



Tool

Capacity strengthening Community protection structures Material support
Roles and responsibilities Selection of volunteers

📍 République centrafricaine

Terms of reference

Roles and responsibilities of community protection committees (CPCs)

By Oxfam's gender-protection team

Justification

When it comes to implementing protection interventions in a context of emergency or humanitarian crisis, it is important that it is the community members themselves who take action to guarantee their own protection. The community-based protection approach is often used to strengthen communities' self-protection capacities. It enables the creation of protection mechanisms/structures that will be run by the affected communities, equitably (with the active involvement of women and men) and with the necessary technical support. This approach is part of a logic of proximity and participation and engages the communities, who then become the principal actors of their own protection and security in a crisis situation.

Implementation process

The creation of these community structures is based on a participatory process, via inclusive consultation and dialogue sessions with the communities in question. They rely on the active participation of leaders and local authorities concerning their protection and security, in order to help them to understand what they need to get organised. Discussions are held according to jointly established criteria, and result in a choice made by the members. The issue of unpaid and voluntary work is also an important element of the process and needs to be discussed. The entire community, as well as the individuals who will be chosen to become members of the structure, must accept and commit to it on an unpaid and/or voluntary basis. This voluntary/unpaid work is considered to be a significant contribution. In practice, it will consist of the implementation of actions that can help members of their community to develop strategies to protect themselves from protection-related threats and risks.

The engagement of a community protection structure (CPS) member rests on the following two key criteria:

1. Being available to respond to the protection needs of members of their community;
2. Agreeing to perform the role on an unpaid/voluntary basis.

In order for CPS members to be effective in their work, they must know what their purpose is, what tasks they will have to accomplish and on what basis they have been engaged. To achieve

this, a programme of reflection will have to be carried out with them, so that together they can define their key roles and responsibilities, and thus get to work. This reflection programme also includes training sessions and workshops in the domain of protection in general, from the perspective of an emergency context.

Roles and responsibilities of CPCs

The main objective of a CPS is to help improve civil security in a crisis context. In practice, this structure undertakes, through its members, to implement actions to provide assistance/guidance to people who need protection. It will also help to improve the knowledge and ability of communities to face protection-related risks, and contribute to reducing risks and threats. Communities are the main drivers of change and play a key role in creating a climate of security.

The members of a CPC are responsible for implementing individual and community protection interventions in their zone. Their work also involves carrying out reception and referral tasks, day-to-day monitoring of protection cases referred to care structures, and sensitisation to protection-related threats and risks. The detailed duties of the CPC members are as follows:

- Set up and run reception spaces and an administrative office managed by five members, selected equitably;
- Protection monitoring: identify and collect information relating to the protection situation (protection risks and incidents, population movements, etc.) of populations in the intervention zone;
- Update maps of basic social services (medical, psychosocial, legal, etc.) with their location and access conditions;
- Identify main human rights violations;
- Set up and implement a community protection action plan with sensitisation and advocacy activities;
- Listen to, advise, guide and refer protection cases;
- Strengthen the capacities, knowledge and skills of the communities concerning protection threats, as well as behaviours to be adopted.

Principle of unpaid/volunteer work

The community protection approach is based on the principal of unpaid work, which means that the members of CPSs must be informed of the total absence of any kind of financial reward in exchange for their work or the fulfilment of the roles and responsibilities assigned to them.

Formal provisions

In order to formalise this commitment, each CPS member must sign a document committing them to work on an unpaid/voluntary basis, dedicating themselves with respect, interest and motivation to fulfilling the roles and responsibilities assigned to them. It should also be noted that all members have the right to withdraw from the structure for any reason whatsoever.

Support necessary to fulfil the roles and responsibilities

All organisations that have helped to set up the CPCs are obliged to provide the technical and financial support necessary for members to be able to safely and effectively fulfil the different roles and responsibilities assigned to them.

The CPS members must specifically receive the following forms of support:

a. Technical support

The organisation in question will provide technical support to CPS members in various forms (continuous training, regular monitoring, etc.).

The following training modules will be provided:

- Humanitarian protection
- Fundamental principles of human rights
- Secure planning
- Gender-based violence
- Collecting information about protection incidents and referrals
- Conflict management and resolution
- Mapping care services
- Techniques for facilitation, sensitisation and use of information, education and communication (IEC) material
- Other modules, as needed.

Regular coaching must be provided to CPC members, as frequently as is deemed necessary. This coaching should be provided by the people concerned, in the capacity of community mobilising agents, facilitators, supervisors, activity leaders or other senior staff in the protection sector, particularly in the planning and organisation of mass and proximity sensitisation activities. This includes monitoring activities concerning protection.

b. Material support

The organisation in question must make the following materials available to CPC members:

- Office equipment and supplies necessary for the proper functioning of the committee: a register, pens, notebooks, highlighters, paper, marker pens, glue, a stapler, a table or desk, chairs, benches, incident registration and referral forms, etc.
- Training kits, transport costs, phone top-up vouchers, in-session refreshments (water, snacks, meals), training manuals.
- Visibility accessories for each member, particularly T-shirts, banners, leaflets, posters, stickers, megaphones and other gadgets need to carry out their sensitisation activities.
- Financial support by means of a collaboration agreement signed between Oxfam and three CPC members to implement sensitisation activities.

c. Other forms of support

To the extent that it is possible to ensure sustainability, the organisation in question may arrange the following provisions for CPC members:

- Implementation of income-generating activities (IGAs) for the benefit of CPC members in order to ensure the functioning of reception spaces by using the income generated;
- Development of a partnership with other organisations (education, healthcare) for the provision of free care for CPC members, for example;
- Issuance of certificates of services provided and participation in different training sessions;
- Participation in specific activities (surveys, censuses, community distribution);
- Taking them into account as beneficiaries of the different distributions.