The Cluster Coordinator:

Roles & responsibilities
IN BRIEF

PRIORITY TASKS for cluster coordinators:

Facilitate coordination at national and sub-national level
Facilitate Needs assessments and analysis
Avoid gaps and duplications
Lead Cluster Strategy and workplan in consultation with members
Manage information content and flow
Promote appropriate technical standards
Monitor Cluster performance
Build capacity of partners where needed
Mobilize resources and advocate
Report
Effective coordination mechanisms

Identify key sector stakeholders including national and international organizations, and representatives of affected populations where possible.

Ensure coordination with national authorities. The Cluster Coordinator will either represent the cluster at sectoral meetings led by national authorities or co-chair cluster meetings with national authorities as appropriate.

Ensure that cluster meetings are well-managed and action and results-oriented, with decisions clearly communicated to relevant cluster partners and stakeholders.

Facilitate agreement on an efficient division of labour and the assignment of responsibilities amongst cluster partners. Designate focal points or working groups for specific issues where necessary. Designate a SAG (Strategic Advisory Group) where needed.

Represent the cluster in inter-cluster coordination fora as appropriate.
Preparedness and capacity-development

Lead early warning, contingency planning, and emergency preparedness efforts;

Together with cluster partners, undertake capacity mapping and gap identification exercises to develop a capacity-development strategy for the sector.

Identify the training needs of cluster partners and communicate them to the Cluster Lead Agency/s.
Needs assessment, analysis, prioritization and planning

Ensure that the cluster covers all the identified and evolving sector needs of the affected population

Facilitate joint field missions, needs assessments and analysis among cluster partners and participate in joint inter-cluster needs assessment exercises as appropriate

Ensure that the response plan of the cluster is updated regularly according to evolving needs and that it establishes indicators by which performance of the cluster can be measured.

Ensure that cluster strategies are adequately reflected in Flash and Consolidated Appeals.

Inform the CLAs of any critical gaps in the response that cannot be covered by any cluster partners and that require the Cluster Lead Agency to intervene as Provider of Last Resort;
Integration of cross-cutting issues

Raise awareness of and promote the integration of agreed priority cross-cutting issues (e.g. age, environment, gender, HIV/AIDS and human rights) in cluster/inter-cluster needs assessments, analysis, planning, implementation and monitoring.

Work or designate focal points if necessary, call upon global cross-cutting issue focal points to support the effective mainstreaming of these issues within the response.

Follow up with integration at inter-cluster level
Facilitate discussion and agreement on the use of common standards and tools among cluster partners.

Promote response harmonization

Promote awareness of and adherence to relevant policy guidelines, codes of conduct and examples of good practice by all cluster partners

Ensure to the extent possible that cluster partners use common standards and tools for information collection/sharing and data management, including in needs assessments and monitoring
Facilitate reporting and information sharing, both within the cluster and with other clusters through inter-cluster coordination mechanisms.

Work closely with the IMOs on: contact list management and collecting 3 or 4W information from partners, ensuring it is shared with the inter-agency body.

Overview and work closely with IMOs on dashboards, bulletins, etc.

Ensure that updated and relevant cluster-specific information is shared with the gFSC team, gFSC website, and shared with general inter-cluster reporting including common web platforms, Situation Reports and other reporting mechanisms.
Advocacy

Identify core advocacy concerns for the sector and take initiative by developing advocacy papers (where needed), and include advocacy key messages to broader advocacy initiatives (HC, the Cluster Lead Agency and other relevant actors);

Ensure participation of donors at Cluster meetings and be pro-active on bilateral meetings with donors;

Following consultation within the cluster, provide leadership and strategic direction on prioritization of project proposals (if needed) and common criteria for inclusion in Consolidated Appeals, Flash Appeals, CERF and HPF requests and other inter-agency funding appeals;

Ensure that agreed cluster strategies and priorities are adequately reflected in appeal documents.