

## TERMS OF REFERENCE

### REGIONAL SHELTER CLUSTER COORDINATOR

#### BACKGROUND AND CURRENT SHELTER CLUSTER STRUCTURE

The Shelter Cluster (SC) consists of a National SC, Regional SCs and Working Groups (mainly short-term). At the National level, the SC consists of a Secretariat, a Cluster Review Committee (CRC), a Strategic Advisory Group (SAG) and a Sustainable Shelter Solutions WG.

Due to the lack of dedicated staff at both national and regional level, the Secretariat of the SC is limited to providing inputs to the 4W matrix, the dash-board, CHF allocations, CAP revisions and sharing of information. Furthermore, no shelter partner has dedicated any staff member to shelter coordination. UN and NGO members on the Strategic Advisory Group provide a certain amount of support as part of their regular work, more out of interest and not due to any institutional decision. Therefore, the SC is limited in resources and is not able to provide the necessary time and dedication to:

- Make in depth analysis
- Give in depth guidance on strategic visions,
- Advocate for more sustainable and durable approaches
- Steer the working groups

At field level, there is limited continuity of the cluster activities due to several reasons. The SC is chaired by a UNHCR international staff who not only has other tasks but more importantly does not have access to the field and speak Somali. Furthermore, there is limited knowledge and capacity within UNHCR regarding shelter to steer the cluster towards improved programming, strategic thinking and information sharing. The International NGOs have taken a strong role in the past as technical support to the cluster when a joint evaluation or needs assessment is necessary.

#### JOB TITLE AND PURPOSE OF THE JOB

To strengthen the SC structure at field-level, the shelter partners will take on board some of the tasks of the SC at field level. In a first stage, the Regional Shelter Cluster Coordinator (RSCC) would be dedicated for 50% to the shelter cluster with a core set of expected tasks. The ToR also provides desirable tasks that could be taken on board depending on the work-load and depending on the engagement of the shelter partner.

Both the lead agency and SC members are able to take on board such a role on a volunteering basis and upon approval of the SAG (see annex recommended Shelter Cluster team structure). The Regional SC(s) would oversee a specific geographic area and, in consultation with the National SC, can determine which working groups or task forces that it wishes to establish. If different organisations are applying for the same geographic area, the organisation with the strongest capacity in the field will be appointed through the SAG.

<b>Purpose of the job</b>	To provide leadership and facilitate the processes that will ensure a well-coordinated coherent,, and effective Shelter/NFI response in Somalia by a mobilized and adequately resourced group of stakeholders.
<b>Job-title:</b>	Regional Shelter Cluster Coordinator
<b>Reports to:</b>	Shelter Cluster Coordinator (based in Nairobi/Mogadishu)
<b>Duty Station:</b>	See locations “ <i>recommended shelter cluster Somalia regional structure</i> ”
<b>Level:</b>	National Staff

## RESPONSIBILITIES

It is the role of the RSCC to ensure that the SC objectives (see ToR Shelter Cluster Somalia) are attained through the combined efforts of him/herself, of the SC secretariat and of the SC partners. It is assumed that the RSCC would be 50% dedicated to duties of the SC. The exact tasks and responsibilities will depend on the nature, size and scope of the shelter interventions undertaken, as well as the existing capacity of the National Government and the International Community.

The RSCC will set up a system of field focal points to ensure to have a rapid response information system in place. In cooperation with the SC Secretariat, the RSCC will identify the priority regions where field focal points will be needed. The RSCC will ask inputs from the field focal points on an ad hoc basis.

If present and possible, the RSCC will support the Government to take a stronger and key role in the Cluster, especially in regards to the Land Tenure component where the government will take full responsibility. The main tasks of the RSCC will be to:

1. Provide leadership and guidance to the implementing shelter agencies through a consultative process in the field. Through strong liaising with the Secretariat of the SC, he/she will ensure a principled response adhering to common agreed standards and principles, including the promotion of community based approaches.
2. Maintain appropriate effective coordination mechanisms that have been agreed at national level to reduce duplication. Other non-traditional shelter partners will be specifically targeted (OIC, Turkish and Arab NGOs...).
3. Involve the partners at field level in any funding decisions and any other plans that may affect the field, including strategy and policy decisions made at the Nairobi level.
4. Identify advocacy concerns and improve the understanding of the cluster system, including the sharing of good practices.
5. Maintain adequate monitoring systems to review the IMPACT of projects.
6. Strengthen the capacity of the shelter cluster partners with support from the Shelter Cluster Secretariat.

% dedication		Activities	Deliverables
NA	1.1	Disseminate information that comes from the SC Secretariat to the partners in the field.	*Emails
DESIRABLE	1.2	Set-up working groups/task forces to adapt guidelines/standards/tools to the reality of the field in close partnership with the shelter stakeholders (including government, shelter partners and beneficiaries)	*Working Group minutes
5%	1.3	Provide inputs whenever asked by the SC Secretariat on specific cross-cutting issues for his area of operation (especially site planning, HLP and environment)	*Emails
NA	2.1	Identify and build relationships with cluster and other key partners, including relevant local authorities.	*Summary of meetings
5%	2.2	Invite the partners and facilitate the monthly (and ad-hoc) field coordination meetings to share information and identify common problems. If problems cannot be addressed at field level, request support from the SC secretariat.	*Monthly minutes of meeting
5%	2.3	Secure commitments from the members in responding to identified and prioritized needs and filling gaps, ensuring an appropriate distribution of responsibilities.	*2-pager Plan of Action.
8%	2.4	Facilitate discussions among partners at field level to find solutions/typologies through collective thinking and consensual decision-making (including the piloting of typologies, pushing locally acceptable construction techniques, looking into market capacities).	*Common agreed typologies *Overview of traditional dwellings *Shelter market analysis conducted
7%	2.5	Provide support to REACH when doing the Shelter Cluster	*REACH Shelter Cluster Review

		Review, coordinate joint assessments (inclusive analysis) through the mobilization of the partners AND provide inputs for the IM officer (including GPS locations and mapping).	*Overview maps per area (with support of IM officer) *FACT sheet per area (inclusive priorities of the shelter cluster) *detailed maps per settlement (with support of IM officer)
DESIRABLE	3.1	Act as a focal point for inquiries on the Cluster Response Plans and operations, including raising shelter-related concerns in the field.	*Inputs on CAP mid year review and CHF allocations.
5%	4.1	Conduct a market capacity assessment and identify the possibility of using cash/voucher systems, with the support of the SC Secretariat.	*market analysis done *Pilot of cash/voucher approach.
5%	4.2	Map out the different traditional/vernacular architecture typologies in the respective geographical area.	*Uploading of the different typologies on the UNHCR on-line platform
NA	4.3	Interact closely with other clusters for cross-cutting issues and ensuring that the main protection issues are addressed (gender, WASH, livelihoods, site planning...)	*meetings
DESIRABLE	4.4	Advocate for the rights of the IDPs regarding HLP issues and the search for durable solutions in close collaboration with the SC Secretariat.	*1-pager overview of HLP issues in the field
5%	5.1	Update regularly 4W matrix (standard template) through an evidence based approach (direct monitoring in the field)	*Monthly updated 4W matrix
DESIRABLE	5.2	Promote a common and joint system of reviews, assessments and evaluations based on transparency, accountability and objectivity.	*Regular joint evaluations and monitoring
DESIRABLE	5.4	Evaluate the IMPACT of past activities, including lessons learned.	*1 evaluation done in 2013 on permanent shelter projects.
5%	6.1	Provide leadership, act as the focal person in emergency response and ensure a quick response mechanism is in place (floods, fire-outbreaks, new displacements, evictions, relocations,..)	*Contingency plan updated during month of September. *Reports on emergency responses
DESIRABLE	6.2	Train cluster partners and local authorities on the guidelines, standards and tools, with the support of the SC secretariat.	
DESIRABLE	6.3	Training on the utilization of participatory and community based approaches, HLP issues and general site planning, with support of the SC Secretariat.	*1 training on community participation *1 training in HLP *1 training in site planning *Role-out of guidelines and pilot for community participation.

### Qualifications and competencies

Although a qualification in shelter-related education would be preferred, experience in coordination and the shelter sector may substitute for higher degree qualification.

It is expected that he/she has a very good knowledge and familiarity in the geographic and sectorial area he is in charge of and furthermore shows strong skills in leadership, coordination and information management skills combined with a sense of analytical thinking and analysis. The following core competencies are required:

- Strong team-building skills
- Fluency in English and Somali, both verbal and writing
- Good level in computer skills: word, excel and powerpoint.
- Strong negotiation and inter-personal skills