

## Terms of Reference

### Shelter Sector Working Group

(KRI)

**Version 4: 15.05.2014**

#### **Background**

The Kurdistan Region of Iraq (KR-I) hosts a large Syrian refugee population currently estimated at 220,000. Additionally, KR-I hosts a significant number of IDPs from Anbar and other regions of Iraq. The Sector Coordination mechanism has been established across the region to coordinate the activities of contributing Agencies by Sector and now encompasses coordination within and across all sectors in all field locations and in Erbil and has drawn on UN agencies' comparative expertise, supported by an integrated information management system. With the growth in the number and engagement of non-governmental organisations (NGOs), coordination is being enhanced through the introduction of NGO co-leads. Discussions are on-going with the KRG to establish a Government/UN/NGO coordination committee to consider issues requiring Government decision or policy or action/consideration by the Agencies mounting the Refugee Response.

#### **Purpose**

The purpose of the Shelter Sector Working Group (SWG) is to ensure adequate shelter for all populations affected by conflict-related displacement in all governorates of KR-I.

#### **Accountabilities**

Consistent with the overall objectives, priorities and targets in the RRP, the SWG is accountable for:

- Development of a sectoral strategy, in accordance with the Inter-Sectoral Coordination Group (ISCG) and in consensus with the KRG
- Promote effective inter-agency programme implementation, supported by common needs assessments/gaps and capacities analysis, programme design, to maximize impact, prevent overlap and minimize gaps;
- Contribute to common advocacy and resource mobilization platforms; and,
- Monitoring progress against key indicators and targets as set out in the RRP.

#### **Membership**

The SWG is open to all humanitarian operational partners intervening in the Shelter sector, be they Government, UN/inter-governmental organisations, or non-governmental organisations (both national and international) that are abiding by established humanitarian principles in the delivery of their humanitarian interventions.

#### **Responsibilities of the co-leads**

The SWG shall be co-led by UNHCR and the Norwegian Refugee Council in view of the recognition of their leadership and accountability roles in the sector's response.

The co-leads shall also, with the approval of the membership and where necessary, convene Technical Working Groups (TWiGs), to provide direction to the SWG on specific technical issues. The ToRs for each TWiG shall be drafted by the co-leads of the SWG, and then submitted for approval to the membership of the SWG.

Further, the co-leads shall have the responsibility of:

1. Coordinate all partners in the Shelter sector, in an inclusive and transparent manner, respecting their mandates and programme priorities, to achieve the objectives set out in the RRP;
2. Call meetings to set strategies and monitor progress toward common targets, and share summary action points with all partners;
3. Share information about needs/gaps analysis to guarantee a common understanding by all partners of the sector's needs, to ensure that the strategy's objectives and targets are met;
4. Encourage the use of common needs assessment and monitoring tools, and ensure timely and accurate reporting by all partners;
5. Provide relevant inputs to the RRP and other regional processes;
6. Provide technical support to partners, and establish issue-specific TWiGs in order to do so, where necessary;
7. Participate in all ISCG meetings and other relevant ISCG processes to ensure that appropriate linkages are made with other sector's objectives and strategies;
8. Facilitate the relationship with relevant Government counterparts and the donor community, and identify common advocacy messages;
9. Devise communication strategies towards beneficiaries;
10. Support contingency planning process; and,
11. Be accountable to the ISCG for the efficient and effective implementation of the sector's strategy under the RRP.

### **Responsibilities of the Sector Working Group**

The Shelter Sector WG is responsible for:

1. Developing the sector strategy, including with respect to setting priority interventions, targets and indicators;
2. Providing strategic oversight on the prioritization of resources within the sector and amongst sector's partners;
3. Monitoring implementation of the sector's objectives against the RRP and assisting in the identification of significant gaps;
4. Validating common processes related to the sector's response, such as contingency planning, transition from in-kind to cash interventions, targeting, or use of common data collection and information management tools.
5. Sharing of lessons learned, and the promotion of best practice; and,
6. Reporting in accordance with the RRP agreed schedule.

### **Activities**

To achieve its goal, the Shelter SWG group will execute the following as appropriate:

Examples of activities below -

1. Review standards relevant to the sector;
2. Agree on regions of concern based on climate, geography and population profile;
3. Contribute to Multi-Sectoral Needs Assessments with the ISCG;
4. Agree on assistance needs;
5. Develop a plan to meet needs;
6. Review resources and standardize assistance approaches;
7. Mobilize additional resources;
8. Hold monthly coordination meetings (see attached SOPs for meetings);
9. Exchange data;
10. Ensure the timely dissemination of needs-based information products;
11. Coordinate any other relevant, humanitarian, Shelter and Settlements activities.

The ToR for the SWG will be reviewed every six months, or at the request of the WG.