

# SHELTER COORDINATOR

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## Context

The UNHCR Operation in Lebanon currently has over 580,000 refugees registered or awaiting registration. Based on the trends in arrivals from January to June this year, it is estimated that the number of Syrian refugees in need of assistance in Lebanon by the end of 2013 might reach 1 million. The dramatic increase in the size of the refugee population means that more is required to assist them as well as the hosting communities in which they reside. Refugees are spread across the country in 1,410 locations. Overall coordination of the inter-agency response rests with UNHCR, with other UN agencies and NGOs playing critical roles in areas of their respective expertise. The Office has grown substantially since the beginning of the operation to some 500 staff. Field Units cover operations in Beirut (Mount Lebanon), Tyr (South), Tripoli and Qobayat (North), and Zahle (Bekaa).

Lebanon is currently assessed at security level 4: substantial. The unrest in Syria has had an impact in Lebanon and security incidents are on the rise, which can disrupt the smooth delivery of the humanitarian programme. In addition, the scattered nature of the refugee population often in areas with difficult access, pose challenges. Nonetheless, much has been achieved and refugees continue to receive a wide range of assistance, including food and non-food items, shelter, medical care, education assistance and psychosocial support.

The Government of Lebanon is not party to the 1951 Convention Relating to the Status of Refugees or its 1967 Protocol. There is no legislative or administrative framework governing refugee affairs. Refugees who cross unofficially into Lebanon, or overstay their visas, are considered to be illegally in the country and are at risk of arrest, detention and even deportation. UNHCR's mandate is recognized but the role of the Office very much depends on maintaining clear, open and transparent communication with the Government so that we are able to maintain the position of authority and respect currently experienced by the Office.

The availability of shelter and appropriate water and sanitation facilities and practices are a persistent concern. The ability of agencies to quickly address shelter needs is constrained by a number of factors including: the increasing rate of new arrivals and registered populations, the lack of available rental accommodation; the absence of government approval to rehabilitate and use empty buildings and vacant lands. The areas where refugees are settling are furthermore economically deprived areas. These challenges are compounded by the absence of a strong coordinated central government response and the corresponding need to deal separately with over 400 municipalities in which refugees live.

As the recognised lead agency of the refugee response, UNHCR leads the sectors of protection, non-food items, and shelter, and co-leads the education, health, social cohesion and WASH sectors.

## Objective

The principle objective of a Shelter Coordinator is to support the sector and its established working groups and task forces in contributing towards the effective provision of emergency assistance to the refugee, returnee and displaced populations through the timely and efficient coordination of sector activities. Sectors operate in the frame of UNHCR policies and strategic orientations in regard to activities, and conduct operations:

1. Based on Needs;
2. Sustained with credible assessments;
3. Implemented with adequate capacity and monitored.

## Tasks

Specifically, the Protection Coordinator will be responsible to facilitate and guide the following actions:

### Coordination

- Coordinate inter-agency collaboration and operational partnerships in the shelter sector and provide oversight to the UNHCR shelter programming;
- Ensure a more coherent and effective response by mobilizing groups of agencies, organizations and NGOs to respond in a strategic manner across all regions of Lebanon;
- Ensure effective coordination with all partners- and actors (national and international) active in the shelter sector, through the establishment of appropriate sectoral coordination mechanisms, including working groups at the national and local level;
- Ensure priority strategies are effected to ensure basic shelter needs of the displaced population are met;

- Provide clear guidance and communicate minimum standards to all stakeholders to build local capacities and improve the quality of shelter programmes;
- Ensure effective and coherent sectoral needs assessment and analysis, involving all relevant partners;
- Ensure compliance with UNHCR's global strategies, protocols and guidelines;
- Provide timely updates and briefings to donors, prospective donors and media;

#### Coordination with national/local authorities, state institutions, local civil society and other relevant actors

- Ensure appropriate links with national and local authorities, State institutions, local civil society and other relevant actors, and ensure appropriate coordination and information exchange with them;
- Ensure the national- and local authorities take on their respective responsibilities towards the shelter response;
- Establish a coordination mechanism with non-traditional partners, including the religion-based organisations;
- Support efforts to strengthen the capacity of the national authorities and civil society.

#### Planning and strategy development

- Develop and update agreed response strategies and action plans for the sector and ensure these are adequately reflected in the overall country strategy;
- Compile, analyse and map information on shelter needs and emergency shelter options in Lebanon (including host families, collective shelters, pre-fabricated shelters, cash for shelter, support to vulnerable people in nomadic dwellings and camps);
- Develop shelter assistance methods to support refugees in different settings (including host families, collective shelters, pre-fabricated shelters, cash for rent, support to people in nomadic dwellings and camps), as well as methods to support the local (host-) communities;
- Secure commitment from sector partners in respond to the needs and gaps, ensuring an appropriate distribution of responsibilities within the sectoral group with clearly defined focal points for specific issues where necessary;
- Prepare proposals for additional funding to prospective donors;
- Ensure the proper implementation of community support projects (CSPs) by partners.
- Ensure adequate contingency planning and preparedness for new emergencies.

#### Assessment and analysis

- Collect and analyze available data related to protection activities;
- Participate in joint sectoral needs assessment and analysis;
- Carry out specific needs assessments when necessary.

#### Coordination of programme implementation

- Ensure appropriate coordination with partners and other sectors in implementing the protection strategy;
- Promote the integration of agreed cross-cutting issues (human rights, age, gender, environment, diversity) utilizing participatory approaches;
- Secure commitments from participants in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities, with defined focal points where necessary;
- Promote the need for early recovery planning as well as prevention and risk reduction;
- Act as focal point for inquiries on the protection sector response plans and operations.

#### Monitoring, reporting and information

- Ensure adequate monitoring mechanisms are in place to review the impact of activities and progress against plans;
- Ensure adequate reporting and effective information sharing with partners, donors and government counterparts;
- Provide input to information material to be disseminated through the sector website (if any);
- Regularly exchange information and best practices with relevant stakeholders;
- Provide input to a protection-specific 3W chart and regularly update Inter-Sector Coordination on changes.

### Advocacy and resource mobilization

- Identify core advocacy concerns, including resource requirements, and contribute key messages towards the Lebanon operation and broader advocacy initiatives;
- Advocate with donors for additional funding to carry out priority activities in the shelter sector, while at the same time supporting shelter sector actors to mobilize resources for their activities.

### Community-based approach/Cross cutting issues

- Ensure utilization of participatory and community based approaches in sectoral needs assessment, analysis, planning, monitoring and response.
- Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. AGDM) ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed;

### **Reporting**

The Protection Coordinator will report directly to the Assistant Representative for Coordination and provides technical guidance and advice to the shelter team within UNHCR Lebanon.

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### **Deliverables**

Strategic document / Guidelines

Monthly Sector Activities reports (outputs, lessons learned, best practices, outcomes, impact)

Sector assessments reviews and analysis

3W charts (including gap analysis)

Website updates

Consolidated monitoring reports