

# MEMORANDUM

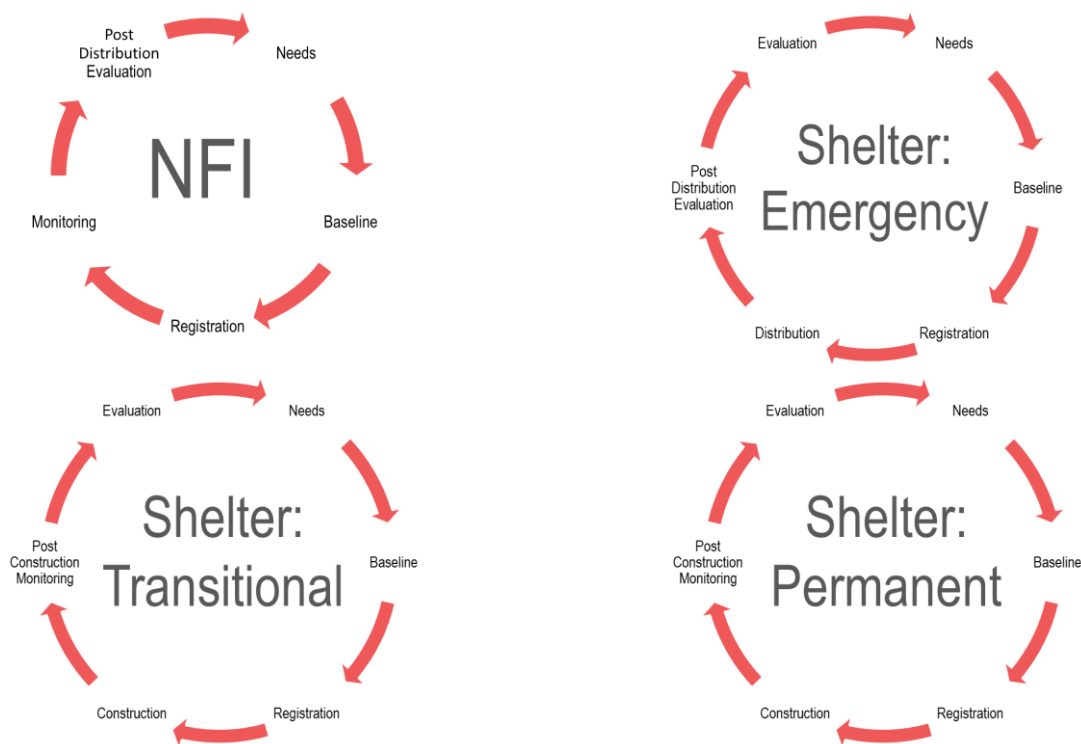
## External

**Date** 29 October 2014  
**Subject** Somalia Shelter Cluster Monitoring & Evaluation Framework

This memo serves to update the Technical Working Group of the Somalia Shelter Cluster on the cluster monitoring and evaluation framework that REACH is leading. The memo provides a summary of activities conducted to date and the plans for rolling out the next stages of the framework through consultation and engagement with the working group.

<p><b>Review of Activities to Date</b></p>	<p>REACH facilitated a workshop on August 3rd and 4th to acquaint working group participants with the plans for the framework and to get input on the indicators that would be used in the framework. These workshops produced a great deal of useful feedback on the indicators. The feedback has been incorporated into the overall framework and will be presented at next month's technical working group meeting.</p>
<p><b>Next Steps</b></p>	<p>In order to develop the appropriate tools for each stage of the shelter response program cycle, REACH plans to engage the working group on defining each stage of the program cycle and identifying the standard tools that would accompany each stage. A draft of these program cycles is below. REACH will engage working group members before next month's working group meeting through remote presentations and exercises to further refine the program cycles for each stage of the shelter response and to identify the appropriate tools to be used at each stage. Each of these tools will then be developed using the indicators reviewed at the last working group meeting.</p> <p>Following the refining of the program cycles and tool development, a full guidance document will be developed that outlines each program cycle, the tools to be used and how to use them as well as a description for each indicator. All tools will be coded for the mFieldwork platform before being handed over to the cluster.</p>

### NFI/Shelter Program Cycles



### Workplan

1. SC MONITORING & EVALUATION FRAMEWORK			
Matrix Development		Begin	End
Secondary data gathering	Completed		
Evaluation pilot/assessment - Galkayo	Completed		
First pilot - evaluation and validation workshop: Garowe	Completed		
Drafting evaluation report	Completed		
Preliminary Geneva validation of evaluation report	Completed		
Feedback from SC incorporated	Ongoing	27/10/2014	31/10/2014
Final draft of Galkayo evaluation report validated and published	Ongoing	03/11/2014	07/11/2014
Framework development: indicator matrix	Completed		
SAG meeting - intro to framework and TORs	Completed		
TWG meeting - framework review and revision	Completed		
Framework update	Completed		
Framework circulation Shelter Cluster Coordinator (SCC) and Returns Consortium and Durable Solutions Advisor	Completed		
Framework presentation (SCC, RC/DS Advisor)	Completed		
Framework circulation SAG	Completed		
Second pilot - M&E Workshop Nairobi (SAG and PMs)	Completed		
Framework refining (TWG)	Planned	13/10/2014	14/11/2014
Final Workshop and Handover Nairobi (SAG and PMs)	Planned	04/12/2014	04/12/2014
Tool Development			
Methodology/technical workshop (objectives, geo/sectorial scope, information needs, questionnaire structure, timeframe)	Completed		
Identify tools to be developed for each stage of program cycle (TWG)	Ongoing	03/11/2014	14/11/2014
Develop tools	Ongoing	17/11/2014	21/11/2014
Tool consolidation / Somalia SC consultation and review	Planned	23/11/2014	27/11/2014
Coding of tools onto mField platform	Planned	20/11/2014	28/11/2014
Guidance Document			
Write guidance document	Planned	03/11/2014	21/11/2014
Review guidance document	Planned	24/11/2014	28/11/2014