**Inclusion of existing or proposed agency projects**

**as Global Shelter Cluster activities**

**ACTIVITY PROPOSAL TEMPLATE**

19 April 2016

*Notes: this template format is for a* ***maximum three page proposal*** *to the GSC SAG for activities that the sponsoring agencies agree to become GSC products as in-kind contributions to the work of the GSC in accordance with the protocol “Contributory resourcing of Global Shelter Cluster activities” (2014) (Annex A).*

### Activity title

Gather and disseminate good practices on NFIs and meeting household needs

### Proposing/Lead agency(ies)

UNHCR and IFRC

### Summary

*To include the rationale for the activity, the issue or gap that the project aims to address, the objectives, why this should be a cluster product, and which pillar and outcome in the GSC strategy the activity aligns with.*

During the GSC meeting 2015 and the GSC SAG retreat a recommendation was put forward that the GSC should capitalize these experiences and provide more guidance to country-level clusters on how to deal with NFIs and meeting household needs in general

Meeting household needs is part of the shelter response and in many contexts it constitutes a very important part of this response, particularly in conflict-related emergencies with repeated displacements. These household needs are often met through the distribution of NFIs but other methodologies are being used with better results.

Out of the 17.8 million people that the cluster supported in 2015, 16.2 million (91%) were supported with NFIs while the rest received support through shelter interventions. The top 5 countries in terms of NFI distributions were Whole of Syria, Nepal, Iraq, South Sudan, Afghanistan, and DR Congo.

In 2008, the cluster produced guidance on selecting NFIs for shelter which focusses on how to select and combine NFIs into packages. A number of country-level shelter cluster have had important NFI components and good lessons have been learnt on dealing with NFIs and meeting household needs through fairs, cash, and other tools..

The project is in line with the GSC Strategy 2013 – 2017, particularly the strategic aims 1.2, 1.5, 1.7, 2.3, 2.4, 2.10, 3.6, 3.7, and 3.8.

### Duration and key milestones

*To include donor reporting deadlines and other external parameters.*

*Submission of proposal to SAG (April SAG meeting)*

**April 2016:    Milestone 1, Appointment of a Focal Point for NFIs within the GSC Support Team**

**Aug 2016:    Milestone 2, Capture tools and practices from the field**

**Sep 2016:  Milestones 3, Agreement on way forward**

### Contributory resource requirements

*Provide a short indicative itemised activity budget (in the body of this template or as an attachment) for which financial, human resource or in-kind services contributions are from interested agencies, and identify the provisional contribution from the proposing/lead agency(ies).*

* 10% of the time of one of the GSC Global Focal Points hosted by UNHCR (covered by UNHCR)
* Workshop bringing together the FP and cluster coordinators from countries with large NFI components:
  + Venue: 5,000 USD
  + Participant’s flights and accommodation costs: 20,000 USD – participants will be encouraged to cover these costs

This workshop could take place in a central location, such as Nairobi, to reduce costs. Costs that cannot be covered by participants should be covered by the GSC.

* Possible web development costs for sheltercluster.org to capture tools better: TBD (covered by IFRC)

### Process

*The activity will be overseen by a dedicated GSC Working Group, to be chaired or co-chaired by the proposing/lead agency(ies) unless agreed otherwise by the SAG. The SAG will request expressions of interest from other agencies to contribute with reference to the itemised activity budget in 5 above. Indicate any previous or proposed outreach to or consultation with other agencies, related institutions, sector events or initiatives to inform the activity.*

*Submission of proposal to SAG (April SAG meeting)*

**Milestone 1, Appointment of a Focal Point for NFIs within the GSC Support Team**

* One of the existing Global Focal Points takes on this additional responsibility.

**Milestones 2, Capture tools and practices from the field**

* Identify countries with important NFI component, tools developed, and practices with regards to:
  + Identifying NFI needs (ex.: scorecard approach in DR Congo)
  + Implementation of NFI programmes (beneficiary registration, selection of kit content, organising in-kind distributions and working through cash/vouchers)
  + Monitoring, reporting and post-distribution monitoring of NFI programmes
* Set up a simple initial mechanism to gather tools and practices
  + This could be in the form of an online toolkit or using the existing functionalities.
* Define a list of items which the Shelter Cluster will oversee in terms of technical specifications and guidance on their distribution.
* Organize a workshop to:

- Review existing tools and practices

- Agree on the best way to capture these practices and tools

- Agree common next steps

*Circulation of outputs to cluster members for review*

**Milestones 3, Agreement on way forward**

* Based on the findings, propose to the GSC SAG a way forward to deal with NFIs in a more integrated way in the future.

### Outputs

*List deliverables highlighting which would use the GSC logo. In accordance with the GSC protocol reference above, all contributing agencies/institutions will be given visibility through the inclusion of the logos of these agencies/institutions adjacent to the GSC logo and reference to the activity being “supported by” these agencies or similar wherever reference is made to the initiative as being an output from the GSC e.g. the front cover of a publication. Contributions from other agencies and individuals in the form of content, participation in peer review or consultation processes etc., will be separately acknowledged in text associated with the development of the initiative e.g. in the acknowledgements section of a publication.*

* A focal point for NFIs is identified in the GSC Support Team.
* Agreed list of items which the Shelter Cluster will oversee in terms of technical specifications and guidance on their distribution.
* Existing tools and implementation practices are captured for sharing with other country-level clusters.

Contributory resourcing of Global Shelter Cluster activities

## 1.0 Purpose

The cluster approach was established in 2005 as part of the wider humanitarian reform process aimed at “improving the effectiveness of humanitarian response by ensuring greater predictability and accountability, while at the same time strengthening partnerships between NGOs, international organizations, the International Red Cross and Red Crescent Movement and UN agencies.”[[1]](#footnote-1)

Beyond the initial support to establish the cluster system through UN Global Cluster Appeals in 2006 and 2007, it was foreseen that ‘’any costs associated with cluster leadership at the global level [would] be incorporated into agencies’ normal fundraising mechanisms.”[[2]](#footnote-2)

The Global Shelter Cluster (GSC) has acknowledged that “in line with the aspirations of the cluster approach, it is the responsibility of cluster members (including both operational and donor agencies) to identify the resources required to ensure the continuity of core cluster functions at the global level and to deliver on activities within the GSC strategy and annual workplan.”[[3]](#footnote-3)

This note provides guidance on “the provision by cluster agencies of funding, dedicated human resources or in-kind services and support ……… to deliver specific activities identified and agreed by the SAG or thematic working groups.”[[4]](#footnote-4)

## 2. Identification of activities

Specific activities other than core global cluster coordination functions and services to be developed and implemented by the GSC are subject to the following conditions:

1. To be identified through the GSC structure (Co-leads, Strategic Advisory Group, Working Groups, annual meetings etc.).
2. To be approved by the SAG.
3. Addresses an acknowledged gap in the sector not otherwise addressed by an existing or planned interagency or individual agency shelter sector initiative.
4. The adoption and continuation by the GSC of existing shelter sector activities if agreed by the existing activity stakeholders.
5. Accordance with GSC contributory resourcing principles (see 3.0)

## 3.0 Contributory resourcing principles

Contributions to specific activities identified by the GSC are to accord with the following principles:

1. Cluster agencies (cluster co-leads and participating agencies) are not expected to contribute equally to each and every activity, but the resourcing of activities should be on a basis of equitable burden sharing over time.
2. Contributions towards specific line items in agreed activity budgets can comprise funding, human resources, or in-kind services, including the contracting of consultancy services or similar.
3. Agency contributions will be in accordance with the mandate and priorities of the respective agency.
4. Activity documentation will include indicative line item budgets and related agency contributions.
5. Contributing agencies will take all reasonable measures to meet their agreed commitments.

**4.0 Visibility**

Contributing agencies will be given visibility through the inclusion of the agencies logos adjacent to the GSC logo and reference to the activity being “supported by” these agencies or similar wherever reference is made to the activity stakeholders e.g. the front cover of a publication.

## 5.0 Intellectual property rights

All copyrights on and intellectual property rights to material, documents or other outputs resulting from the GSC activity will remain commonly owned by all contributing agencies. All cluster agencies can use the outputs from the GSC activity provided that the GSC is accredited. The intellectual property rights to material provided by an agency towards a GSC activity will remain with the agency in question.

## 6.0 Disclaimer

It is acknowledged that contributions by agencies to the resourcing of specific activities should not imply that each and every agency endorses, supports or uses the outputs of the activity in question. However, such outputs should not be in contravention of the mandates or strategic interests of other cluster agencies.

1. IASC Guidance Note On Using The Cluster Approach To Strengthen Humanitarian Response November 2006 [↑](#footnote-ref-1)
2. Ibid [↑](#footnote-ref-2)
3. Resourcing of the Global Shelter Cluster, GSC 2014 [↑](#footnote-ref-3)
4. Ibid [↑](#footnote-ref-4)