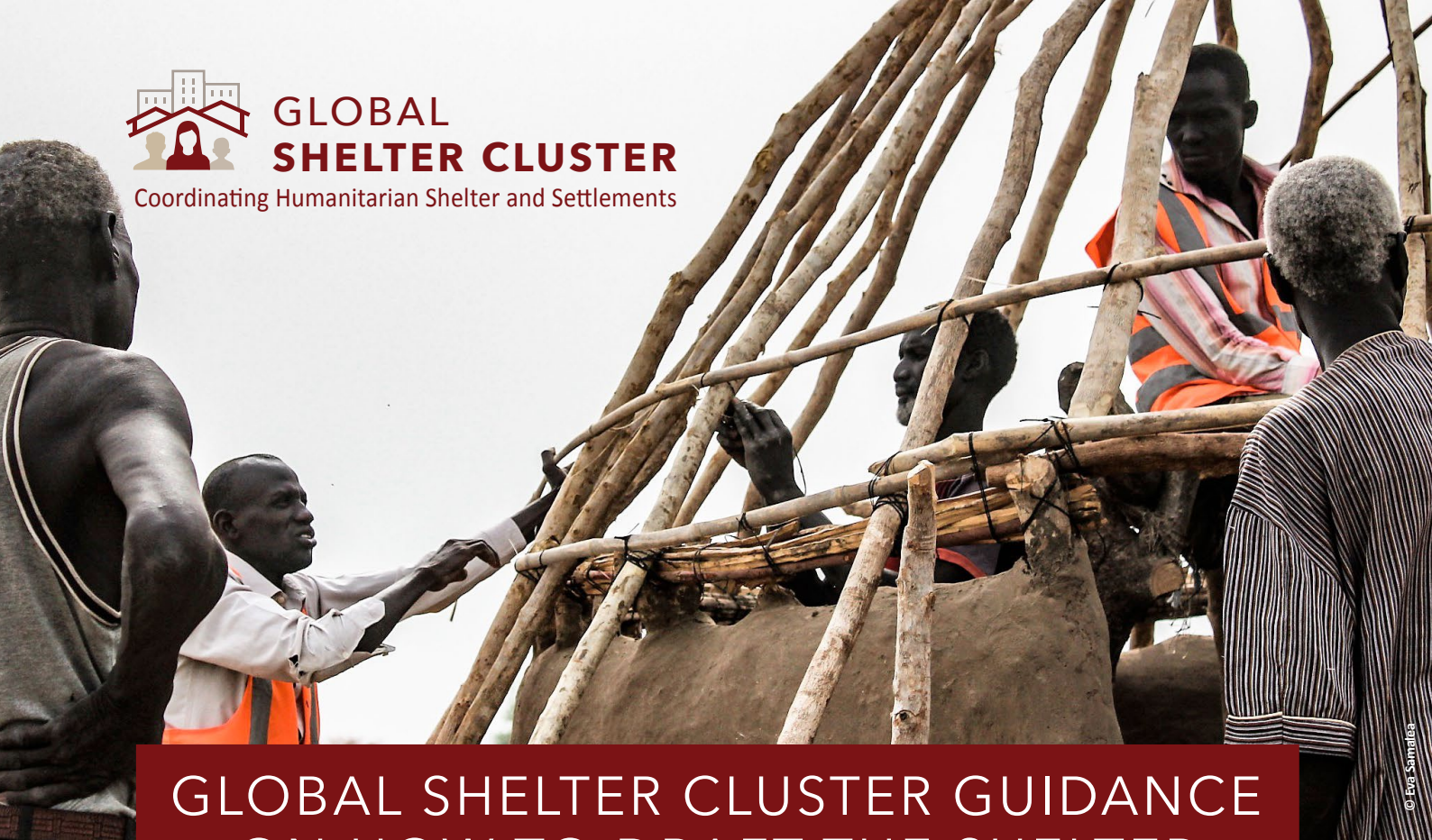




GLOBAL SHELTER CLUSTER

Coordinating Humanitarian Shelter and Settlements



GLOBAL SHELTER CLUSTER GUIDANCE ON HOW TO DRAFT THE SHELTER CHAPTER OF THE "HUMANITARIAN NEEDS AND RESPONSE PLAN"

This tip-sheet guides country-level Shelter Cluster Coordinators on drafting the Shelter chapter of the [Humanitarian Needs and Response Plan \(HNRP\)](#). It ensures strategic alignment with evidence-based shelter needs and OCHA requirements.

This guidance is based on the ["HNRP Annotated Template, Humanitarian Programme Cycle 2025"](#) (August 2024) pages 30-32. The HNRP Sector/Cluster chapter is as follows:

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1. CLUSTER/SECTOR TITLE
 2. # PEOPLE IN NEED / # PEOPLE TARGETED / # PARTNERS / REQUIREMENTS (USD\$)
 3. MAP OF SECTOR/CLUSTER SEVERITY OF NEEDS/ #PIN AND TARGET
 4. SUMMARY OF NEEDS
 5. RESPONSE STRATEGY
 6. TARGETING AND PRIORITIZATION
 7. PROMOTING QUALITY AND INCLUSIVE PROGRAMMING
 8. PIN AND TARGET, DISAGGREGATED PER POPULATION GROUPS
 9. COST OF RESPONSE
-

CLUSTER/SECTOR TITLE

Provide the agreed name of your sector cluster at country level (E.g. Shelter Cluster, Shelter Sector, Shelter and NFI Cluster, Shelter and Emergency Sector, etc).

PEOPLE IN NEED / # PEOPLE TARGETED / # PARTNERS / REQUIREMENTS (USD\$)

People in Need

Provide the exact figure of PIN calculated using the most recent data through the recommended Global Shelter Cluster's "[Shelter Severity Classification](#)" system, and with guidance from the Global Shelter Cluster "[Information Management and Assessment Toolkit](#)".

People Targeted

The Shelter Cluster Coordination Team, in coordination with the SAG and partners, calculates the target based on analysis of shelter sector/cluster needs. It is important to differentiate between PIN (the total estimated number of people in need) and the target (the estimated total number of people the sector/cluster can reach, factoring in response capacity (# of partners and human resources available) and likely financial availability.

Response capacity is determined by considering partner's abilities to implement activities within the 12 months HRP/HNRP cycle. This can be calculated through a mixture of the following methods:

- Use as reference the response capacity from the previous year (E.g. total number of people reached for shelter sector/cluster for 2023) and consider any potential partner capacity sustainable growth (or reduction).
- If using a project-based HNRP, you can use the sum of the people targeted by all approved projects to estimate your HNRP sector target (this is an indication of all partners capacity for the following year).
- You can use the estimated total funding available for the sector/cluster for the previous year and based on funding trends (increase or decrease of funding over previous years for the sector) estimate the likely funding the sector will receive, and based on it and the proposed activities, using cost per activity then estimate the amount of people that could be reached with that financial capacity.

Partners

List the total number of registered partners implementing shelter activities within your cluster/sector.

Requirements in USD\$

This section outlines the total financial requirement in USD, to meet the sector's needs based on the number of people targeted. Refer to the Guidance Note on HNRP Approaches for more details and instructions on estimating financial requirements.

Once calculated, present the figure to the Humanitarian Coordinator and other HCT members during the sector defence. Be prepared to justify your calculations with strong evidence. You may be asked by the Sector Defence Board to review your PIN and or your target to reduce your financial requirement. If this is the case, the review should be based on your target number and not on your PIN. This review should be done in consultation with your SAG.

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MAP OF SECTOR/CLUSTER SEVERITY OF NEEDS/ #PIN AND TARGET

Include a country-level map, consistent across all sectors, showing severity of needs, PiN, and the target. Data provided by your cluster should align with agreed-upon formats and match the figures in the narrative and key figures table.

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SUMMARY OF NEEDS

Whether drafting an HRP or HNRP, this section should concisely summarize critical sector needs. This has been reduced to 3-4 paragraphs from previous full Humanitarian Needs Overview (HNO) chapters. Prepare a detailed sector needs analysis report beforehand, based on the **Shelter Severity Classification** process, and share it with partners to inform response planning. The summary should clearly link needs to the proposed response strategy later in the chapter.

RESPONSE STRATEGY

Each sector/cluster must develop a sector-specific objective, aligned with overall strategic objectives of the emergency response, to address identified needs. Typically, OCHA limits the space to up to three activities.

Clusters should identify objectives, indicators, and targets aligned with HNRP strategic goals, guided by inter-cluster coordination. Specify who will implement activities, and where. It is recommended to develop a comprehensive Results Framework with the SAG, even if the HRP/HNRP version is simplified.

A results framework is recommended to include the following structure:

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X CLUSTER/SECTOR RESULTS FRAMEWORK					
STRATEGIC OBJECTIVE	SECTOR OUTCOME INDICATOR	ACTIVITY	ACTIVITY INDICATOR	SUB-ACTIVITY	SUB-ACTIVITY INDICATOR
SECTOR OBJECTIVE 1: XXXXXX					
SO1 (This should be the agreed Strategic Objective for the overall emergency)	Targeted crisis-affected households, including those in underserved communities, have their core and essential non-food item needs met (e.g.)	1.1 Provision of core and essential NFIs (e.g. mattress, plastic sheeting, blankets, jerry cans, kitchen sets, solar lamps; including cash/voucher for these items). (e.g.)	No. of people whose needs in relation to core and essential NFIs are met, including but not limited to those in underserved communities. % of NFI distributions have separate lines for men and women % of NFI distributions have female staff present (e.g.)	1.1.1 Provision of non-fuel core and essential NFIs (e.g.)	No. of people whose core and essential NFI needs are met (e.g.)
					
SO2					
					
SECTOR OBJECTIVE 1: XXXXXX					
SO1					
					
SO2					
					

You can find an example of results framework [here](#).

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TARGETING AND PRIORITIZATION

Explain the methodology used to calculate your target (from section 2) and how prioritization was determined using the [Shelter Severity Classification](#). Justify your target in this narrative.

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PROMOTING ACCOUNTABLE, QUALITY AND INCLUSIVE PROGRAMMING

Provide a concise explanation of how your sector/cluster will address issues such as Accountability to Affected Populations (AAP), Prevention of Sexual Exploitation and Abuse (PSEA), Gender, Protection, and Environmental considerations.

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PIN AND TARGET, DISAGGREGATED PER POPULATION GROUPS

Present PIN and target figures disaggregated by population group, by sex and by age (as per the table below).

BY POPULATION GROUP			BY SEX & AGE			
IDPs	RETURNEES	VULNERABLE RESIDENTS	SEX		AGE	
						PERSONS WITH DISABILITY
 PEOPLE IN NEED	X.XM	X.XM	X.X	X.X	X.X	X.X
			Female	Male	Female	Male Elderly
 PEOPLE TARGETED	X.XM	X.XM	X.X	X.X	X.X	X.X
			Female	Male	Female	Male Elderly

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COST OF RESPONSE

Briefly explain the methodology used to estimate the total cost of the sector/cluster response, including any sector-specific factors, cost-effectiveness measures, and changes in operational costs. Detailed guidance is provided in the Guidance Note on HNRP Approaches.

OCHA NOTES

NOTE: In addition to the text on the cluster page, it is critical that clusters provide their activities, indicators and targets, linked to their Cluster Objectives (and thereby to Strategic Objectives), which should come together in the Monitoring Framework and be entered in HPCTools.

NOTE: Keep visuals together with the cluster pages (rather than separated out).

NOTE: Each sector/cluster should provide the link to the online cluster page on HumanitarianAction. They may also link to a longer/more detailed strategy, if they so choose.

You could provide to OCHA your Results Framework along with your draft narrative of the sector/cluster chapter.