Food Security Cluster (FSC)
Standard Operating Procedures. V January 7
<u>SOP 2:</u> Deployment of Cluster Coordinator to the n country FSC

Standard Operating Procedures

SOPs are put together to provide greater clarity and guidance to those assigned to lead and manage a Food Security Cluster (FSC) in countries with humanitarian crises.

SOPs are a quick guidance on what to do and achieve once the cluster is activated and should be seen as complementary to other existing tools like the Food Security Coordination Handbook, where more detailed guidance is given.

This SOP describes concisely the main deliverables, key actions and tasks that Cluster Lead Agencies (CLAs), Cluster Coordinators (CC), and Information Managers (IM) should develop as part of the core functions of their role in leadership, management and coordination of an FSC during the first days and weeks of any new humanitarian crisis in a country.

The aim is to contribute strategically to the fulfilment of the six core functions and deliverables of a country level cluster, as illustrated in the schema to the right. (Please also refer to the: IASC Coordination Reference Modules).

Please consult page 21 of the Food Security Cluster Coordination Handbook Draft 3 June 2012 for an overview of the indicative actions of FCSs in response to crisis: http://fscluster.org/document/fsc-handbook-draft-3-final-web

Purpose

This procedure seeks to ensure that those responsible for the leadership and management of the country-level FSC provide the main deliverables expected from the Country-level FSC, mainly during the first days/weeks of a humanitarian crisis.

Main Deliverables

- An effective FS coordination mechanism involving partners and national actors (NGOs, government and donors, where relevant)
- Information management mechanisms that actively include partners and national actors (NGOs, government and donors, where relevant)
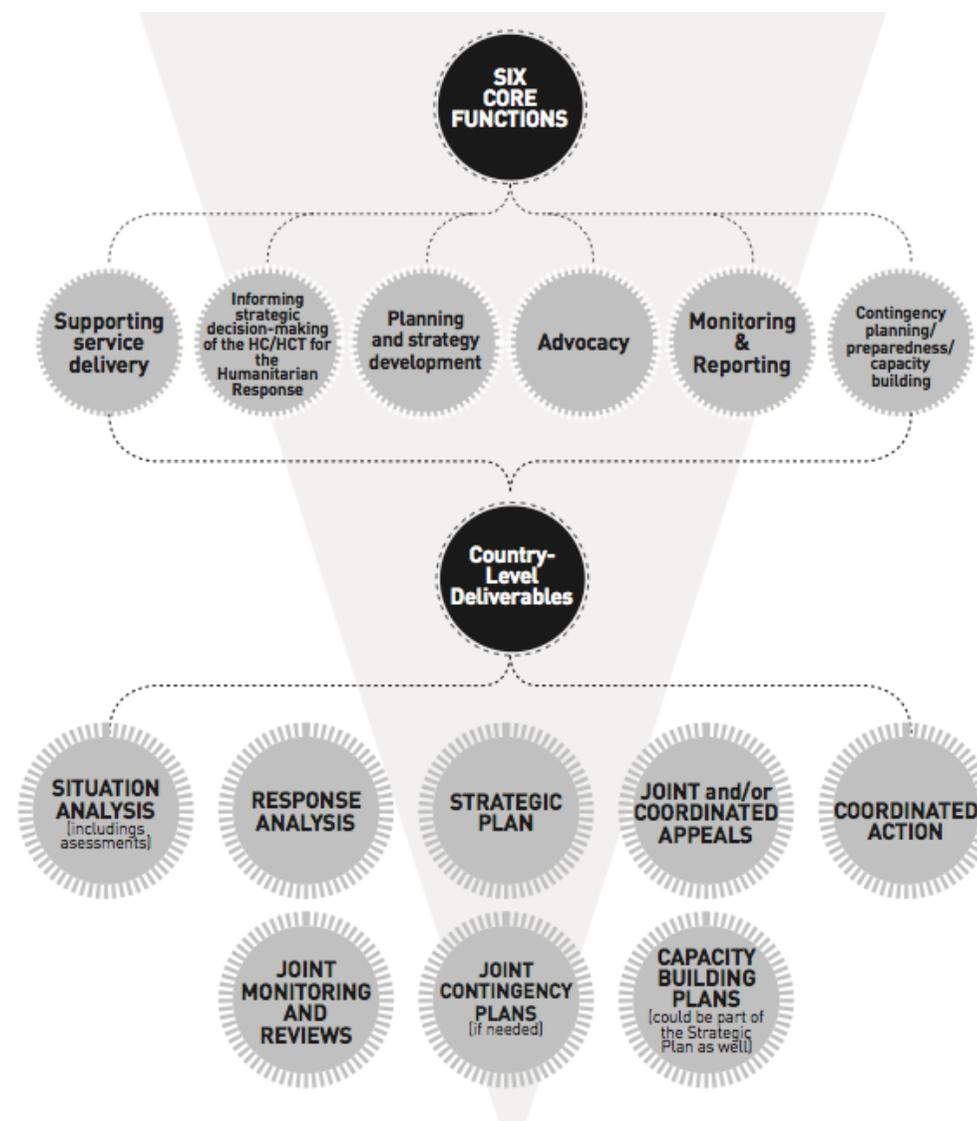
- Coordinated assessments, response analysis and strategic plans developed with the participation of key stakeholders and disseminated in a timely fashion and widely.
- Flash Appeal and rapid response CAP/CERF processes developed and updated with the participation of key partners, integrate FSC inputs and FS Response Plan elements.
- Timely and effective Advocacy Work in place
- Make sure that monitoring mechanisms to follow up on humanitarian crisis and identify FS gaps and critical issues are in place
- Capacity building and contingency plans developed according to previously identified capacity gaps and through risks analysis.
- Completion of the coordination performance report, as per the program monitoring cycle.

Core Functions/ Deliverable (s)	What (Main Tasks)			Who (Responsibility)					When (Deadline)
		OCHA	CLA	g-FSC	CC	IM	Partner	Adm.	

1- Supporting service delivery									
An effective FS coordination mechanism involving partners and national actors (In-country FSC in place and functional)	Establish the necessary cluster operational systems to guarantee a secure and quality service delivery (office, communications, transport, staff, etc.)				X	X		X	Week 1
	Be engaged and/or lead the process of establishing/reactivating the Cluster (according to IASC guidance)		X		X	X			
	Engage in necessary briefings and establish key initial contacts with stakeholders				X	X			
	Implement priority actions (according to the "48-hour Checklist" of the FSC Coordination Handbook – page 60) http://fscluster.org/document/fsc-handbook-draft-3-final-web				X				
	Draw up a first week/days action plan including all the key prioritised tasks that must be implemented in collaboration with the CLAs				X				
		OCHA	CLA	g-FSC	CC	IM	Partner	Adm.	
	Arrange visits and meetings with key actors and encourage them to be proactively integrated within the FSC.				X				
	Encourage and organize Cluster and Inter-Cluster Coordination in order to avoid duplications and promote synergies and collaboration amongst partners and clusters.	X			X				
	Organize and facilitate regular cluster meetings according to humanitarian context (especially during the first week)				X	X			

		OCHA	CLA	g-FSC	CC	IM	Partner	Adm.	
	Establish sub-national level clusters where appropriate.	X	X		X				
	Implement monitoring mechanisms to review the progress and performance of the FSC				X	X			
	Establish a regular reporting routine (according to information needs/demands from HC, HCL, CLA , OCHA, partners and other key stakeholders)				X	X			
	Develop a funding strategy for the cluster between the CLAs and finalise a CLA agreement to allow for cost sharing between the CLAs; Embed the strategy in the resourcing infrastructure of either WFP/FAO (i.e. EMOP, SO – Special Operations, etc.)		X	X	X		X		
	Establish a set of criteria among the CLAs, OCHA and cluster partners/members for when the cluster should be disbanded		X				X		
Information management mechanisms that actively include partners and national actors	Undertake an IM Capacity Assessment/Analysis				X	X	X		First two weeks
	Designate and identify an IM Focal Point and facilitate IM (when necessary)				X				
	Lead the process to set up an FSC IM System (according to procedures and steps included in the FS Coordination Handbook)				X				
	Collect, process and analyse data for the FSC (according to the tasks and procedures described in the FS Coordination Handbook)				X				
	Disseminate FSC Data and Information to key partners and stakeholders (according to standards and guidance provided in the FS Coordination Handbook)				X				
	Undertake "Mapping" of Food Security Actors and share the information with key stakeholders at all times.				X				
	Prepare reports supported/accompanied with maps and using GIS				X				
2- Informing strategic decision-making for the HC/HCT during the humanitarian response									
Coordinated assessments, response analysis and strategic plans developed with the participation of key stakeholders and disseminated widely and in a timely fashion.	Draw up and agree with key partners a preliminary Planning Scenario (24-72 hours) and urgent tasks.				X		X		First two weeks
	Propose and promote joint FS assessments with the participation of key partners and stakeholders using common formats and tools				X		X		
	Encourage and facilitate harmonised FS assessments according to pre-agreed common standards when joint assessment is not feasible.				X		X		
	Support and, when feasible, facilitate or promote inclusiveness in the Rapid Initial FS assessment missions (week 1-2) and complementary In-Depth FS assessments(week3-4)		X		X		X		
		OCHA	CLA	g-FSC	CC	IM	Partner	Adm.	
	Ensure FSC participation in any assessments such as the MIRA (Multi cluster/sector Initial Rapid Assessment).	X	X		X		X		
	Collect and consolidate information resulting from the FS Joint or harmonized assessments and share it with HC/CLA and other key stakeholders (clusters, Government, etc.)		X		X		X		

		OCHA	CLA	g-FSC	CC	IM	Partner	Adm.	When (Deadline)
	Develop and agree a joint situation analysis and update the preliminary planning scenario with the information of different assessments and participation of FSC partners and other key stakeholders.				X		X		
	Develop and agree a joint response analysis based on the previously agreed situation analysis.				X		X		
	Collect information for food security assessments and establish a cluster strategy that addresses the different food security needs of the affected populations (disaggregated by sex and age), allowing the different cluster members to see how their responses contribute to the overall response.				X		X		
	Implement appropriate short-term monitoring/follow up activities in order to identify gaps an avoid duplications within future strategic plans.				X		X		
	Develop a Joint Strategic Plan as the main reference for future funds allocation				X		X		
Flash Appeal and rapid response CERF processes developed and updated with the participation of key partners, integrate FSC inputs and FS Response Plan elements.	Prepare the Rapid Appraisal to inform HCT about FS Immediate needs		X				X		
	Participate in the HCT meeting to decide on the Flash Appeal (FA)/CERF		X						
	Draft one-page FS Response Plan to be integrated in the FA/CERF				X				
	Inform, invite and share templates with key partners for them to submit proposals for the FA/CERF				X	X	X		
	Submit key information to be integrated in the Flash Appeal/CERF				X	X	X		
	Convene the Strategic Advisory Group (if a "SAG" already exists) or form task group to select projects to be included within the FA				X		X		
	Liaise with other Clusters for complementarity/coordination in order to avoid duplications and gaps in the package of projects included in the FA/CERF requests.				X				
	Submit the FS response plan to the Humanitarian Coordinator (HC) including a list of all the selected projects and applications to be included in the FA and CERF Application				X				
	Ensure mechanisms to update and further develop the FS response plan and update the FA/CERF applications according to rapid assessment and initial situation analysis.				X		X		
	If Consolidated Appeal (CAP) is agreed motivate and facilitate partners participation and ensure FS strategies and projects are integrated within the process.				X		X		

4. Advocacy

		OCHA	CLA	g-FSC	CC	IM	Partner	Adm.	When (Deadline)
	Advocate for an effective funding strategy		X	X			X		
	Establish a standing working group for advocacy work integrating capacities and expertise within the FSC				X		X		

		OCHA	CLA	g-FSC	CC	IM	Partner	Admin	When (Deadline)
Timely and effective Advocacy Work in place	Identify main issues for which advocacy and communications are required and develop advocacy strategies accordingly				X		X		
	Ensure the production of quality FS reports and bulletins, which highlight FS critical issues				X	X			
	Ensure the production and dissemination of "easy to understand" advocacy materials for the general public and not food security specialists.					X			
	Participate actively in the planning and execution of multi-sector advocacy and communications strategies				X		X		
	Contact and maintain regular communication with local donor representatives, foundations and potential private-sector donors to explain FS priorities and resource needs				X		X		
	Alert the HC, HCT, OCHA and CLA headquarters of any critical FS gaps that need urgent action.				X		X		

5- Monitoring and Reporting

		OCHA	CLA	g-FSC	CC	IM	Partner	Admin	When (Deadline)
Monitoring mechanisms to follow up on humanitarian crisis and identify timely FS gaps and critical issues are in place	Identify together with FSC partners a set of key FS indicators (Incorporating issues pertaining to sex, age, disabilities, gender and protection) to be regularly monitored at different levels.			X	X		X		
	Develop and implement reporting formats which are simple, concise and adapted to context.				X	X			
	Encourage and establish clear and simple mechanism/procedures for the transmission and collection of reports from different levels and partners/actors.				X	X			
	Ensure key information/reports are delivered in a timely fashion to OCHA/CLA and that all feedback is shared with the relevant actors.				X	X	X		Since Week 1
	Ensure monitoring mechanisms support the national reporting system (if existing) and link to monitoring systems of other partners.				X	X	X		
	Ensure enough resources (human and material) for the collection, analysis and dissemination of monitoring information and findings. Ensure that monitoring includes sex and age related data.		X		X				
	Ensure that monitoring findings are published promptly and delivered regularly to decision-makers and all main stakeholders (HC, CLA, Governments, NGOs, etc.)				X	X			

6- Contingency planning/preparedness/capacity building

		OCHA	CLA	g-FSC	CC	IM	Partner	Admin	When (Deadline)
Capacity building and contingency plans developed according to previously identified capacity gaps and through risks analysis.	Call FSC partners and selected stakeholders to identify possible contingencies				X	X			According to humanitarian context
	Prioritise contingencies and write an "ad hoc" FS contingency plan involving key partners			X	X		X		
	Disseminate Contingency Plan amongst FSC partners and other key actors.								
	Identify and implement, specific short-term capacity building actions according to expertise and resource gaps identified during the contingency planning process.		X		X	X	X		
	Ensure regular review of contingencies/scenarios and permanent monitoring of contingency stocks.				X		X		
	Timely inform HC, HCT and CLA of any capacity/resource gap that needs urgent attention.				X				
	Liaise with other CCs and jointly identify gaps in order to optimise contingency planning and capacity building actions.				X				