

**COMMUNITY ADVISORY COMMITTEE**

**Terms of reference**

1. **Purpose:**

The community advisory committee will act as a medium between implementers and the targeted community. They will be responsible for passing forth all community concerns, suggestions and feedback. Furthermore, the committee will be responsible for initial targeting, meaning indicating vulnerable households in need of assistance. This list will be verified by activity implementers.

1. **Members:**

The committee must represent different demographics and made up of a diverse group of individuals and must have between 8-10 members, ideally composed of:

* At least 50% women - **mandatory**
* At least 2 members between the age of 18-25 – **mandatory**
* If possible, 1-2 members 60 years or above, or representing elderly populations – **preferable**
* **Community leaders may not be part of this committee.**

1. **Membership duration:** each committee will have a validity of two years and new members must be selected every two years.
2. **Composition:** the committee must have one committee leader, who will in responsible for organizing meetings, taking notes of relevant points. However, this person will not be a decision maker, all decisions need to be agreed by the committee as a whole.
3. **Specific responsibilities:**

* Come up with a list of vulnerable households based on the vulnerability criteria and number of HHs to be selected;
* Assist in communicating any need for revision of the vulnerability criteria where necessary;
* Be a medium between community and implementers, passing any complaints, feedback or suggestions from community members to implementers’;
* Assist in organizing registration, verification or distributions to community.

1. **Sensitization messages for community on committee selection:**

* It is important to ensure the community voice is heard at all times. This committee will direct all community concerns to implementers or district authorities as appropriate.
* Every two years, if there is need for intervention, a new committee will be selected.
* Committee members should make themselves accessible by the community and should listen to concerns of community members and share with the responsible actors.
* The committee must meet before interventions/activities are planned and is encouraged to meet every month during distribution period to raise any concerns/challenges being faced.
* All members are free to voice their own opinions and concerns, however a consensus much be reached between committee members on all issues, meaning in cases where there is disagreement, the committee should follow what the majority favour.
* The committee leader is merely responsible for logistical and administrative arrangements but cannot overrule what the majority says.
* Community leader may not be part of the committee for their own benefit to ensure that:
* Community leaders are not blamed by their community for selecting some households and not others or for not following up on concerns on the community;
* Different groups within the community are represented;
* Accountability and transparency, ensuring that processes are spread out between a large number of people rather than just one person.
* This is in no way to imply a change in the position of the community leader but rather to ensure they are not blamed for any mishaps.