

DISTRICT SHELTER FOCAL POINTS

TERMS OF REFERENCE

Background

On the 25th April, a 7.8 magnitude earthquake struck the Central and Western Regions of Nepal, with the epicenter in Lamjung District (north-west) of Kathmandu. As of the 7th May, 280,000 homes have been destroyed and 230,000 homes have been damaged (NEOC statistics).

In line with the existing Cluster system adopted here in Nepal, NGOs, international organizations and UN agencies operating in the shelter sector work together under the leadership of the Shelter Cluster (led by the Department of Urban Development and Building Construction and Co-Led by NRCS/IFRC) to identify gaps, plan and prioritise the response, and to implement and monitor activities in a cohesive manner. The overall purpose is to alleviate human suffering and protect the lives, livelihoods and dignity of populations in need.

Introduction

In order to maintain coordination at the district level amongst agencies implementing shelter activities and the Chief District Officer and other relevant local authorities, a network of focal points is intended to be created in all 14 priority districts where implementing shelter partners are working.

The Nepal Shelter Cluster is inviting all partners to volunteer and become the district shelter focal point (DSFP) in districts where their activities are being implemented.

Focal point's role

1. Act as a recognised shelter focal point for the Nepal Shelter Cluster (led by DUDBC and co-led by IFRC) and the relevant CDO.
2. Organise coordination meetings at the district level, including taking minutes.
3. Manage a contact list of shelter actors working in the district.
4. Work with shelter partners to identify areas which are not being adequately covered.
5. Represent the cluster at humanitarian coordination forums in the district.
6. Representation of shelter progress, issues and concerns at DDRC meetings.
7. Share relevant policies, standards, approaches with shelter agencies at district level and/or referring them to the National Shelter Cluster Coordinator.
8. Communicate district level shelter progress, issues, concerns to the National Shelter Cluster Coordinator, highlighting emergency gaps and priority needs.
9. Ensure that shelter partners in the district are reporting their activities into the national reporting '3Ws'.
10. Identify new partners and share information with them.

The agencies selected as focal points in each district will nominate at least one person to act as a contact for coordination with the government and other agencies.

Support to the focal point

The National Shelter Cluster coordination team will provide information management support and technical overview and assistance. It will support the focal point to address any issues arising between shelter partners and local authorities. Relevant information and discussions held at the National level will be transmitted to the DSFP so as to ensure a cohesive approach and where necessary advocacy required at the National level will be agreed upon between the DSFP and the national coordinator.