Shelter/NFI Cluster Guidance Note for Ethiopian Humanitarian Fund (EHF)

1. Introduction

This guidance note aims to ensure that shelter needs are addressed collaboratively and transparently, fostering coordination between Shelter/NFI partners while improving accountability to affected populations and offering opportunities for national and international organizations to participate in the response.

The EHF helps to close the gaps in priority locations and address funding imbalances between regions. It complements other funding channels and improves overall coordination with other clusters. For more information, follow the link https://www.unocha.org/ethiopia/allocation-process

2. The EHF Allocation Prioritization

The cluster will define the priority locations for the Shelter/NFI response according to the gap analysis and quarterly prioritization in coordination with Sub-national Cluster Coordinators. The list of priority woredas and prioritized types of intervention will be circulated alongside the EHF Allocation announcement. Similarly, the funding allocation to regions will follow the gap analysis and neglected areas.

3. Shelter Response and Allocation

Based on the Shelter/NFI Cluster strategic plan, the total envelope allocated to the cluster, and the cluster targets (IDPs, Returnees, or Host communities); the cluster will define the Shelter response, the number of households to be reached, and communicate with partners through EHF Allocation announcement email. All proposals must follow the cluster standard kits (Emergency Shelter and Non-food Items, Non-food items, Emergency Shelter Repair Kits, etc.) and budget according to the instructions that will be communicated during the allocation.

In addition, strategic efficiency is a priority of the EHF, i.e., ensuring that funds are allocated in such a way that a reasonable scale impact can be presumed.

4. Roles and Responsibilities

The cluster system, both at the national and regional level, continued to play a central role in the prioritization of allocations and selection of interventions.

The EHF Allocation Document: specifies the exact amount that is available to each priority cluster, humanitarian priorities, criteria for project prioritization, and timeline.

The Shelter/NFI Cluster Coordinator: is responsible for analyzing gaps, identifying neglected areas in the response and gathering information on partners' performance from Sub-national Cluster Coordinators, and circulating Allocation Strategy Paper and invitation to submit Expression of Interest.

Strategic Advisory Group (SAG): is responsible for discussing and validating regional Shelter/NFI allocations by analyzing gaps and other information provided by the cluster. The SAG will shortlist Expressions of Interests (EoI) based on predefined selection criteria (discussed below in section 5).

a) **Membership of the SAG**: The members of SAG consist of elected/volunteer representatives from international NGOs, UN, ERCS, and Donors as observers plus cluster co-coordinator and co-chair.
b) **Conflict of Interest**: SAG members that submitted an EoI will be excluded during the discussion of the specific EoI.

EHF Advisory Board Technical Working Group (ABTWG): Technical Review Committee review project proposal submitted to the EHF. The Cluster Coordinators provide technical advice on proposals and analyses the feasibility and relevance of proposed project activities within the context of cluster criteria, priority locations, and alignment with HRP and the cluster strategic objectives. The EHF representatives within the Technical Review committee also ensure that comments on the budget are given as part of the feedback.

5. Selection Criteria

The SAG will prioritize proposals based on partners' capacity to respond promptly, the proposed implementation approach, partners' demonstrated ability in the past, integrated programming, and innovative approaches.

5.1. General submission criteria

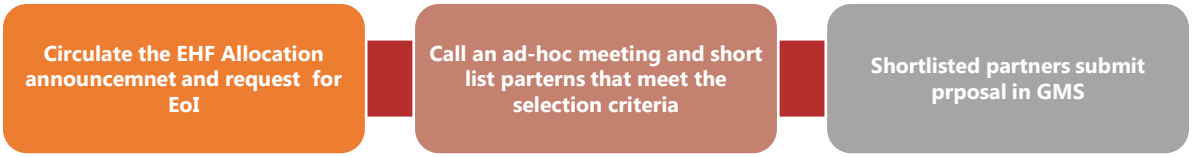
i. Organization/s (National and International NGOs and UN agencies) that are eligible with EHF can apply.
ii. The organization must have been a member of the Shelter/NFI cluster for at least six months and actively participated in cluster coordination meetings either at the national or sub-national level.
iii. Preference will be given to applicants with experience working in the Shelter/NFI sector.
iv. In line with the Cluster strategy, proposals in partnership with national agencies will be prioritized.
v. Partners who have actively reported, shared information, and attended training facilitated by the Shelter/NFI Cluster will be given priority.
vi. Proposals should be aligned with the EHF Allocation Strategy Paper including allocation principals

5.2. Technical criteria

vii. **Effectiveness**: implementation capacity of the organization in terms of timely response, coordination with the Cluster/Sub-national cluster, and the ability to implement in alignment with field Operational Plans. The capacity of the organization in addressing implementation obstacles with approaches beneficial to the targeted community.
viii. **Efficiency:** existing organizational presence in the proposed intervention site (possibly in other sectors); preference will be given to proposals that are complementary to/coordinated with projects in another sector.
ix. **Impact:** Does the organization complement the Shelter/NFI activities with other sectors and funding mechanisms such as RRM, RRF, ERM, CERF, etc.?
x. **Cost efficiency:** experience in abiding by the agreed parameters during previously awarded EHF/CERF projects.
xi. **Accountability:** organizational capacity or experience in streaming AAP in programming and implementation. Does the organization conduct PDMs, PCM, Market Assessment, and share information with clusters and partners?

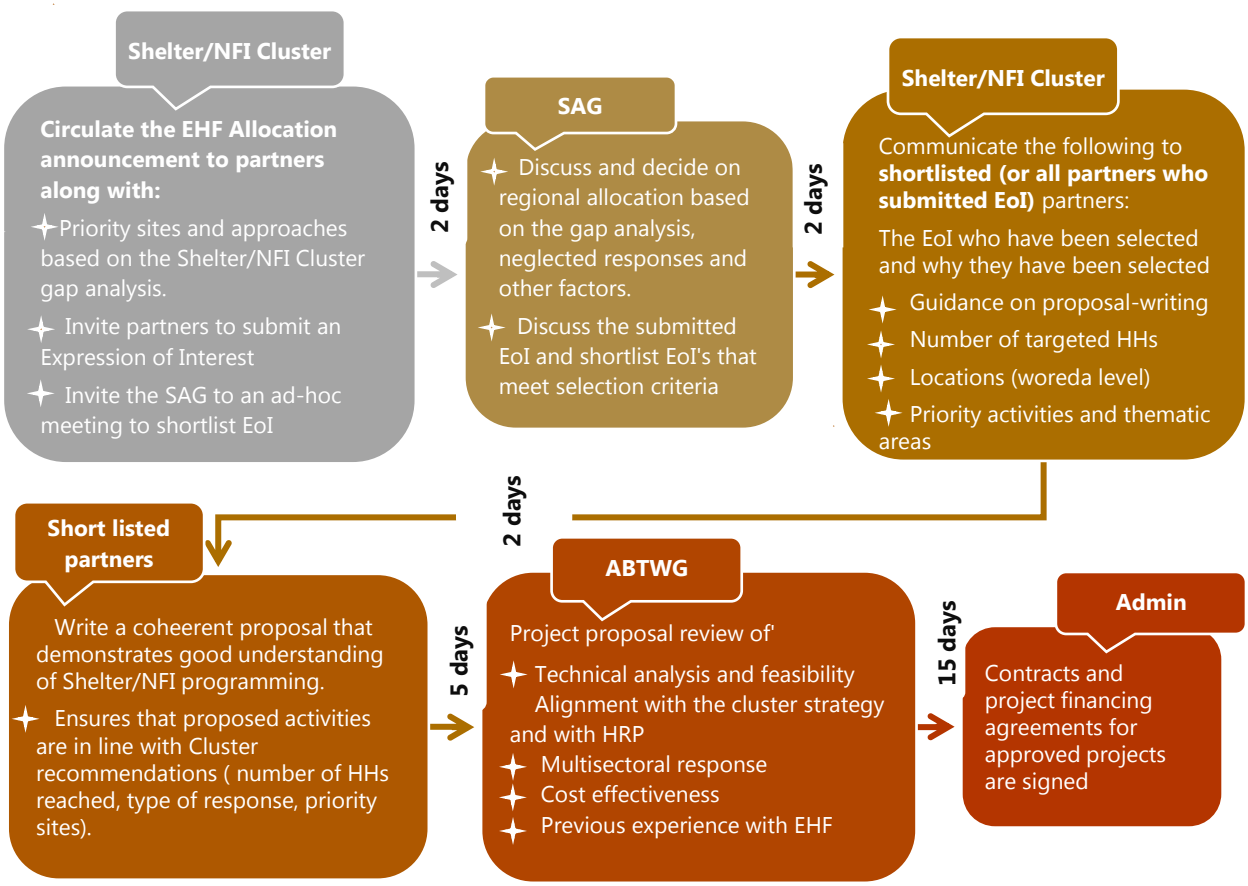
6. EHF Allocations to Regions

In cases of regional allocations, once the envelope for the Shelter/NFI Cluster is determined, the sub-national has the overall responsibility to call an ad-hoc meeting with partners and follow the below steps



7. Process and Timeline

Once the allocation document is published, the cluster will ask interested partners to send an Expression of Interest (EoI) to the cluster. The below sequence of steps will follow to determine the eligibility of partners and proposals.



8. Expression of Interest

The EoI interest has two components, information on the application and the agencies' previous experience and performance.

Agency Information		Proposed Locations			Responses			
Name of the Agencey	If working with National NGO- the name of the NGO	Region	Zone	Werdas	Type of Shelter Response	Amount Applying	No HHs to be Reached	Average cost per HHs
Information on previous activities								