https://upload.wikimedia.org/wikipedia/commons/thumb/5/5f/Shelter_Cluster.jpg/220px-Shelter_Cluster.jpg 

**TERMS OF REFERENCE:**

**Technical Working Group (TWiG) for Technical Assistance and developing & disseminating shelter and settlement related IEC resource [name of TWIG can be adapted to the context]**

**Introduction/ Background**

The Global Shelter Cluster Working Group for Promoting Safer Building (PSB WG), has developed [“Informing Choice for Better Shelter Protocol”](https://www.sheltercluster.org/promoting-safer-building-working-group/protocol-informing-choice-better-shelter) (the Protocol) which provides step by step guidance for context analysis, understanding of the information gap, and subsequent development of quality, appropriate, evidence-based, effective and timely Information, Education and Communication (IEC) materials, and their dissemination.

This protocol helps Shelter Clusters (or single agencies) to define the technical assistance strategy in support of people affected by crisis and their recovery in order to improve their resilience to future crisis and support self-recovery efforts.

As part of the [name of the present response] the Country Shelter Cluster, co-lead by [name of national authority body] and [name of organization] has agreed to form the TWiG on “Technical Assistance and developing & disseminating shelter and settlement related IEC resource” [name of TWIG as in the title], which is the initial step of the protocol to support informed choice for better shelter.

**Scope**The primary aim of this technical working group (TWiG) is to identify and develop clear and concise Information, Education, and Communication (IEC) resources that help affected populations (and responding humanitarian agencies) to make informed choices about how to build back safer and to find the most efficient pathways to disseminate these.

Significant effort will be to put into context analysis, understanding the information gap in relation to promoting better building and the most used channels of communication amongst the different identified target groups. To that, it is important to capture not only technical information, but as well knowledge, attitude and behaviour evidences related to the design and construction process, the variables to take decisions and the way they receive and integrate new concepts. Building back safer can also mean building shelters that are healthier, more durable, need lower maintenance, and provide greater level of dignity. The guidance and messages developed through this process, will focus on construction and improvement of non-architect designed, non-engineered, self-constructed lightweight housing but not provide any particular model design.

**Objective**

The main objective is to develop, roll-out and monitor a Technical Assistance Strategy based on the seven Steps of the Protocol in [country] with focus on [only if applicable limit the focus of the TWIG e.g. self-recovery, healthier sheelters, specific area, specific target group, etc.]

Additionally the TWiG should: [review and adapt to the specific context]

* provide technical support to agencies involved in shelter assistance, with the aim to increase the shelter quality through technical assistance
* drive a context analysis, including KAP survey, to identify best practices, gaps, most effective dissemination pathways and stakeholders which should support the development of a Technical Assistance Strategy for CPOs, including the support of self-recovery activities
* lead review and development of specific IEC material based on a previous context analysis and the adaptation of this material to the local context
* act as a platform for discussion and peer review of shelter technical assistance initiatives, including communication activities and development of specific IEC material.
* lead assessment and lessons learned exercises, development of technical assistance intervention case studies and ensure constant incorporation of best practices.
* provide technical advice on Technical Assistance options to the Emergency Shelter and NFI Cluster in [Country] on possible shelter and NFIs interventions or global decisions.
* ensure (through the Cluster Lead) that the TWiG outcomes and decisional are available online in the cluster dedicated webpage. The TWiG should continue encourage CPOs the use the developed material while planning new shelter and/or NFIs interventions.
* 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.

**Deliverables Outcomes**

* TWiG established with agreed ToR
* Full context analysis, including technical aspects of shelter and local construction practices, as well as stakeholder, communication channels and KAP (Knowledge, Attitude and Practices) analysis as baseline.
* Developed IEC messages based on the context analysis and adapted to specific context and stakeholders
* Validated Technical Assistance Strategy, including communication aspects and M&E measures
* Roll out of the Strategy for disseminating the ‘Build Back Safer’ messages, including choice of modes of communication and media, target audiences and timing
* Defined M&E framework for measuring success and impact of the messaging done

**TWiG Organisation**

The organization of the TWiG is foreseen as having a Chairperson, a Deputy Chairperson and Group Members. The TWiG roles should be agreed/voted by Cluster Partner Organisations (CPOs) among those organizations volunteering for the tasks.

The TWiG should be Chaired by a leading active 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.

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. The process should be consultative ensuring the maximum participation of active CPOs.

**TWiG Membership and Profiles**

The proposed integration of the TWiG is as follows:

* Chairperson: 1 Representative of national authority leading Country Cluster [if available, specify national body]
* Co-chairperson: 1 Active Cluster Partner leading organisation
* Deputy Chairperson: 1 Active Cluster Partner leading organization
* Active Members: Shelter Cluster Coordinator, Cluster Deputy Leading Agency, other active CPOs members and Donor Representatives
* Observers (limited number)

The technical working group is intended as a small group of technical experts from shelter cluster member organisations and specifically invited technical specialists tasked with a time-bound technical task. The main group should be composed of approximately 8-12 people. However, smaller sub-groups or consultants can be added also to undertake specific components of the task. At least 30% of members of the main group should have good knowledge of the context. The members need to bring to the TWiG a wide variety of expertise and experience. The following competences should be represented at least in form of consultations:

* Technical expertise in construction, Architect or Engineer. Ideally also with expertise in the humanitarian sector and with local building practices.
* Knowledge of [Country] context and experience in humanitarian shelter (NGOs)
* Communication with Communities (CWC)/Communication Engagement and Accountability (CEA)/Communication experts
* Local context communication experts (e.g. advertising or marketing)
* Sociologists or Anthropologists with knowledge of the context
* Teacher of Technical Education and or Local Technical Institutes or Colleges, which focus on the built environment.
* Builders, Carpenters, Masons (skilled construction workers not just architects and engineers).
* Representatives from national, regional and/or local authority as feasible.

**Note:** The TWiG is not an open forum for public debate and discussion but should stay focussed on the objective with the continued participation of the core members.

**TWIG duration & frequencies of meetings**

The meetings will be held every [insert frequency of meetings, or dates] at [insert address]. The expected minimum commitment should be participation in at least [insert minimum participation or availability time].

It’s envisaged a meeting prior to Cluster Meetings. Ad hoc meetings should be called in the event to assess and/or evaluate CHF/ERF/CERF projects.