Mohamed Ali	Gender	Burao	Boramo and Boodhley	634441293		
	7	Hasan Abdilahi Farah (TL)	Candlelight	Burao	Boramo and Boodhley	634437559	hassanfarah@candlelightsom.org	
	8	Abduqaadir Ibrahim - Mobilizer	JPLG	Burao	Boramo and Boodhley	634486940		
	9	Abdirazak Mohamoud - Faciliator	Soydavo	Burao	Boramo and Boodhley	634126219	Soydavo2003@yahoo.com	
TEAM THREE	10	Khadar Mohamed Abdi - Data entry	UN-FAO	Burao	Beer	634482757	Khadar.Mohamed@fao.org	
	11	Mustafe Dayib Abdillahi - Team leader	Sonyo	Burao	Beer	634416142	m_dayib@hotmail.com	
	12	Asia Cadaani Muuse - Gender	NRC	Burao	Beer	0634437461	asia_zamia@yahoo.com	Refused to attend the exercise
	13	Abdirahman Jama - Faciliator	JPLG	Burao	Beer	634439398		
	14	Mohamud Jama Hussein - Mobilizer	Havayoco	Burao	Beer	634439502	harir08@yahoo.co.uk	
TEAM FOUR	15	Mohamed Ali Sahal- Data entry	UN-FAO	Burao	Harada	634481827	Mohamed.Sahal@fao.org	
	16	Hassan Awil Idris (TL)	Wordvision	Burao	Harada	634412618	hassan_dirir@wvsomo.org	
	17	Rahma HassanSamater - gender	Gender	Burao	Harada	634459094	Quman05@hotmail.com	
	18	Nuur Muuse Deriye - Mobilizer	JPLG	Burao	Harada	634127701		
	19	Hassan Hussein Nur- Faciliator	ADO	Burao	Harada	634429664	Hussein@adosom.org	
TEAM FIVE	20	Mohamed Elmi - Data entry	WFP	Odweine	Haji salah	633433335	Mohamed.Elmi@wfp.org	



21	Faadumo Shucayb Mohamed	Gender	Burao	Beer	63444705	fadumoshacab@hotmail.com	
22	Hassan Hersi Farah (TL)	Penha	Odweine	Haji salah	634324460	penhasom@gmail.com	
23	Abdusalam Mohamed	CCPRS	Odweine	Haji salah	634433150	CCBRS@burco@hotmail.com	
24	Mohamoud Abdillahi Ahmed	Lahmar	Odweine	Haji salah	634479109	Qulumbe10@gmail.com	
	Total						



Annex -2- CCAP Terms of Reference

TOR for CCAP field Exercise

7. Background

The three partner agencies have successfully completed the facilitators training from Nov 12-14, 2013. About 26 potential facilitators from UN agencies, NGOs and JPLG (4 of them were female) were trained¹. The six clusters selected from the two districts and selection criteria were presented and validated by participants of the workshop. The organizing team has broadly agreed on facilitation team formation criteria and on the tentative plan actual roll out of CCAP process at the cluster level of the two districts.

It was broadly agreed to facilitate the CCAP from 4th week of Nov to 2nd week of December the latest. The team are actually following up the action points agreed to facilitate CCAP at the cluster level. The resilience focal persons from the three partner agencies have been discussing the follow up points subsequently to ensure roll out of CCAP process in the selected clusters. The summary contained in this document help as roadmap for roll out process in the selected clusters

8. Objectives of the CCAP process in selected clusters / key output expected from the process

- The facilitating team expected to understand better local realities, vulnerabilities, and resilience through application of participatory approaches.
- CCAP expected to foster trust relationship with the communities that will gradually promote joint planning, social auditing, community –level management and monitoring of service delivery. Or promote demand-driven and “bottom-up” programming as enshrined in the resilience guideline
- Help CCAP participating organizations to start /reorient their programming based on the outcome of CCAP process that aimed in strengthening resilience of the communities

Key output expected from the process

1. Completed set of CCAP on hard copy and data sheet (xls) on soft copy for each cluster
2. Brief summary report by each team about key priority problem(s) and suggested intervention (s) for their respective cluster including team observation that will strengthen resilience
3. Report (overall) lessons learned and challenges in applying CCAP process and recommendation for future application (by CCAP coordination team)

9. CCAP tools and community representativeness in selected cluster

The trained facilitators entrusted to roll out the CCAP processes in the six selected cluster² of the two districts using participatory tools and approaches. The facilitators use the CCAP tools oriented during the training and personal experiences in facilitating the process. In order to make the process effective it was agreed during the training to consolidate the necessary material from the training for the participants for further reading/ familiarization before the actual CCAP. It was also agreed review and revisits the CCAP according to the comment and feedback provided during the training. It was also suggested to collate Somalia equivalents words for some of key words/ concepts

¹ Proceedings of the facilitators training

² List of the clusters CCAP process to be rolled out enclosed in the annex



contained CCAP e.g. resilience, facilitation, participatory and etc. The need to prepare simplified guideline to facilitate smooth facilitation process such as key introductory message, objective, identity of the facilitating team, entry points ³

10. Team formation and define role among the team member:

The organizing team towards the end of the training agreed with the participants in terms of team composition and criteria to be used in composing the team. Geographical area (Burco, Odwayney), agencies /organization (UN, NGOs, and JPLG) representation and gender were some of the key consideration in forming a facilitating team. The knowledge and skills of the participants somehow considered in the formation of the team. It was agreed each team to have four members and a defined role based on their skills and knowledge. The table in Annex 3 summarize five team composed and their respective members and based broadly agreed criteria during the training. The table also summarize tentative cluster each team proposed to cover

The team leader, facilitator, note taker and mobilizer are the important role each of the four member of the facilitating team to will play during the consultation process. The key task of each of the facilitating team defined below. It is important however to emphasis team member work as a team and helps one another in the task assigned.

In addition, the CCAP Field Coordination Team will be dispatched with the facilitating team. The will be composed from the three UN partner agencies and NERAD joined in the roll out of CCAP process at the field level. The team will be based in Burao providing coordination, technical backstopping and guidance of the facilitation teams working with the different clusters in the implementation of CCAP (TOR of CCAP Field Coordination Team enclosed in the annex 3)

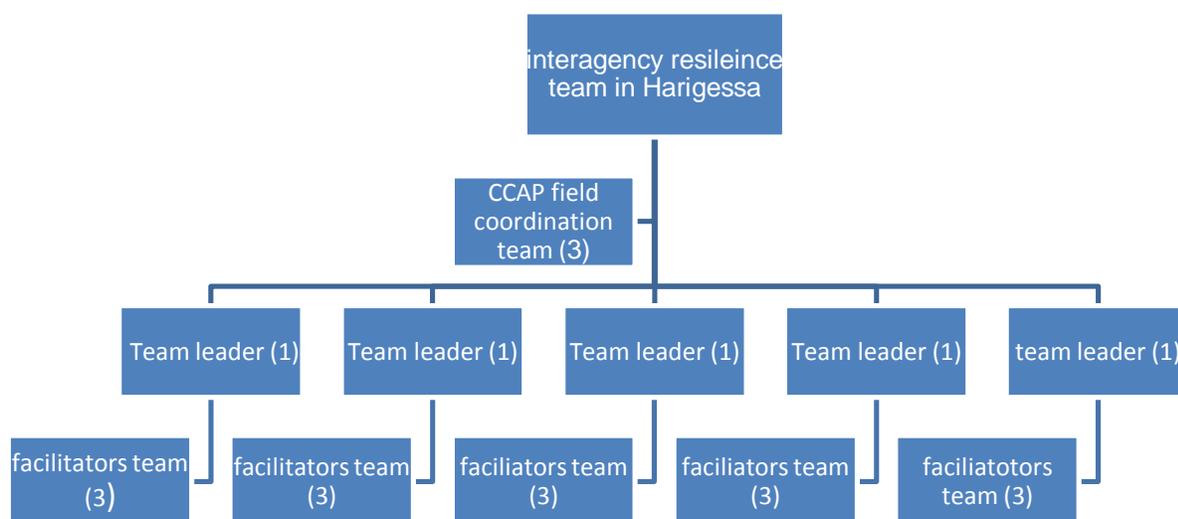
<p>The Team-Leader: The team leader is the person who is responsible for the team’s activities from the beginning of the planning to the end of the evaluation process</p>	<p>The Facilitator: The facilitator supports the running of working sessions (e.g. application of tools) for community members. She/he acts as a moderator among the individuals of the group and encourages equal participation and smooth running of the working process.</p>
<p><u>Tasks:</u></p> <ul style="list-style-type: none"> • acts as team representative and as a facilitator for the team members • coordinates the planning of CCAP with the representatives of the organizing agency and makes sure that material needed for the process is provided to the team • moderates the planning of all activities - therefore he/she has to be well prepared and experienced in terms of elaboration of objectives, key questions and checklists • Co-operates closely with local leaders and the representative of the organizing agency to ensure that all the organizational and logistical matters are settled. • Suggests the distribution of roles in the team in accordance with professional background, skills and gender. • Introduces the team and the suggested working procedure to the local community. • Keeps an overview and co-ordinates all ongoing activities. • Makes sure that all team members achieve their roles and assists them if they have problems 	<p><u>Tasks:</u></p> <ul style="list-style-type: none"> • is responsible to the team leader - receives advise from the team leader and acts on behalf of the team leader during her/his absence • introduces CCAP tools and facilitates each session • acts as a moderator between individuals of the respective group • manages dominant people and makes sure, that all group members are able to participate and express their opinions • make sure that the group sticks to the topic, but is also flexible in handling additional relevant information • is able to change the focus of the discussion, as necessary • has an overview of the whole process • supports good time-management

³ Output to be annexed in this roll out plan



<p>The Note-Taker: The note-taker works closely together with the facilitator. The note-taker is the person who collects and documents all relevant information during a working session with local groups.</p>	<p>Mobilizer (The Link Person): The link person is a representative of the local community.</p>
<p><u>Tasks:</u></p> <ul style="list-style-type: none"> • Observes the session from the background and records information on the number of participants, the communication process, the details and outcomes of discussions etc. • records all materials emerging from the working group and creates the visual aids • assists and supports the facilitator, e.g. helping to keep an overview of the workshop and passing on his/her observations concerning social processes 	<p><u>Tasks:</u></p> <ul style="list-style-type: none"> • prepares the community members for the workshop by explaining to them the basic approaches and procedures of participatory processes • Helps to prevent misunderstandings, and gives support to members of the CCAP team and the local community. • Supports the CCAP team in planning activities by inputting her/his knowledge about the local situation. • supports the observation and record keeping of the note-taker by supplying additional insider information

The below is rough schematic representation of the facilitation team and over all coordination structure



11. Plan for actual field work

It is important to have detail work plan for team to carry out the entrusted task effectively. The detail list of activities to be carried out and time it require carefully estimated. The chronological order of the activities also explored and summarized in the below work plan table. The CCAP actual field work will be rolled out from 16-21 December 2013 provided that the necessary arrangement put in place before actual date.

Community consultation and action planning (CCAP) work plan

	Start date from 16-22 Dec 2013							
Activities	14	15	16	17	18	19	20	21
Logistical preparations and internal team meetings								
Departure to Burao								



Team arrival, consensus on role/responsibilities and preparation								
Arrival of team from Hargeisa and other place to Burao								
Organizing teams for their allocated clusters and discuss on roles /responsibilities among the members								
Checking that each team received necessary material								
Planning with authorities and communities								
Consulting (informing) regional & district authorities prior to actual CCAP process								
Informing cluster level management committee and traditional leaders and elders in selected clusters about plan and tentative schedule								
Community mobilization								
Meeting community elders and local leaders and discuss with them about CCAP objectives, benefit and process								
Requesting community elders and local administration to mobilize communities for CCAP process								
Community meeting and discussion								
Organizing FGD participants from different villages/sites								
Meeting key informants through FGDs								
Data entry and checking								
Team leaders must check the completeness of the forms and data entry process into the data base								
Departure from Burao to Hargeisa								

12. Resources mobilization and logistical arrangement

The discussion for mobilization of necessary resources for the actual field work already started. According to priori interagency resilience focal person discussion the cost of the CCAP field work will be covered by WFP. The estimated budget as per the plan contained in this document expected from WFP⁴ and they mobilize the resources accordingly.

Annex 1: Summary of the selected cluster from the two districts

Selection criteria	Burao district				Oodwaine district	
	Beer	Boodhlay	Harada	Booraamo	Gatiitaley	Hagi Salah
Recognized /establishe management committee	Yes	Yes	Yes	Yes	Yes	Yes
Livelihoods zone	Agro-pastoral	Pure pastoral	Pure pastoral	Pure pastoral	Agro-pastral	Pure pastoral
Geographical settlement	East of Burao	West of Burao	East of Burao	North of Burao	Heart of the district	South of the district
Vulnerability	Yes	Yes	Yes	Yes	Yes	Yes
Stability and accessibility	Yes	Yes	Yes	Yes	Yes	Yes

Annex 2: summary of the member of each team and proposed cluster to cover

Team #	Names	Agency	District	Cluster	Phone	Email
	Mohamed Mohamoud Hussein	UN-FAO	Odweine	Gatiitaley	0634153614	Mohamed.Mohamoud@fao.org

⁴ Bilal please slot in the estimated budget for the field work as per our discussion yesterday.



TEAM ONE	Samsam Ahmed	Gender	Odweine	Gatiitaley	0634472204	
	Aden Abdullahi Ali (TL)⁵	BVO	Odweine	Gatiitaley	0634413376	Barwaaqo_bvo@yahoo.com
	Abdiqadir Jama	JPLG	Odweine	Gatiitaley	0634446252	cqfartaag@hotmail.com
TEAM TWO	Abdikarain Dahir	WFP	Burao	Boramo and Boodhley	0634446252	Abdikarim.Yusuf@wfp.org
	Hinda Mohamed Ali	Gender	Burao	Boramo and Boodhley	0634441293	
	Hasan Abdilahi Farah (TL)	Candlelight	Burao	Boramo and Boodhley	0634437559	hassanfarah@candlelightsom.org
	Abduqaadir Ibrahim	JPLG	Burao	Boramo and Boodhley	0634486940	
	Abdirazak Mohamoud	Soydavo	Burao	Boramo and Boodhley	0634126219	Soydavo2003@yahoo.com
	Khadar Mohamed Abdi	UN-FAO	Burao	Beer	0634482757	Khadar.Mohamed@fao.org
TEAM THREE	Mustafe Dayib Abdillahi	Sonyo	Burao	Beer	0634416142	m_dayib@hotmail.com
	Asia Cadaani Muuse	NRC	Burao	Beer	0634437461	asia_zamia@yahoo.com
	Abdirahman Jama	JPLG	Burao	Beer	0634439398	
	Ibraahim Harir Deriye (TL)	Havayoco	Burao	Beer	0634439502	Harir08@yahoo.com
TEAM FOUR	Mohamed Ali Sahal	UN-FAO	Burao	Harada	0634481827	Mohamed.Sahal@fao.org
	Abdiwahid Elmi Roble (TL)	Wordvision	Burao	Harada	0634457851	Abdiwahid_roble@wvsonm.org
	Rahma HassaSamater	Gender	Burao	Harada	0634459094	Quman05@hotmail.com
	Nuur Muuse Deriye	JPLG	Burao	Harada	0634127701	
	Hassan Hussein Nur	ADO	Burao	Harada	0634429664	Hussein@adosom.org
TEAM FIVE	Mohamed Elmi	WFP	Odweine	Haji salah	0633433335	Mohamed.Elmi@wfp.org
	Faadumo Shucayb Mohamed	Gender	Burao	Beer	063444705	fadumoshacab@hotmail.com
	Hassan Hersi Farah (TL)	Penha	Odweine	Haji salah	0634324460	penhasom@gmail.com
	Abdusalam Mohamed	CCPRS	Odweine	Haji salah	0634433150	CCBRS@burco@hotmail.com
	Mohamoud Abdillahi Ahmed	Lahmar	Odweine	Haji salah	0634479109	Qulumbe10@gmail.com

Annex 3: Coordination Team for Implementation of CCAP Process

Definition:

The CCAP Field Coordination Team (CFCT) is a team of senior staff from the three UN partner agencies joined in the implementation of the resilience program at the country level, based in Burao and tasked with the key temporary function of providing coordination, technical backstopping and guidance of the Facilitation Teams working with the different clusters in the implementation of CCAP.

Role of the CFCT:

⁵ TL- team leader



The CFCT is formed to provide all necessary technical support to the Facilitation Teams working on the CCAP Process with the community representatives at the cluster level, as indicated clearly in their TOR developed and agreed jointly by the Heads of Offices of the three agencies in Somaliland.

TOR of the CFCT:

The following encompasses the key responsibilities of the CFCT during their assignment in the field to provide all necessary support in terms of:

- 1. Provide Effective Coordination: in this particular task, and the period of 10 days, the CFCT team will:**
 - a. Brief and debrief the facilitation teams before and after engagement in the CCAP Process the share basic details of the specific tasks, roles and responsibilities and the target products they are expected to achieve quantitatively and qualitatively.
 - b. Effective linkage between the field offices and the facilitation teams as well as between the teams in the different operational centers in the different districts, the teams and head offices with the authority.
 - c. Sensitize and update as required the local authorities at the regional and districts in a way that is not compromising the objectives of the resilience program and the CCAP process at the field level.
- 2. Provide Adhoc Solutions and Troubleshooting:**
 - a. The CFCT, as they represent their agencies, will work issues/challenges or problems faced in the CCAP process by the different facilitation teams.
 - b. The CFCT will monitor the CCAP as it unfolds on the ground, and timely and effective containment contain development of any misunderstanding or ambiguity that may lead conflict and/or dysfunction among facilitation team members.
 - c. Assist the team leaders to lead their teams effectively and productively, clearly underlining the need for every member to exercise his work within the limits of his/her TOT, and do the tasked work while at the same at the same time providing timely support to his colleagues when deemed essential.
- 3. Ensure and Follow up Logistical Support for the Facilitation:**
 - a. The facilitation teams only succeed and be productive in the CCAP process with the provision of well-planned and timely delivered logistical and administrative support from the office of the agency(ies) supporting the field activities.
 - b. The CFCT will provide timely update to the facilitation teams about the process and delivery of the logistical support.
 - c. The CFCT will also assist the facilitation to full mobilization and ensure easy access/arrival and active participation and attendance in the whole period planned for the CCAP process.
- 4. Effective Supervision of the Facilitation Teams and CCAP Process:**
 - a. Close supervision of ongoing CCAP activities at the cluster/facilitation team level and detect and control any deviation of the work norms.
 - b. Check the performance and progress both at the individual facilitator and whole team levels against the plan.
 - c. Check results/target output of facilitation teams, through team leader updates/reports at the field levels, and provide timely feedback and queries for clear understanding of the roles, responsibilities, target results, pending issues, missing datas.
- 5. Submission of Comprehensive Technical Report and PPT Presentation of the Launched CCAP process, results achieved and challenges and recommendations for the way forward.**
 - a. The CFCT will submit this deliverables at the end of the CCAP Process to enable the three agencies full information and complete picture of the happened.