International Federation of Red Cross and Red Crescent Societies

**TERMS OF REFERENCE**

The example is edited from a full JD and so only includes key functions. April 2018

**Key functions**

Lead in delivering the following functions:

Identification of key partners

* Identify and build relationships with key humanitarian partners for shelter response, respecting their respective mandates and program priorities;
* Identify and build relationships with other key partners, including national and regional authorities, national academic institutions, and International Financial Institutions;
* Build cooperative relationships with the Government and relevant clusters, particularly WASH, Protection, Education, and Health clusters.

Assessment

* Provide general oversight of shelter needs assessments implemented by shelter agencies in partnership with government authorities;
* Promote and adopt standardized methods, tools and formats for common use in shelter needs assessments to ensure predictable action within a common strategy;
* Ensure predictable action and a common strategy within the Shelter Cluster for the identification of gaps in the shelter sector and in the overall humanitarian response.

Coordination of program implementation

* Ensure the maintenance of appropriate shelter coordination mechanisms, including a strategic advisory group and technical working groups as appropriate, dependent on total number of shelter actors and the size of the shelter response;
* Co-chair Shelter Cluster coordination meetings at national and provincial level as applicable;
* Actively promote the inclusion of all stakeholders in the Shelter Cluster by creating an enabling environment for their participation;
* Facilitate appropriate coordination with all humanitarian partners (including UN agencies, national and international NGOs, the Red Cross/Red Crescent Movement, IOM and other international organizations), as well as with national authorities and local structures;
* Seek commitments from cluster partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues as required;
* Support Shelter Cluster members to work collectively in a spirit of mutual cooperation and through consensual decision-making, ensuring complementarity of various stakeholders’ actions as far as possible;
* Promote timely, effective and coordinated emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns, based on participatory and community based approaches;
* Ensure effective links with other sector working groups;
* Support the shelter cluster lead to act as focal point for inquiries on emergency shelter response plans and operations.

Planning and strategy development

* Develop preparedness and response strategies and action plans for the Cluster and ensure that these are adequately reflected in overall country strategies, such as the Preliminary and Strategic Response Plan;
* Draw lessons learned from past activities and revise strategies and action plans accordingly in the light of these and needs as they evolve;
* Ensure full integration of the IASC’s agreed priority cross-cutting issues. In line with this, promote gender equality by ensuring that the needs, contributions and capacities of women and girls as well as men and boys are addressed;
* As soon as appropriate, initiate preparatory work and a strategy for the recovery phase, developing the transition from emergency shelter to longer-term shelter recovery programming, in close consultation with the other agencies.

Application of standards

* Ensure that Shelter Cluster members are aware of relevant policy guidelines, technical standards and commitments that the Government has undertaken under international humanitarian and human rights law;
* Promote that shelter responses are in line with existing policy guidelines, technical standards, and relevant Government human rights legal obligations.
* Facilitate the development of additional guidelines and standards as required in close cooperation with shelter cluster partners.

Monitoring and reporting

* Establish adequate monitoring mechanisms to review the impact of the shelter coordination and response and progress against implementation plans;
* Promote and adopt standardized methods, tools and formats for common use in monitoring trends, activities and outcomes in support of strategic decision-making;
* Promote use of participatory mechanisms for monitoring of shelter programs;
* Ensure the tracking of performance and humanitarian outcomes using agreed benchmarks, indicators, and data (disaggregated by age and gender) so as to provide a systematic accountable arrangement to assess the timeliness, coverage, and appropriateness of shelter-related humanitarian action, as well as wider humanitarian assistance, in relation to the targeted populations;
* Implement the IASC Cluster Performance Monitoring system to assess the shelter coordination performance of the shelter cluster;
* Ensure the development, collation, and analysis of simple, user-friendly shelter response reporting formats in consultation with the local authorities, providers of shelter assistance and other key stakeholders;
* Promote adequate reporting and effective information sharing of shelter activities, needs and gaps, through regular production of situation reports, bulletins, factsheets, and/or other relevant information to partners and stakeholders.

Information management

* Establish shelter information management needs and call on additional IM resources as applicable;
* Ensure the development of information management strategy for effective integration and sharing of data and information for shelter response planning, monitoring, and reporting.
* Provision of information and documents to be uploaded to the operation site at the shelter cluster website (www.sheltercluster.org);
* Promote and ensure training on the use of information management tools among shelter agencies and other stakeholders;
* Ensure coordinated work with OCHA Information Management Units and relevant clusters in developing common information management architecture for data collection, collation, dissemination, and analysis, including archiving, and application of common tools, standards, and indicators.

Representation, advocacy and resource mobilization

* Identify core advocacy concerns, including resource requirements, and contribute to key messages on broader advocacy initiatives of the Resident Coordinator and other actors;
* Identify common strategies for communicating with public, media, and policy makers, including for the marketing and advocacy of appeals to donors;
* Advocate for donors to fund humanitarian agencies to carry out priority shelter activities, while at the same time encouraging agencies to mobilize resources for their activities through their usual channels;
* Represent the interests of the Shelter Cluster in discussions with the Resident Coordinator, appropriate Governmental representations, donors and other key agencies on prioritization, resource mobilization and advocacy;
* Call on additional local and international partners, and advocate for additional donor commitment to meet priority shelter needs and fill gaps;
* Establish mechanisms for accountable financial resource allocation at cluster level for projects funded through the cluster lead.

Training and capacity building of national authorities and civil society

* Promote and support training of humanitarian personnel and capacity building of humanitarian partners;
* Support efforts to strengthen the capacity of the relevant authorities and civil society;
* Develop and implement a common strategy within the Shelter Cluster for capacity building and training.

Evaluation

* Promote a common and joint system of reviews, assessments, and evaluations conducted with due transparency, accountability and objectivity;
* Support the conduct of a review of the shelter cluster.

Other

The **Shelter Cluster Coordination support team member** will:

* Advise the IFRC CCST Pacific Shelter Manager on the approach to and resources required to provide the required shelter coordination services to humanitarian agencies.
* Coach other team member as needed.
* Prepare a short summary report at the conclusion of the assignment on lessons learned and recommendations for future deployments.
* Any other tasks that may be required to achieve the objective of this assignment.