

TERMS OF REFERENCE

Shelter Cluster Review Committee 2014-2015

I. Duties

The role of the Cluster Review Committee (CRC) is to review Shelter Cluster proposals for funding under the CAP, CHF, or Emergency Reserve. Prior to the project being submitted to OCHA's Funding Unit, the CRC must determine whether the proposal is in line with the Shelter Cluster's objectives.

In order to make such a determination and in collaboration with the Shelter Cluster's Technical Committee, the CRC will determine in advance how projects are to be assessed. How projects are to be prioritised often is pre-determined by the Humanitarian Country Team or the CHF Board. If Clusters are allowed to determine what projects should be prioritised, it will be the CRC, in consultations with the Technical Committee that will draft prioritisation guidelines.

CRC Members will be responsible and must be available for the following key processes:

- CAP 2014 – December 2014 to December 2015
- First CHF Standard Allocation around January 2015
- Mid-year review of CAP 2015 (if project revision is necessary)
- Second CHF Standard Allocation around August/September 2015
- Emergency Reserve on a continuous basis (when consulted by the Cluster Coordinator)

The CRC recommends which projects should be submitted for review by OCHA's Funding Unit. The CRC does not have the final authority as to whether a project will be funded; that authority solely rests with the Humanitarian Coordinator.

II. Decision-making:

CRC Members will work on the basis of reaching consensus. If this is not possible, members will vote and a decision will be made by simple majority. If there is a tie vote, the Cluster Coordinator who ordinarily refrains from voting will cast a vote and the decision will be final. Should a meeting not have quorum, the meeting must be postponed.

III. Tenure:

The tenure for CRC members is one year starting in December 2014 for 12 months. Membership is renewable, and there is no limit on the number of times that membership can be renewed.

It is expected that during the course of a CRC organisation's tenure the same person (or an alternate) will attend CRC meetings in order to ensure consistency.

Due to the fact that the CRC sits in Nairobi, any organisation that wishes to be a CRC member must have staff based in Nairobi who can attend the CRC meetings, or must be willing to incur the costs of the person coming to Nairobi for the meeting.

IV. The CRC is composed of the following:

- Cluster Coordinator
- Two national NGOs;
- Two international NGOs;
- Two UN Agencies (UNHCR and UNHABITAT);
- The Gender Marker Focal Point will be appointed jointly by the CRC members

The Cluster Coordinator represents the Shelter Cluster, not his respective organisation.

V. Process for CRC Membership:

- The Cluster Coordinator will circulate an “expression of interest” email and organisations will be asked to nominate one staff member and one alternate.
- Based on the eligibility criteria (paragraph VI) the Shelter Cluster’s Secretariat will prepare an overview of the nominated agencies.
- With the exception of UN CRC members, (I)NGO CRC membership is done through a democratic vote by the SAG members.
- The SAG proceedings for CRC membership determination are confidential.
- The Cluster Coordinator will publish the results and provide a written explanation as to how the decision was reached.

VI. Eligibility Criteria for CRC Membership:

- 1) Member of the Shelter Cluster as per the Cluster’s Terms of Reference.
- 2) Active participation in the Shelter Cluster at national or field level as demonstrated by: (a) participation at Technical Committee/SAG meetings, (b) previous CRC experience, and/or (c) attendance at Shelter Cluster meetings
- 3) Regular completion of the Shelter Cluster’s 4W;
- 4) Office and presence in Nairobi, or demonstrated ability to return to Nairobi for meetings;
- 5) A good track record demonstrated by successful project implementation; and
- 6) If a previous CRC member, a good attendance / participation record.