**TERMS OF REFERENCE**

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| **TEAM 3 (2 persons)** | **Field Coordination** |
| Name of participants:-- | Coach* Ridwan
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| **Objectives****1/ Ensure effective coordination among the three other teams based on their respective objective****2/ Ensure appropriate representation and coordination with external stakeholders (media, donors, local authorities, traditional leaders, etc.)** |

Preparatory tasks on Thursday 26 May 2016

* Coordinate the preparation of the three other teams
* Prepare a press release (with focus on inclusion)
* Hold a coordination meeting to validate all plans. This includes:
	+ Validate the menus
	+ Validate the site map
	+ Validate the additional activities around the food distribution
* Hold a meeting with Ngantuk Head of District and Sambiltidur Mayor as well as traditional leaders at 20.00 hrs to brief them on the operation

Friday morning (08.00 – 13.30)

* Organize briefing between 08.00 and 09.00 hrs
* Ensure overall coordination among the three other teams
* Handle media, donors and local authorities as needed

**CHECKLIST**

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| * Principles and rules
* Standards
* Information sharing among teams
* Nominate team leaders?
* Refer to IFRC Minimum Standard Commitments to gender and diversity in Emergency programming!
 | * Time management
* Logistic needs (command post?)
* Menus, site map, distribution services, registration – check inclusiveness. Are any groups being left behind?
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