



Sub-National ES/NFI Cluster Coordinator - Regional Focal Point

Terms of Reference

Due to the scale of the humanitarian response in Afghanistan and the varied conditions, differing natural events and conflict related displacements in the various areas which require Emergency Shelter/NFI (ES/NFI) assistance, it is appropriate to regional coordination focal points in the country. Their proximity to the field and knowledge of local issues and solutions are an asset for the ES/NFI Cluster to ensure that locally acceptable solutions, with national strategy considerations, are put in place.

In order to assist the focal points in the field, the following ToR's are provided to indicate the activities that are expected of the role from a Cluster perspective. The Regional Focal, with assistance from the Regional Co-Chair and National Cluster coordinator, will have the following functions:

1. Representing the ES/NFI Cluster at Regional national level with the regional government's authorities, state representative's institutions, local and national organisations and donor agencies.
2. Support National Cluster coordinator by providing inputs and information, such as Identifying topics that need special attention at the national cluster level.
3. Lead the Regional Cluster in designing the regional (context specific) plans and in assessing needs and gaps.
4. Strive for a common understanding by all cluster members of the cluster's needs, to ensure that the targets are met.
5. Call regular meetings as required to discuss regionally-adapted targets, debate on challenges, monitor progresses, and detect gaps and overlaps with all relevant cluster members active in their respective areas.
6. Encourage timely and accurate reporting by all the cluster members. Ensure that ES/NFI partners in the region are reporting their activities into Reporthub platform.
7. Promote attention to vulnerable groups and cross cutting issues.
8. In conjunction with the national coordinator, advocate on funding and materials needs for partners to address identified gaps.
9. Promote good practice within the ES/NFI Cluster, including participatory approaches.
10. Represent the interests of the Regional Cluster in internal strategic and planning discussions with the lead agency, UNHCR.
11. Liaise with the local IDP Taskforce (or it's equivalent), if one is in operation in the region, in order to minimise duplication of approach and give Cluster clear updates on how the two interact in responses.
12. Contribute in the preparation and revision of contingency planning and preparedness processes at regional level.
13. Disseminate, promote the use of and explain the use of strategic tools produced by the cluster (e.g. common needs assessment tools, monitoring tools, ES/NFI strategy, technical guidelines, etc.).
14. Identify new partners and share information with them.
15. Manage a contact list of ES/NFI actors working in the region and ensure that their representative at the national level register on Cluster mailing list found on the cluster's Website.



16. Ensure that an up to date stock list of materials available from agencies in an emergency situation. (Currently 3 monthly, but should be monthly?) is maintained and report any gap to the Cluster Coordinator
17. Provide inputs and advice to the Information Manager in relation to the needs and requirements of the Regional Cluster, such as maps, processing of assessment information and sharing stocks and 3w's.
18. Liaise with other Regional ES/NFI Clusters in order to maximise coverage with support for displaced populations (new influxes, returnees) who move between zones. Ensure clear and consistent communication between Regional clusters on any matters pertinent to the relevant clusters.