

Donor Briefing Template for Shelter Cluster Coordinators

1. Introduction (30 minutes)

- **Welcome and opening**
 - Brief self-introductions of participants (donors, national authorities, UN agencies, INGOs, local partners)
 - Statement of objectives and expected outcomes for the session
 - Opening remarks by key representatives from the Cluster Lead Agency (Representative, Chief of Mission, other)
 - **Notes**
 - Begin by setting the pace, clarifying objectives, and linking to the GSC Strategy 2030.
 - Incorporate any initial remarks from major donors or government representatives.
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2. Context overview (15 minutes)

- **Current situation**
 - Provide a snapshot of the humanitarian context, referencing recent emergencies or ongoing crises (e.g., floods, heavy rainfall, returnee influx, ongoing displacement).
 - Highlight the total population in need and key figures on destroyed/damaged shelters, and any pressing seasonal concerns such as extreme heat or winterization.
 - Emphasize the regional variations in needs, as shown in relevant dashboards.
 - **Key facts and figures**
 - Present essential data.
 - Reference any short, powerful visuals or dashboards.
 - **Local partner insights**
 - Invite a brief testimony from one or two local partners on how the crisis is unfolding at the community level.
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3. Reflection on the previous response and achievements (15 minutes)

- **Achievements**
 - Highlight the major accomplishments, including emergency distributions, shelter/NFI provision, collaboration with local partners, coordination across clusters, and “build back safer” approaches.
 - Include tangible, evidence-based data, such as “X families received transitional shelter support,” or “Y households accessed repair assistance.”
 - When possible, share success stories or a short video showcasing improved shelters, especially if local NGOs led those efforts.
- **Challenges and lessons learned**
 - Summarize recurring challenges: funding constraints, access issues, authority approvals, weather disruptions, HLP challenges, or policy barriers.
 - Share any feedback from local partners on operational hurdles (e.g., difficulties in reaching certain populations, constraints in delivering materials).

4. Perspectives from local partners (15 minutes)

- **Local partner showcase**
 - Invite 2-3 local partner representatives to share:
 1. How they collaborated within the Shelter Cluster
 2. Challenges encountered when delivering shelter responses
 3. Positive outcomes achieved
 - Encourage brief, story-style presentations to highlight community voices.
 - **Integration and coordination**
 - Emphasize how local partner feedback shapes cluster-wide decisions (for example, improved beneficiary selection, accountability to affected populations, or more culturally appropriate shelter designs).
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5. Key needs, gaps, and advocacy messages (15 minutes)

- **Humanitarian needs**
 - Provide a focused summary of the urgent needs (for example, urgent repairs for flood-affected homes, additional transitional shelters for returnees, winterization items).
 - Highlight cross-cutting vulnerabilities (women-headed households, persons with disabilities, elderly, etc.).
 - **Funding and resource gaps**
 - Present the cluster's funding status vs. its annual target.
 - Stress the shortfall: "Shelter/NFI Cluster remains only 25% funded" or "We need an additional USD 59M to reach winterization targets."
 - Emphasize local partner capacity-building and why it requires sustained donor commitment.
 - **Key advocacy messages**
 - Summarize top-line messages:
 - "Immediate shelter repair is needed before winter for thousands of families."
 - "At least USD X is required to replenish emergency stockpiles for the next flash flood season."
 - "Prioritize local partner-led solutions to ensure culturally appropriate, gender-sensitive shelter interventions."
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6. Strategic priorities and response outlook (10 minutes)

- **Cluster strategic priorities**
 - Outline the immediate, medium-term, and long-term shelter strategies (e.g., emergency stocks, capacity-building for local organizations, transitional shelter, DRR measures).
 - Include mention of cross-cutting themes: protection mainstreaming, cash-based interventions, environment/climate adaptation, and area-based approaches.
- **Coordination with other clusters**
 - Underscore collaboration with Protection, WASH, CCCM, etc. (e.g., joint site planning to mitigate flood risks).
 - Show how each cluster's local partners coordinate collectively.

- **Milestones and timelines**
 - Present any upcoming assessments, scheduled responses, or new partnerships.
 - Clarify how donors can support or align their contributions within these timelines.
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7. Open discussion / Q&A (10-15 minutes)

- **Facilitated dialogue**
 - Invite donors to share questions, reflections, or suggestions.
 - Encourage feedback from local partners.
 - **Priority action points**
 - Summarize key discussion points, clarifying any next steps or follow-up items.
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8. Conclusion and next steps (5 minutes)

- **Wrapping things up**
 - Recap key asks (funding, collaboration, policy support) and the importance of local partner engagement.
 - Announce upcoming cluster workshops or strategic planning events.
 - **Closing remarks**
 - Offer final words from the Shelter Cluster Lead/Co-Lead Agencies and local partner representatives.
 - Thank participants for their time and encourage continued, timely support.
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Key tips for implementation

1. **Schedule the donor briefing before important strategic processes.**
2. **Incorporate local partner voices throughout**
 - Whenever possible, give local NGOs and community representatives a dedicated slot to share their perspectives, not just in a Q&A.
3. **Use data effectively**
 - Show compelling figures (e.g., how many families remain under tents or damaged houses) and link them to specific funding or policy asks.
4. **Use short videos or photos**
 - A brief case study or short video can powerfully illustrate the on-the-ground reality.
5. **Consider a short coffee break in the middle.**
 - Over two hours is a long time to hold anyone's attention straight through.
6. **Maintain a clear flow and consistent pace**
 - Keep the meeting structured and on time, with designated facilitators.
7. **Follow up afterwards**
 - Follow up conversations after the donor briefing with donors on specific topics they have asked about, sharing information from the cluster or scheduling a bilateral meeting for more in depth conversation
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