

# Technical Working Group (TWG)

## APPROVED TERMS OF REFERENCE (Feb 2015)

### ***Background:***

Following the concern of donors and shelter and NFIs practitioners to standardize cost effective designs and packages/kits and the need to ensure coordinated approach respecting humanitarian standards, it was agreed by active Cluster Partners to develop a new Cluster Technical Standards (CTS) and to further adapt their own programs accordingly. Starting the process for this year, a Technical Working Group (TWG) general invitation was sent to the technical experts of Cluster Partners Organizations (CPOs) where designs and NFIs packages were shared and discussed. It was also agreed that the TWG Terms of Reference (TORs) should be immediately developed to allow the TWG formalization to commence its technical work ASAP. Therefore, the following are the approved TORs:

### ***Objectives:***

- The key objective of the TWG is to develop and produce the Cluster Technical Standards for NFIs and Shelter assistance in Afghanistan. This will include (but not limited to):
  - ✓ Composition and designation of NFIs packages
  - ✓ Composition of emergency shelter packages and modalities of assistance.
  - ✓ Modalities and best practices on cash for shelter and voucher assistance
  - ✓ Recommend and codename designs for transitional and durable shelter solutions
  - ✓ Review building materials specification, use, availability, quality and affordability
  - ✓ Ensure that Age, Gender and Diversity aspects are contemplated in shelter designs and NFI packages
  - ✓ Agree and recommend incorporation of Local cultural preferences
  - ✓ Foresee standards that promote opportunities for local capacity building
  - ✓ Promote the use of alternative energy solutions and ensure Environmental sustainability
  - ✓ Ensure that humanitarian principles and standards are included in the CTS
  - ✓ Develop and recommend technical standards for earthquake prone areas.
- The TWG should provide technical support to agencies involved in shelter assistance, with the aim to increase the quality of emergency & transitional shelters designs, NFIs kits composition and items specifications.
- It also acts as a platform for discussion and peer review of shelter design models, technical details, including but not limited to engineering designs, BoQs, training and materials, and shelter models.
- The TWG should lead lessons learned exercises, development of shelter and NFIs intervention case studies and ensure constant incorporation of best practices to CTS.
- The TWG provides technical advice to the Emergency Shelter and NFI Cluster on possible shelter and NFIs interventions in particular situations, including but not limited to the framework of the CHF Afghanistan and partners projects to respond to SRPs/HRPs/CERF.
- The TWG should ensure (through the Cluster Lead) that CTS, shelter designs and NFIs approved packages of CPOs are available online in the cluster dedicated webpage. The TWG should continue encourage CPOs the use of the available reference library, lessons learned and best practices while planning new shelter and/or NFIs interventions.
- The TWG should decide (vote) on the allocation of the Chairperson and Deputy Chairperson positions. These positions should rotate every 6 months. As this will be decided by vote, it's possible that CPOs would continue chair responsibilities through consecutive periods.

### *Organization and Composition*

The organization of the TWG is foreseen as having a Chairperson, a Deputy Chairperson and Group Members. The TWG roles should be agreed/voted by CPOs among those organizations volunteering for the tasks. The process should be consultative ensuring the maximum participation of active CPOs.

The TWG should be Chaired by a leading active<sup>1</sup> CPOs and provide regular updates during Cluster Meetings. It will be also composed of technical experts of active CPOs with the presence of Donors and OCHA. A technical representative of all CPOs is welcomed as member but decisions will be taken by representatives of active CPOs.

In principle, and due to the urgent need to develop the CTS, the TWG should meet twice a month. Then, it's envisaged a monthly meeting prior to Cluster Meetings. Ad hoc meetings should be called in the event to assess and/or evaluate CHF/ERF/CERF projects.

Meetings should be held according to 'Chatham House Rules' (i.e. comments are incorporated but are not attributable to any particular organization). Decisions on key issues should be achieved by consensus and aligned with the views of the majority of its members.

Below is a proposed integration of the TWG:

Number of Members	Organization Type	Membership
1	Active Cluster Partner leading organization	Chairperson
1	Active Cluster Partner leading organization	Deputy Chairperson
1	Shelter Cluster Coordinator	Active Member
1	Cluster Deputy Leading Agency	Active Member
variable	GIRoA Representative	Active Member
variable	Technical Representatives of Active CPOs	Active Member
variable	Donor Representatives	Active Member
variable	Technical Representatives of Inactive CPOs	Observers
1	OCHA	Observer

<sup>1</sup> Active CPOs: Those CPOs that are assessing, implementing, reporting and/or participating in ESNFI cluster coordination.