

## Background

In 2015, a considerable effort has been made to gather and consolidate key data from country-level clusters in order to inform evidence-based advocacy. This has been done through introducing tools for information systematization like the GSC Factsheet.

The GSC Factsheet has been designed to give a snapshot overview of a country where a cluster has been activated, this information is both useful for partners arriving newly in-country as well as for advocacy purposes while meeting with regional and global stakeholders, including donors.

The factsheets are published on the GSC website, where they can be found on the response pages of the relevant clusters and on a [dedicated page](#) which provides an overall analysis of the trends and challenges. They are also published twice per year in hard-copy alongside the annual GSC Achievements Report and Mid-Year Achievements Report and twice per year in soft-copy as a stand-alone GSC Factsheets publication. In addition, they are used to populate the dashboard on the [homepage](#) of the GSC website.

In 2018, an online version of the factsheet was created in order to facilitate consolidation of figures and ease of sharing of this information through the Shelter Cluster application. The online version of the factsheet works similarly to the offline version but also enables cluster teams to better consolidate major outputs of the cluster and should enhance the analysis of overall Global Shelter Cluster figures. The essential mandatory figures for ease of consolidation of global reporting are:

- Total number of people reached
- Total of number of people targeted (or highest value of people targeted NFI or Shelter)
- Total number of people reached with NFI
- Total number of people targeted with NFI
- Total number of people reached with shelter
- Total number of people targeted with shelter
- Total number of Budget Required
- Total Budget Achieved

## Guidance

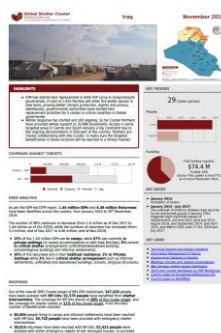
The factsheet is part of the core documents that the GSC requires from country-level Clusters and should be completed at least every quarter and for emergency situations at least once per month. In the development of the factsheet, the Cluster team should ensure to include Cluster news, shelter partners, and photos of partners' shelter projects in the field. This ensures ownership of the publication. As most information that is requested can be taken from existing sources that a well-functioning Shelter Cluster should have in place, the factsheet is relatively easy to produce.

- In Q1, the Global Shelter Cluster will use country-level Q4 factsheets covering January-December for the GSC Achievements Report (2017 [example](#) + [factsheet annex](#)), submission deadline: end of January
- In Q2 we will use your Q1 factsheets covering January-March for the online GSC Factsheets publication, submission deadline: mid-April
- In Q3 we will use your Q2 factsheets covering January-June for the GSC Mid-Year Achievements Report (2017 [example](#) + [factsheet annex](#)), submission deadline: mid-July
- In Q4 we will use your Q3 factsheets covering January-September for the online GSC Factsheets publication ([2016 example](#)), submission deadline: mid-October

Quarterly reporting enables the Global Shelter Cluster to advocate for the major Shelter data trends at global level and to also understand overall cluster implementation rate at country level.

Please submit your factsheet to your Global Focal Points, you can find the template on the GSC website ([click here](#)).

If a cluster is not featured in a publication, it means that it has not submitted a factsheet in the relevant period. For examples of completed factsheets, please see below.



# Factsheet guidance

## Step-by-step instructions

Include a relevant high-quality photo, do not forget to include the source and add a description if possible. The size used in the template is 5\*10cm.

Replace "Country" and "Month Year" with the relevant information, please do not change the format.

Include a recent map, preferably one that is designed for use as an inset. Go to [maps.unhcr.org](https://maps.unhcr.org) for support if needed. For IFRC-led clusters write to [shirin.narymbaeva@ifrc.org](mailto:shirin.narymbaeva@ifrc.org).

**Country**

**Month Year**



Photographer / Organisation, Year



### NEED ANALYSIS

- Provide a short overview of the key needs in terms of shelter and NFI, this can for instance be based on the cluster strategy, recent assessments or submissions for OCHA situation reports.
- Provide a short overview of the key needs in terms of shelter and NFI, this can for instance be based on the cluster strategy, recent assessments or submissions for OCHA situation reports.

### RESPONSE

- Provide a short overview of the response in terms of shelter and NFI, this can for instance be based on the cluster 4W, post-distribution monitoring reports or submissions for OCHA situation reports.
- Provide a short overview of the response in terms of shelter and NFI, this can for instance be based on the cluster 4W, post-distribution monitoring reports or submissions for OCHA situation reports.

### GAPS / CHALLENGES

- Provide a short overview of the gaps and/or challenges in terms of shelter and NFI, this can for instance be based on the cluster gap analysis, partner feedback or submissions for OCHA situation reports.
- Provide a short overview of the gaps and/or challenges in terms of shelter and NFI, this can for instance be based on the cluster gap analysis, partner feedback or submissions for OCHA situation reports.

### COVERAGE AGAINST TARGETS (HH)



### CLUSTER TEAM

National Coordinator  
First name Last name (organisation)  
[function.country@sheltercluster.org](mailto:function.country@sheltercluster.org) / +1234567890

National Co-Chair  
First name Last name (organisation)  
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Sub-National Coordinator  
First name Last name (organisation)  
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Information Management Officer  
First name Last name (organisation)  
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Technical Coordinator  
First name Last name (organisation)  
[function.country@sheltercluster.org](mailto:function.country@sheltercluster.org) / +1234567890

### KEY DATES

Provide a short description of the key events and dates before and/or after cluster activation.

Activation of cluster: Month Year

### KEY DOCUMENTS

- [Shelter/NFI Cluster Strategy](#)
- [Technical guidance](#)
- [Maps](#)

### KEY LINKS

- [Country page on ShelterCluster.org](#)
- [XX page views in Month Year](#)
- [Country page on HumanitarianResponse.info](#)
- [Country page on ReliefWeb](#)

### KEY FIGURES

**XX** Cluster partners  
**X.X M / X.X M** People in need / targeted

### FUNDING (source: OCHA Financial Tracking Service)



Provide key contact information for the cluster coordination team, it is not necessary to include the whole team (write to [guillaume@unhcr.org](mailto:guillaume@unhcr.org) or to [neil.bauman@sheltercluster.org](mailto:neil.bauman@sheltercluster.org) to request Shelter Cluster e-mail addresses if needed).

Provide links to key documents and websites (write to [guillaume@unhcr.org](mailto:guillaume@unhcr.org) or [shirin.narymbaeva@ifrc.org](mailto:shirin.narymbaeva@ifrc.org) to request website statistics) as well as key figures on the number of cluster partners (based on cluster 3W) and people in need / targeted (based on cluster strategy).

Provide information on the funding status based on your cluster appeal and OCHA's Financial Tracking Service (if you include other sources do not forget to mention them). Please enter your own data in the Excel table that feeds the graph by right-clicking on the graph and choosing "Edit Data".

When describing challenges, please start with a keyword (funding, access, capacity, data, security etc.) to facilitate analysis.

Provide information on the progress against targets based on your cluster strategy and 4W data. You can change the Excel table that feeds the graph by right-clicking on the graph and choosing "Edit Data". Please report on the progress for the year to date. Under NFI, only count the equivalent of a standard kit. Under shelter, only count interventions if they do not overlap and provide emergency shelter (no single items) or support transitional shelter.