|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Shelter/NFI Cluster Work Plan 2020** |   |  |  |  |   |
|  |  |  |  |  |  |  |   |
|  | Start Date  | 1/1/2020 (Wednesday) |  |  |  |
|  | Coordination Lead  | Shelter/NFI Cluster Coordinator (CC) |  |  |  |
|  | Sub National Coordinators | SC | IMO: Information Manager |
|  | Does not require an end date |   |  |  | SAG: Strategic Advisory Group |
|  |  | **Responsible** |  |  |  |  |
| **WBS** | **Activities** | **Lead** | **Supported By** | **Start** | **End** | **Comments** |
| **1** | **Targeting** |
| **1.1** | Contextualizing distribution guidelines and translating to local language | **CC** | **SC, IOM**  | 7-Mar-20 | 12-Oct-20 |   |
| **2** | **Preparedness**  |
| 2.2 | Explore shared warehousing options/ NDRMO/ INGO warehousing for pre-positioned stocks | **SC** | **NDRMC** | 5-Jan-20 |   |   |
| 2.21 | Pre-position ES/NFI kits at critical hotspots | **CC** | **SC, NDRMC** |  |  |  |
| 2.3 | Improve communication between cluster and the government  | **CC/SC** |  | 5-Jan-20 |   |   |
| **2.5** | **Form a Rapid Response/Emergency Response Team** | **CC** | **SC, SAG** | 1-Jan-20 | 31-Mar-20 |   |
| 2.5.1 | Developing a ToR | **CC** | **SC, SAG** | 2-Jan-20 | 1-Feb-20 |   |
| 2.5.2 | Activated a TWiG to discuss assessment and reporting tools | **CC** | **SC, SAG** | 1-Feb-20 | 15-Feb-20 |   |
| 2.5.3 | Update rapid market assessment tool for emergencies | **TWiG** | **CC, SAG** | 15-Feb-20 | 31-Mar-20 |   |
| 2.5.4 | Develop and disseminate the rapid response workflow (timeline) | **CC** | **SAG** |  |  |  |
| **3** | **HLP** |
| 3.1 | Identify HLP focal points at all coordination hubs. Work with hubs to ensure that partners are aware of ICLA support and HLP approaches | **CC** | **SC** | 5-Jan-20 | 28-Mar-20 | 83 |
| 3.2 | Adopting guideline and tools in coordination with HLP working group | **CC** | **SC** | 5-Jan-20 | 28-Mar-20 | 83 |
| **4** | **Funding** |
| 4.1 | Develop monthly sitreps and circulate with donors | **CC** | **IMO** | 5-Jan-20 |   |   |
| 4.2 | Share donor mapping with partners, including diversification of donors for fund mobilization in case of an emergency | **CC** | **SAG** | 6-Feb-20 | 15-Mar-20 |   |
| 4.3 | Draft Cluster M&E budget and discuss funding with potential donors/partners | **CC** | **SC, SAG** | 1-Jan-20 | 1-Mar-20 |   |
| 4.4 | Explore potential for public-private partnerships | **CC** | **SAG** | 6-Feb-20 | 15-Mar-20 |   |
| 4.5 | Explore rapid response mechanisms to fund emergencies | **CC** | **SAG** | 6-Feb-20 | 15-Mar-20 |   |
| **5** | **Cluster Engagement** |
| 5.1 | Bring donors to cluster meetings/ SAG observers | **CC** | **SC** | 5-Jan-20 |   |   |
| 5.2 | Appoint NGO co-lead at national / subnational level. | **SC** | **CC** | 5-Jan-20 | 15-Mar-20 |   |
| 5.3 | Quarterly workshop to share challenges and lessons learned by a partner | **CC/SC** | **SAG** | 5-Jan-20 | 31-Mar-20 |   |
| 5.4 | Sub-national field monitoring visits at different points in the project cycle with partners, donors and government representatives | **SC** | **CC** | 5-Jan-20 | 1-Apr-20 |   |
| 5.5 | Develop joint M&E plans at sub-national level with partners and government representatives | **SC** | **CC** | 5-Jan-20 | 5-Apr-20 |   |
| 5.7 | Stakeholder mapping and linking of partners to government line offices | **CC/SC** | **SS/CC** | 5-Jan-20 | 15-Mar-20 |   |
| 5.8 | Periodic infographics on the ES/NFI footprint | **CC** | **SC** |  |  |  |
| **6** | **Developing Cluster Technical Guides and Tools** |
| 5.1 | Simplification of PDM tools | **TWiG** | **CC, SAG** | 20-Dec-19 | 15-Mar-20 |   |
| 5.2 | Upload and share standardized Kobo versions of PDM tools and provide Kobo training for partners | **IMO** | **CC** | 20-Dec-19 | 31-Jan-20 |   |
| 5.3 | Update minimum ESNFI kit based on feedback from PDMs | **TWiG** | **CC, SAG** | 1-Feb-20 | 15-Mar-20 |   |
| 5.4 | Review ESNFI assessment tool to capture information about local practices and behaviors related to NFIs (suggestion to work with Protection on this) | **TWiG/SC** | **CC, SAG** | 10-Jan-20 | 1-Mar-20 |   |
| 5.5 | Review full NFI list to increase flexibility and accommodate different contexts and customs | **TWiG** | **CC, SAG** | 1-Feb-20 | 1-Mar-20 |   |
| 5.6 | Standardize a Rehabilitation & Transitional response-per region and cost efficient | **TWiG** | **CC, SAG** | 15-Feb-20 | 15-Apr-20 |   |
| 5.7 | Develop Cash SOP | **Cash Advisor** | **CC** | 12-Dec-19 | 31-Jan-20 |   |
| 5.9 | Develop complaints response mechanisms (logbook, hotline) | **TWiG** | **CC, SAG** | 15-Feb-20 | Tue 3/31/20 |   |
| 5.10 | Get participation/feedback from communities on Cluster tools | **SC/CC** |  | 12-Dec-19 |   |   |
| **6** | **Capacity Building** |
| 6.1 | Sub-national level preparedness and contingency planning training for partners and local authorities. Topics should include: timely response, prediction and mitigation of disasters, coordination, scope, and humanitarian principles | **TWiG** | **CC, SC, SAG** | 1-Jan-20 | 1-Mar-20 |   |
| 6.2 | Support regional governments to develop annual disaster profiles | **SC** | **CC, SAG** | 1-Jan-20 | 1-Mar-20 |   |
| 6.3 | Proposal-writing capacity building for partners | **CC/SC** | **RRF** | 1-Jan-20 | 1-Mar-20 |   |
| 6.4 | Build capacity for Early Warning Systems in communities (quarterly trainings/meetings) | **TWiG** | **CC, SC, SAG** | 1-Jan-20 | 31-Mar-20 |   |
| 6.5 | Training in distribution, accountability, targeting approach, humanitarian principles  | **CC/SC** |  | 31-Jan-20 | 31-Mar-20 |   |
| **7** | **Accountability to affected population**  |
| 7.1 | Developing SOPs for EHF and other cluster related funding mechanisms | **TWiG** | **CC, SC, SAG** | 1-Jan-20 | 1-Mar-20 |   |
| **7.2** | **A feed and complaints system is in place** | **SC** | **CC, SAG** | 1-Jan-20 | 1-Mar-20 |   |
| 7.2.1  | Training see (----) | **CC/SC** | **RRF** | 1-Jan-20 | 1-Mar-20 |   |
| **7.3** | **Community participation** | **TWiG** | **CC, SC, SAG** | 1-Jan-20 | 31-Mar-20 |   |
| 7.3.1 | Mainstreaming community participation on cluster developed tools such as Distribution Guideline, Selection criteria | **CC/SC** |  | 31-Jan-20 | 31-Mar-20 |   |
| 7.3.2 | Conflict sensitive approaches on proposals  | **CC/SC** | **Protection** | 31-Jan-20 | 31-Mar-20 |   |
| **7.4** | **Participation during tool development** | **CC/SC** | **CC, SAG** | 1-Jan-20 | 1-Mar-20 |   |