

# Terms of Reference: Solomon Islands Shelter Sub-Committee (Under the Infrastructure Committee)

**Endorsed 03<sup>rd</sup> August 2017. Next review after finalisation of National DRM Plan.**

## 1 Introduction

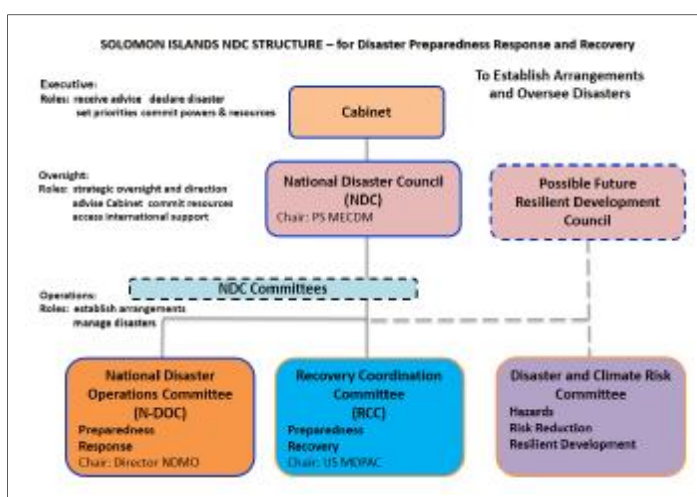
These Terms of Reference (TORs) have been adopted to guide the operations of the Solomon Islands Shelter Sub-Committee (which sits under the Infrastructure Committee as outlined in the Disaster Risk Management Plan, currently under review), in providing effective and efficient service to the Government and people of the Solomon Islands before, during and after natural disasters. The TORs are intended to be a dynamic tool to inform the operations of the Shelter Sub-Committee, updated regularly to ensure ongoing relevance.

## 2 Background

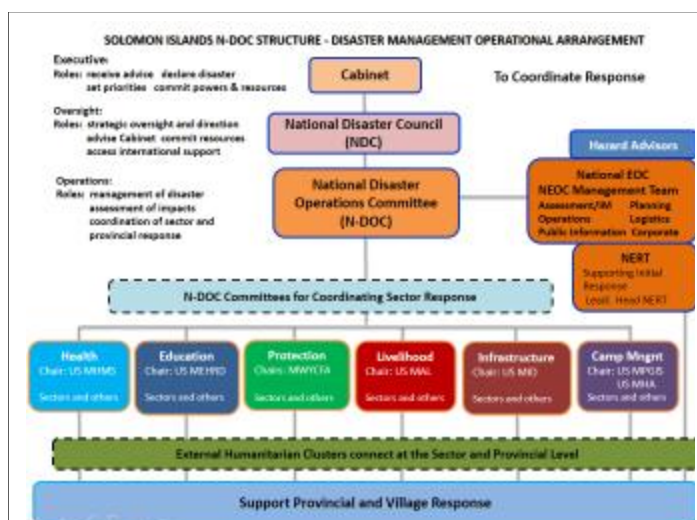
The Solomon Islands National Disaster Management Office (NDMO) is the chair of the National Disaster Operations Committee (N-DOC), coordinating inter-sectoral disaster preparedness and response (Figure 1). This coordination structure is presently operational at the National Level and was utilised during the 2016-17 Makira and South Malaita earthquake response. For the recovery phase, responsibility for inter-sectoral coordination transitions to the Ministry of Development Planning and Aid Coordination (MDPAC), Chair of the Recovery Coordination Committee (RCC).

The Solomon Islands Cluster system was originally adopted in 2009 following the 2007 earthquake / tsunami response in the Western Province (refer 2009 Solomon Islands DRM Plan). This system is currently under review; it is proposed that the clusters be replaced with the six National Disaster Operations Committee (N-DOC) Committees shown in Figure 2:

1. Health
2. Livelihoods
3. Infrastructure
4. Education
5. Protection
6. Camp Management



**Figure 1: Solomon Islands National Disaster Committee structure  
(Solomon Islands NDRM Plan currently under review)**



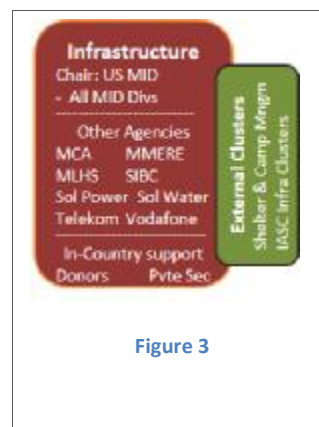
**Figure 2: Six N-DOC Committees (Solomon Islands NDRM Plan currently under review)**

**Figure 3** denotes the Line Ministries designated as Chairs of the Infrastructure, and Camp Management N-DOC Committees, their linkages to other ministries and in-country support, as well as relationship to external humanitarian clusters.

The Shelter Sub-Committee sits under the Infrastructure Committee, chaired by Ministry of Infrastructure Development (Architecture Building Division) and linked to external clusters Shelter and Camp Management.

The functions of the Infrastructure N-DOC Committee are outlined in Figure 4. The Ministry of Infrastructure Development (MID), Architecture Building Division is responsible for emergency shelter. The other three divisions of MID (Maritime, Infrastructure and Development, Mechanical engineering) are responsible for the other functions listed in figure 4.

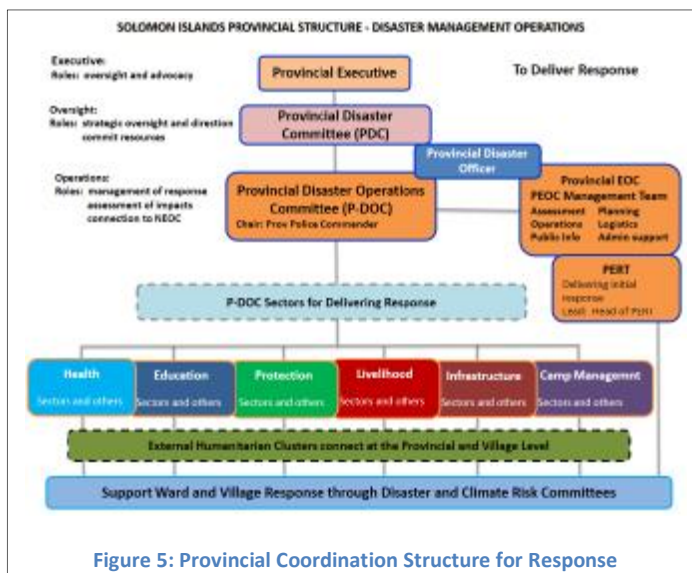
The six N-DOC Committees are mirrored at Provincial Level with six P-DOC Sectors (refer figure 5), coordinated by the Provincial Disaster Operations Committee (P-DOC). They are responsible for **preparedness, response and recovery**. Humanitarian clusters provide support at Provincial Level to the P-DOC Sectors, and at Village Level through the Disaster and Climate Risk Committees.



**Figure 3**



**Figure 4**



**Figure 5: Provincial Coordination Structure for Response**

### 3 Objective

The objective of the Shelter Sub-Committee is to plan and implement proportionate, appropriate and timely shelter responses in humanitarian crisis situations which will address both the immediate and longer term shelter needs of the vulnerable affected populations while at the same time looking at the integration of disaster risk reduction activities. This will be achieved through providing predictable, systematic and country-driven services, and includes the need to:

- Facilitate effective sharing of information among shelter partners during preparedness, response and early recovery phases;
- Ensure adequate shelter contingency and preparedness planning and support committee members to provide timely response during emergencies;
- Ensure coordination of the emergency shelter programmes and activities amongst the partners engaged in emergency response;
- Address disruption in the provision of existing government services during emergencies and liaise accordingly with government partners;

- Ensure early recovery planning as well as prevention and risk reduction concerns are addressed and incorporated where possible at all stages of emergency planning and response;
- Liaise and coordinate with other Committees as required.

## 4 Role of the Chair and Co-Chairs and Shelter Sub-Committee Partners

### 4.1 Chair

The Chair for the Solomon Islands Shelter Sub-Committee is the Ministry of Infrastructure Development (MID). The Architecture Building Division has been designated by the Under Secretary to lead the Shelter Sub-Committee.

As the Chair of the Shelter Sub-Committee, the Ministry of Infrastructure Development is accountable for the performance of the Shelter Sub-Committee during preparedness and response phases ensuring that:

- Updates on the work of the Shelter Sub-Committee is shared on a regular basis with the Under Secretary of the Ministry of Infrastructure Development, Chair of the Infrastructure Committee, in accordance with the NDRM Plan;
- Key partners are included in the work of the Shelter Sub-Committee, particularly national actors;
- There is appropriate coordination between the Shelter Sub-Committee, other Committees and other national and international agencies at National, Provincial and Ward levels;
- Provincial and Ward Level (not only National Level) coordination is supported where appropriate;
- Adequate contingency and preparedness planning is carried out;
- There is effective needs assessment and analysis, as well as timely dissemination of information;
- Appropriate shelter strategies are developed through an inclusive process;
- Appropriate standards and processes (i.e. SOPs, technical and safety standards for emergency and early recovery shelter, standardisation of emergency shelter NFIs, etc.) are in place together with necessary arrangements for monitoring and reporting (3W template – who, where, what);
- There is suitable advocacy for the objectives and activities of the Shelter Sub-Committee;
- Arrangements are in place for any necessary resource mobilisation;
- Appropriate training and capacity building is carried out to ensure that Shelter Sub-Committee activities are well-informed and relevant;
- Cross-cutting issues such as protection, gender and environment are addressed, and guidance related to shelter programming produced and disseminated; i.e. safe removal of debris, the role of women in recovery and construction, quarantine considerations with transportation of local materials between islands and;
- Communities are involved in the response: mechanisms are put in place to register their feedback, which is analysed and responded to throughout the process.

### 4.2 Co-Chair(s)

For response, the Co-Chair of the Shelter Sub-Committee is the International Federation of the Red Cross and Red Crescent Societies (IFRC). For preparedness, the Co-Chair is Solomon Islands Red Cross Society, with the support of IFRC. The Co-Chairs are to provide active support to the Chair in fulfilling its role for the Shelter Sub-Committee, for humanitarian shelter preparedness and response.

## 4.3 Key Partners

Key Partners for the Shelter Sub-Committee are also expected to support the Chair in facilitating the Shelter Sub-Committee objectives and activities and to meet on a regular basis to share information, discuss issues and potential solutions and set priority activities.

The Shelter Sub-Committee may appoint a Strategic Advisory Group (SAG) composed of selected members to address core issues and return recommendations.

Technical Working Groups (TWiGs) may be appointed from amongst the Shelter Sub-Committee membership to provide guidance on technical matters as required and then disbanded.

## 5 Activities

The Solomon Islands Shelter Sub-Committee carries out the following activities to achieve its objectives:

- Formalises existing coordination mechanisms among humanitarian actors, and Local, Provincial, and National authorities;
- Strengthens partnerships between all actors involved in the provision of humanitarian shelter: national and international organisations and NGOs, faith based organisations, donor partners, national, provincial and local authorities, private sector, academia, UN Agencies, the Red Cross Red Crescent Movement, and communities themselves;
- Provides a platform for exchanging information and making decisions to improve strategic coordination and prioritisation;
- Collects, analyses and disseminates information within the Shelter Sub-Committee, across other Committees and to stakeholders;
- Provides operational advice, best practices and troubleshooting assistance to Shelter Sub-Committee Partners and other stakeholders;
- Represents the Shelter Sub-Committee in other coordination meetings and high-level events and provides relevant input and support;
- Advocates for, identifies and mobilises resources (i.e. financial, HR, assets) for services provided by the Shelter Sub-Committee or other Partners;
- Ensures adequate preparedness through capacity building and contingency planning;
- Defines priorities, work plan, specific terms of reference, duration and transition / exit strategies;
- Monitors and evaluates its performance against the work plan / identified benchmarks.

### Agencies

#### Government Lead (Chair)

Ministry of Infrastructure Development

#### Co-Chairs

Solomon Islands Red Cross Society (preparedness)

International Federation of Red Cross and Red Crescent Societies (preparedness and response)

#### Key Partners

International Federation of Red Cross and Red Crescent Societies (IFRC)  
Ministry of Infrastructure Development  
Ministry of Meteorology, Environment and Conservation  
Ministry of Rural Development  
Ministry of Environment, Climate Change, Disaster Management, and Meteorology (Divisional Office, NDMO)  
Ministry Communication and Aviation (MCA)  
Ministry of Mines, Energy and Rural Electrification (MMERE)  
Ministry of Lands, Housing, and Survey (MLHS)  
Solomon Islands National University, Institute of Technology  
Solomon Islands Technical Vocational Education Training (TVET)  
Provincial Disaster Council  
Solomon Islands Red Cross Society  
Oxfam  
Save the Children  
ADRA  
Care / Live and Learn  
Caritas  
World Vision  
Rotary Solomon Islands  
Solomon Islands Broadcasting Corporation (SIBC)  
Solomon Power  
Solomon Water  
Secretariat of the Pacific Community (SPC)  
Pacific Disability Forum  
University of the South Pacific  
New Zealand Government (MFAT - NZAID)  
Australian Government (DFAT - AUSAID)  
OCHA  
UNDP  
UN Women  
WFP  
WHO  
World Bank  
WWF Pacific

## 6 Shelter Sub-Committee Priorities 2017

- Finalise TOR and share with NDMO for endorsement.
- Develop Shelter Sub-Committee Standard Operating Procedures (SOP).
- Standardise Detailed Sectoral Assessment form (considering cross cutting issues).
- Clarify protocols and procedures for sharing of assessment information with NEOC.
- Shelter Sub-Committee Preparedness quarterly meeting during ‘peace time’ and monthly during cyclone season. (July, October, November, December 2017 and January, February, March, April, July, October 2018)

## 7 Key Resources

- Solomon Islands National Disaster Risk Management Plan (NDRM Plan), currently under review
- Solomon Islands National Building Code
- Solomon Islands Shelter (Cluster) Sub-Committee website <http://sheltercluster.org/pacific/solomon-islands>