

Shelter Cluster as everyday business in Vanuatu

Global Shelter Cluster
Coordination Workshop, Geneva,
7-8 Oct 2019

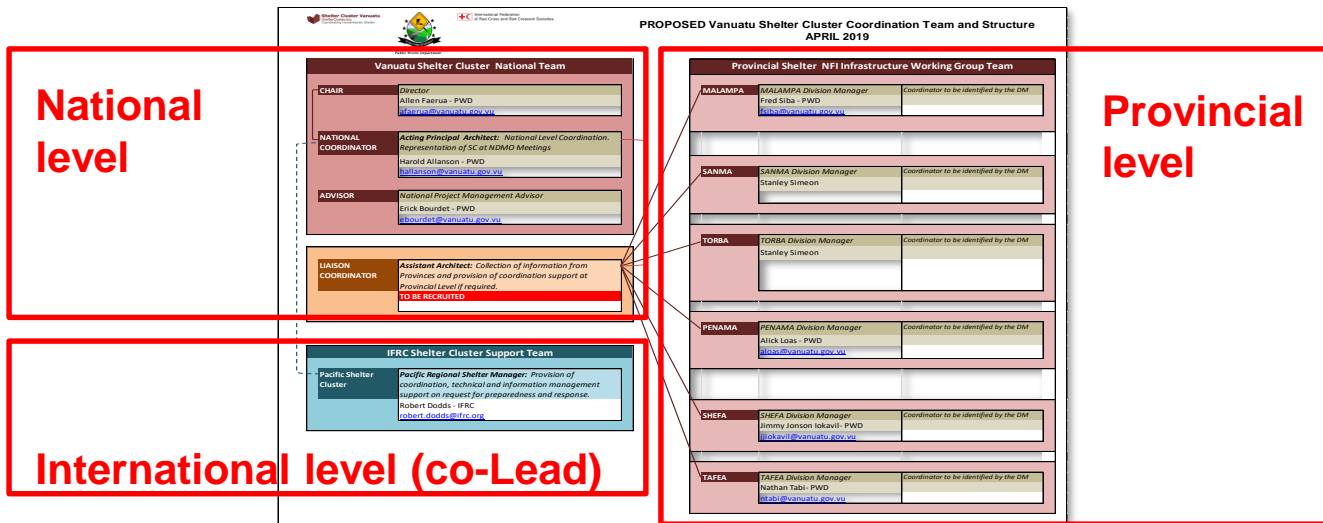
Shelter Cluster Vanuatu (SCV) Background

- Vanuatu Government requested IFRC (Shelter Cluster convener for Pacific Humanitarian Team) to setup the Shelter Cluster for preparedness, 3 weeks before the impact of TC Pam in 2015. During the TC Pam response, the Prime Minister's Office designated Public Works Department (PWD) as Shelter Cluster Lead, with IFRC as co-Lead.
- **In 'peacetime', PWD is responsible for airport, road and public building (except schools) projects and maintenance.**
- Through responses and preparedness, IFRC supports PWD in **strengthening its capacity as cluster Lead, with a focus on mainstreaming this responsibility in the way the Department operates on a day-to-day basis.**
- **Which processes, products and practices are put in motion to ensure the Shelter Cluster responsibility becomes a part of the daily business of the Lead in Vanuatu?**

SCV institutional strengthening

Supporting Service Delivery through:

- ✓ Analysis of **Public Works Department (Cluster lead) organisational structure**
- ✓ Identification of **6 key positions with cluster coordination responsibilities** at national and provincial levels, with lines of communication.



SCV institutional strengthening

Supporting Service Delivery through:

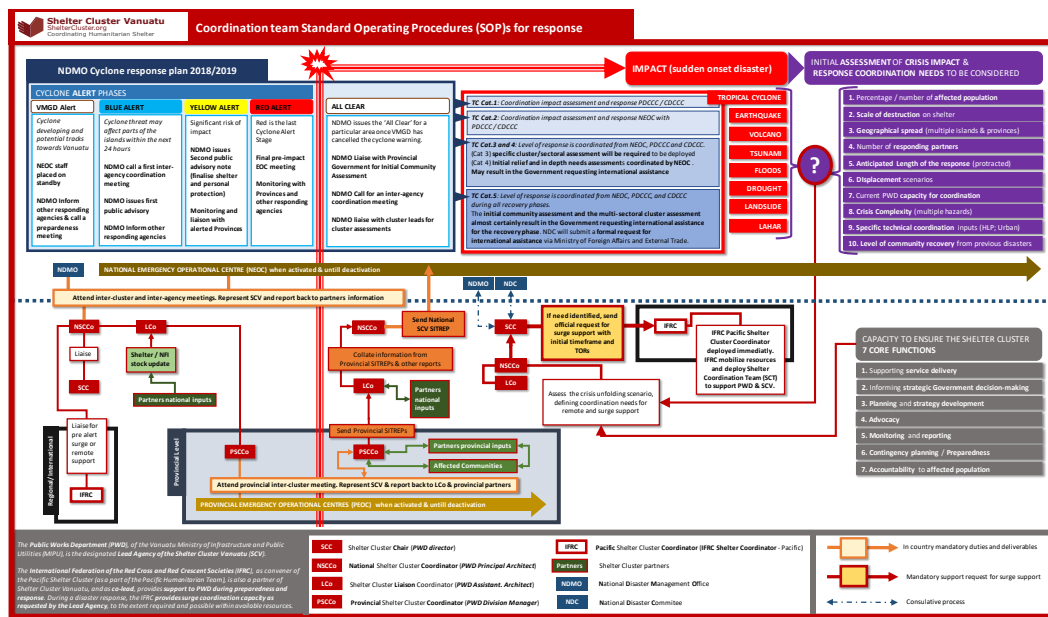
- ✓ **Revision of Shelter Cluster Lead (Public Works Department) job descriptions** of key cluster coordination-related positions.
- ✓ **3 job descriptions already finalised** at National (coordinator, liaison officer) and Provincial levels (Provincial Coordinator).
- ✓ This is being done **formally through the Public Service Commission** to ensure long-term sustainability.
- This will support **recruitment processes** and further **capacity development planning**.

Public Service Commission	
Job Description Form	
<small>Ministry to prepare and request Approval by the Public Service Commission. Please contact the Performance Improvement Unit Staff of the office of the Public Service Commission if you need help completing this form.</small>	
1 Job title	Principal Architect
2 Post number <small>Allocate the next available number</small>	6117
3 Level <small>Suggested by Ministry and determined by PSC</small>	G So 5.0
4 Ministry	Infrastructure & Public Utilities
5 Department	Public Works Department
6 Location <small>where the position is located</small>	Built Environment Unit (Operations & Maintenance Unit), Head Office, Port Vila
7 Purpose <small>"why this Post exists" this might be a one-line statement adapted from the Corporate Plan or Business Plan for higher level Posts.</small>	To plan, design, manage and supervise construction on related architectural aspects of prioritised building projects.
<i>To coordinate the Shelter Cluster Vanuatu for preparedness and response to hazards, on behalf of Public Works Department</i>	
8 Key Result Areas (KRAs) <small>(KRAs) refers to general areas of outcomes or outputs for which the postholder is responsible.</small>	9 Key Performance Indicators (KPIs) <small>(KPIs) refers to the quantifiable measurements that reflect the critical success of the KRAs.</small>
8.1 Manage all Building projects within time, cost & quality. a) Establish Planning & Management b) Ensure delivery on time. c) Ensure safety within working area. d) Monitor efficiency of projects e) Ensure Client satisfaction on project outcome. f) Monitor design & Project budget g) Ensure building is free from defects	9.1 <ul style="list-style-type: none"> Monthly Reports collated and presented in a timely manner on progress and issues against KRAs. Minutes of Fortnightly meetings and reporting on progress of projects collated and presented in a timely manner.
8.2 Deliver effective customer/client services	9.2 Project Completion Certificates and progress in Monthly and Quarterly Reports demonstrate customer/client performance standards and expectations are being met
8.3 Provide overall coordination and administration of Architectural projects, reporting to Manager PMU	9.3 <ul style="list-style-type: none"> Provide monthly and quarterly reports on all architectural projects. Provide progress report of project progress.
8.4 Inspect and supervise building projects in construction and consult with construction groups to ensure that work is being constructed in accordance with approved plans and that the integrity of the design is achieved in the completed building.	9.4 Site Meeting Minutes report on inspection, Quality Assurance and progress issues
8.5 Liaise with donors on project related issues to ensure effective response and delivery as per project schedules	9.5 Donor projects progressed and reported on in Monthly and Quarterly Reports
8.6 <i>Coordinate the Shelter Cluster Vanuatu on behalf of Public Works Department, for</i>	9.6 <ul style="list-style-type: none"> Quarterly report on coordination of the Shelter Cluster Vanuatu.

SCV– coordination SOPs (multi-hazard)

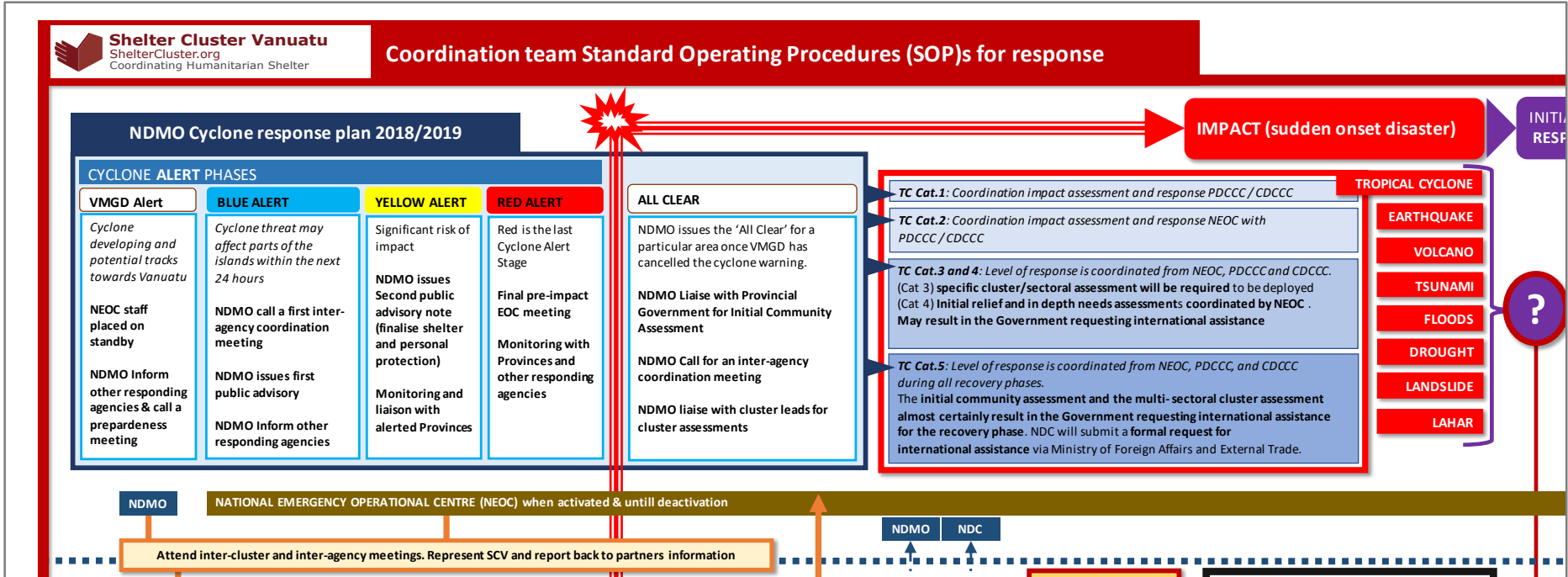
Supporting Service Delivery and contingency planning through:

- ✓ Increase on **predictability of coordination at national, regional and international level**
- ✓ **Check list, for cluster lead to identify potential surge coordination needs with co-lead**
- ✓ **Enhancement of the collaboration between government and humanitarian SCT personnel**



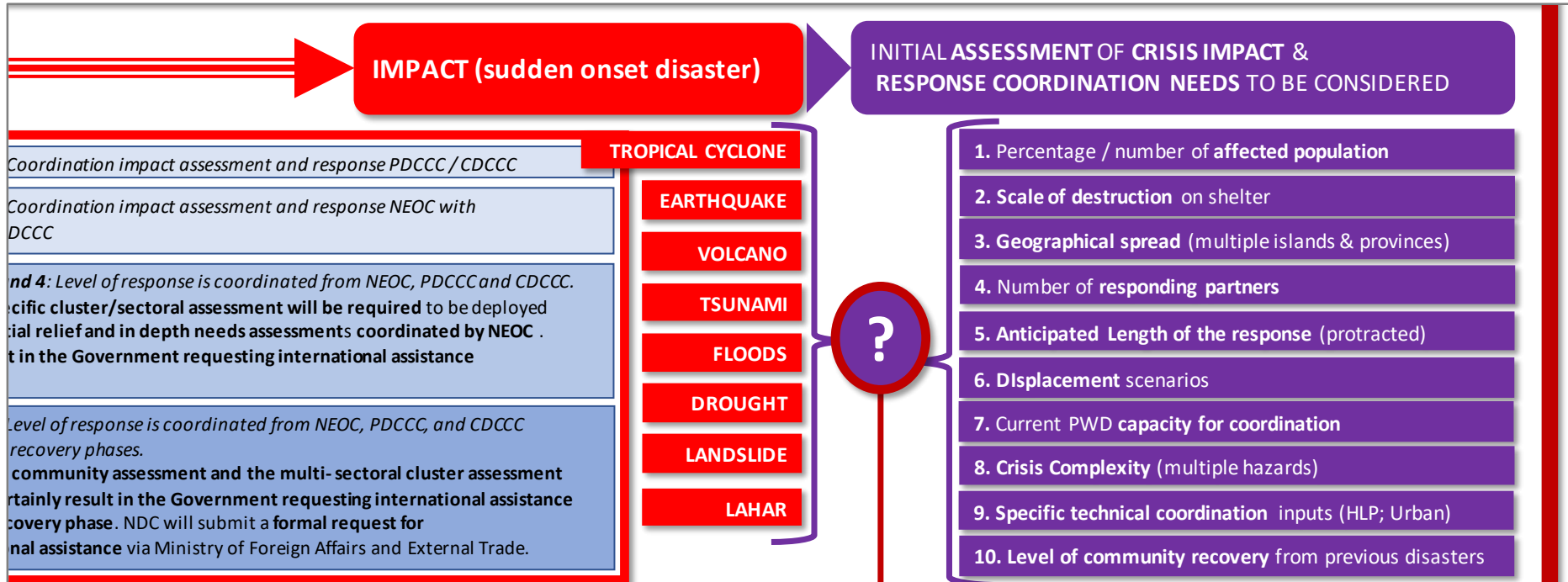
SCV– coordination SOPs (multi-hazard)

✓ Synchronised with **National Cyclone Response Plan** and considering also other potential hazards.



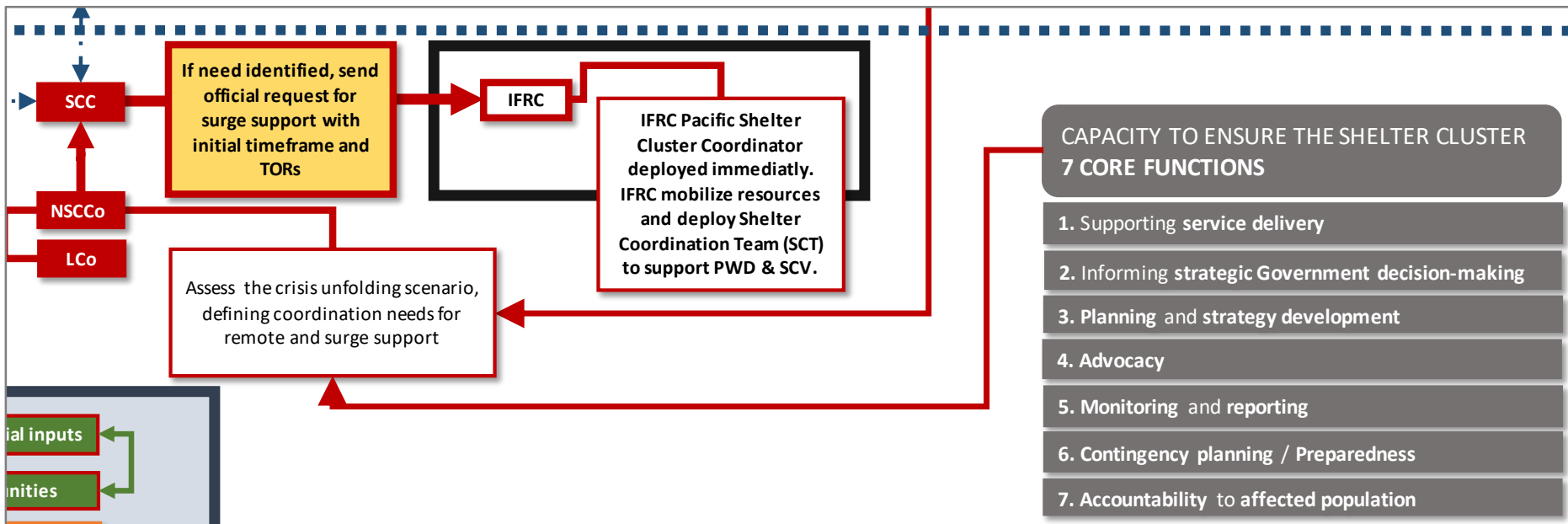
SCV– coordination SOPs (multi-hazard)

✓ To identify post disaster scenario and related coordination issues



SCV– coordination SOPs (multi-hazard)

- ✓ To increase the predictability of coordination, and enhancing the collaboration between government and humanitarian SCT personnel



CAPACITY TO ENSURE THE SHELTER CLUSTER 7 CORE FUNCTIONS

1. Supporting service delivery
2. Informing strategic Government decision-making
3. Planning and strategy development
4. Advocacy
5. Monitoring and reporting
6. Contingency planning / Preparedness
7. Accountability to affected population

SCV – planning and strategy development

- ✓ **SCV Document Index** created in 2015, consolidated in to **Selta Hanbuk** in 2018

Shelter Cluster Vanuatu
ShelterCluster.org
Coordinating Humanitarian Shelter

SHELTER CLUSTER VANUATU - DOCUMENTS INDEX V3.1

30 June 2019

This is a living document. For any comments, information or new input, please contact Maroilo Allowase maroilo@vanuatu.gov.vu & Robert Dosh's coord.vanuatu@sheltercluster.org. Refer to the Shelter Cluster website <http://www.sheltercluster.org/vanuatv> for latest updates and further contact details of coordination team members. This index is organised in 3 parts:

SW column: Refer to the files that are part of printed SELTA HANDBUK for quick desk access and copies as far IEC material. All these files are accessible on SCV public dropbox.

Section 1: All key documents that remain relevant for the Shelter Cluster in Vanuatu (SCV), to inform preparedness and response.

Section 2: Other references relative to Vanuatu or Humanitarian Response


Section 3 to 5: Specific documents and references to the 3 main Shelter Cluster responses in Vanuatu in recent years. Please note that Technical guidances or IEC material developed during one of these responses that remain relevant for preparedness and response in Vanuatu, have been indexed in Section 1.


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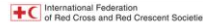
SCV – Enhancing communication

- ✓ **SCV Situation Report**, to facilitate communication and information sharing from Provincial to National levels
- ✓ Draft developed with PWD National and Provincial team, fit for purpose on minimum information to be shared pre and post disaster, to inform response monitoring and strategy development.
- ✓ To feed into National Disaster Management coordination needs, as partners.
- To be piloted by coordination team during next disaster response

 **Shelter Cluster Vanuatu**
ShelterCluster.org
Coordinating Humanitarian Shelter



Public Works Department

 International Federation
of Red Cross and Red Crescent Societies

Shelter Cluster Vanuatu – Situation Report

DRAFT template Version 2.0 – 5th December 2018

Shelter Cluster Vanuatu – Situation Report	
Response name	Indicate the name of the response relevant to this sitrep
Situation Report	SC#
Date	dd/mm/yyyy
Reporting Period	dd/mm/yyyy to dd/mm/yyyy
Provinces affected	Name of provinces concerned by this sitrep
Islands affected	Name of the islands concerned for this sitrep
National and provincial Shelter Cluster mechanisms	What is the current status of the Shelter Cluster Coordination mechanisms? Where are the active provincial and hubs coordination levels?
Situation Overview	
Context Analysis	Describe here the evolution in context for the reporting period.
Needs Analysis	Describe here the evolution in the needs for the reporting period.
Response	Describe here the Shelter response (i.e. planned and ongoing activities, partners involved, etc...).
Gaps	Describe here the priority gaps to be filled (i.e. targeted priority groups with locations, etc...).
Key messages	List and describe here the key messages for Shelter Cluster advocacy on current context and issues (i.e. Statements for key issues that stakeholders should be aware of).
Others	List and describe here any other issue that need to be mentioned (i.e. Acknowledgements on partners contribution, information not relevant to Shelter Cluster but relevant to inform stakeholders, etc...).
Coordination & partnership	
National Shelter Cluster	Date, Venue and focal point for next National Shelter Cluster meeting.
Other	By province of hub, Date, Venue and focal point for next meeting
Recommendations	
Actions to be planned or implemented	
Further information	
Shelter Cluster Vanuatu website: https://www.sheltercluster.org/pacific/vanuatu Prepared by: Name and position of Shelter Cluster Coordination Team member Approved by: Name of the Shelter Cluster Coordinator or Chair, Public Work Department Next Sitrep: Tentative date of the next Situation Report.	

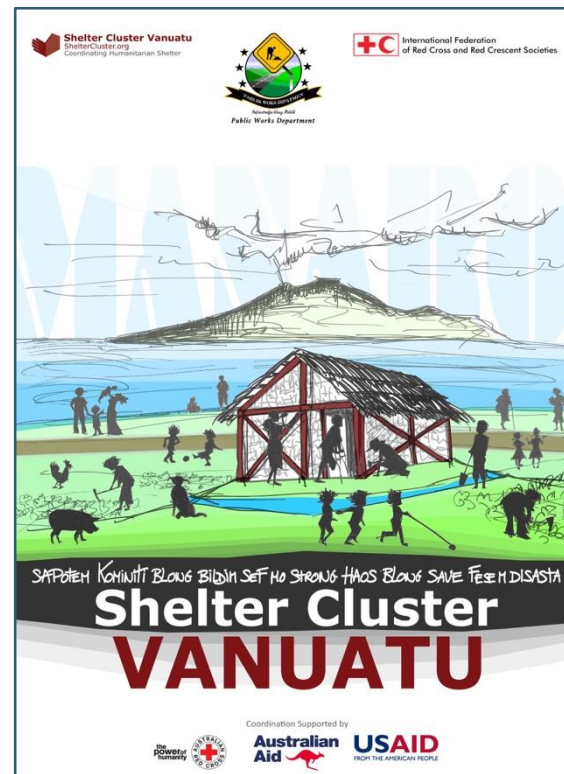
SCV– Enhancing visibility and ownership

- ✓ **SCV shirts** for Shelter Cluster Coordination team and partners.



SCV as Public Works Department business

- Cluster role in the law, as part of the revision of the **National Disaster Act**
- SCV update and awareness during **PWD staff meeting**
- **Introduction to SCV self induction modules** available to PWD staff
- SCV 1-day awareness program for PWD staff during **incoming quarterly meetings**.
- SCV awareness by PWD during **National Public Services day**
- Revised job descriptions for **incoming recruitment**



Further information

- ✓ For further information please contact robert.dodds@ifrc.org
- ✓ Or refer to the Pacific Shelter Cluster website at www.sheltercluster.org/pacific

