

Terms of Reference for the Technical Working Group For the Shelter/CCCM/NFIs Cluster in Yemen

I. Background

The Shelter/CCCM/NFIs Cluster in Yemen has agreed to establish the Technical Working Group (TWG) in 2011. This working group aimed to provide standardize cost effective designs and packages/kits to ensure coordinated approach respecting humanitarian standards.

II. Objectives:

- The key objective of the TWG is to develop and produce the Cluster Technical Standards for NFIs and Shelter assistance in Yemen. This will include (but not limited to):
 1. Composition and designation of NFIs packages.
 2. Composition of emergency shelter packages and modalities of assistance.
 3. Modalities and best practices on cash for shelter and voucher assistance.
 4. Recommend and codename designs for transitional and durable shelter solutions.
 5. Review building materials specification, use, availability, quality and affordability.
 6. Ensure that Age, Gender and Diversity aspects are contemplated in shelter designs and NFI packages.
 7. Agree and recommend incorporation of local cultural preferences.
 8. Foresee standards that promote opportunities for local capacity building.
 9. Promote the use of alternative energy solutions and ensure Environmental sustainability.
 10. Ensure that humanitarian principles and standards are included in the Cluster Technical Standards (CTS).
 11. Develop and recommend technical standards for natural disasters prone areas.
- The TWG should provide technical support to agencies involved in shelter assistance, with the aim to increase the quality of emergency & transitional shelters designs, NFIs kits composition and items specifications.
- It also acts as a platform for discussion and peer review of shelter design models, technical details, including but not limited to engineering designs, BoQs, training and materials, and shelter models.
- The TWG should lead lessons learned exercises, development of shelter and NFIs intervention case studies and ensure constant incorporation of best practices to CTS.
- The TWG provides technical advice to the Shelter/CCCM/NFIs Cluster on possible shelter and NFIs interventions in particular situations, including but not limited to the framework of the Yemen Humanitarian Pool Fund (YHPF) and partners projects to respond to SRPs/HRPs/CERF.
- The TWG should ensure (through the Cluster Lead) that CTS, shelter designs and NFIs approved packages of the Cluster Partners Organizations (CPOs) are available online in the cluster dedicated webpage. The TWG should continue encourage CPOs the use of the available reference library, lessons learned and best practices while planning new shelter and/or NFIs interventions.
- The TWG should decide (vote) on the allocation of the Chairperson and Deputy Chairperson positions. These positions should rotate every 6 months. As this will be decided by vote, it's possible that CPOs would continue chair responsibilities through consecutive periods.

III. Organization and Composition

The organization of the TWG is foreseen as having a Chairperson, a Deputy Chairperson and Group Members. The TWG roles should be agreed/voted by CPOs among those organizations volunteering for the tasks. The process should be consultative ensuring the maximum participation of active CPOs.

The TWG is composed of technical experts of active CPOs. A technical representative of all CPOs is welcomed as member but decisions will be taken by representatives of active CPOs.

The TWG meetings are scheduled in an ad-hoc basis and it should be held according to 'Chatham House Rules' (i.e. comments are incorporated but are not attributable to any particular organization). Decisions on key issues should be achieved by consensus and aligned with the views of the majority of its members.

Below is the current composite of the TWG:

Organization Name	Membership
<i>Cluster Coordinator</i>	Chairperson
<i>Cluster Team</i>	Deputy Chairperson
<i>UNHCR</i>	Active Member
<i>EXU</i>	Active Member
<i>YFCA</i>	Active Member
<i>CSSW</i>	Active Member
<i>VHI</i>	Active Member
<i>SHS</i>	Active Member
<i>YRC</i>	Active Member
<i>UNICEF</i>	Active Member
<i>NRC</i>	Active Member
<i>IOM</i>	Active Member
<i>THFY</i>	Active Member