TERMS OF REFERENCE FOR THE DG ECHO – GLOBAL SHELTER CLUSTER

JOINT MONITORING MISSION TO NEPAL

**Background and context**

A 7.8 magnitude earthquake struck central Nepal on April 25 between the capital, Kathmandu, and the city of Pokhara. On 12 May, a second earthquake measuring 7.3 magnitude hit 80 km to the east-northeast of Kathmandu. The devastation was widespread, with many buildings and infrastructure collapsed as a result of the earthquakes. Over 700,000 houses were damaged or destroyed. The Government of Nepal declared a state of emergency and appealed for humanitarian assistance internationally. All humanitarian clusters were activated to facilitate the coordination of the international humanitarian response.

The Nepal Shelter Cluster was first activated in 2008 in response to the Koshi floods. It has since remained active working on preparedness and contingency planning activities and coordinating the response to small and medium scale disasters that for the most part did not require the mobilization of international assistance.

The Nepal Cluster system is owned by the government with the Ministry of Home Affairs (MOHA) as the overall lead agency for disaster response and preparedness, and other key line ministries identified for various cluster lead roles. The government lead agency for the shelter cluster in Nepal is the Ministry of Urban Development (MOUD) through its technical department, the Department of Urban Development and Building Construction (DUDBC). The International Federation of Red Cross and Red Crescent Societies (IFRC) together with the Nepal Red Cross Society (NRCS) are the shelter cluster lead agencies on behalf of the national and international humanitarian partners. Soon after the devastating earthquake of a magnitude of 7.8 on the Richter scale, IFRC deployed a Shelter Coordination Team (SCT) to work with the pre-established pre-earthquake shelter cluster team, the government and humanitarian shelter agencies in facilitating and coordinating the shelter response.

The Nepal Shelter Cluster has been supported by the Global Shelter Cluster through a range of activities including:

* Surge capacity: deployment of Global Focal Points from IOM, Canadian Red Cross and IFRC and Roving Focal Point from IFRC as surge capacity for technical, information management and coordination support.
* Shelter Coordination Team: identification, recruitment and overall human resource management of the Shelter Coordination Team members.
* Internal communication tools: set-up and management of team dropbox and team skype.
* External communication tools: set-up and ongoing support to the [Nepal Shelter Cluster website](https://www.sheltercluster.org/response/nepal-earthquake-2015); email addresses (with sheltercluster.org domain); and maintenance and support to feeds on Twitter.
* Remote support on a variety of issues, including information management, environmental concerns, technical advice and coordination governance and management structures.
* Training: in-country and remote support in the organization and delivery of Participatory Approach for Safe Shelter Awareness training for cluster partners.
* Tools and templates: provision of guidance, tools and templates to facilitate the implementation of cluster activities and delivery of core cluster functions.
* Assessment and response monitoring: facilitation of shelter damage and needs assessment and response monitoring through the REACH partnership.

#### The Global Shelter Cluster is implementing its 2013-2017 strategy. ECHO has supported the implementation of this strategy through Enhanced Response Capacity grants in 2013-2014 and in 2015-2016. More information on these grants can be found [here](https://www.sheltercluster.org/node/4328). Building on previous achievements and on the increased sustainability attained by the GSC, the 2015-2016 grant will allow the shelter partners to continue to work towards the fulfilment of the goal of the GSC Strategy 2013 – 2017. This grant – along with additional resources secured through GSC partners’ own contributions as well as through other donors – will allow the GSC to introduce a series of innovative approaches to address the challenges identified in previous years. A brief summary of the 2015-2016 ECHO grant to the GSC can be found in Annex 1.

**Mission objectives**

The overall goal of the mission is to assess the progress made in the implementation of the Enhanced Response Capacity 2015 grant to the Global Shelter Cluster. This will be achieved through the following specific objectives:

* Assess the effectiveness of the Nepal Shelter Cluster in meeting the core cluster functions.
* Identify and evaluate the support provided by the Global Shelter Cluster and how this support enabled a more effective delivery of shelter coordination services by the Nepal Shelter Cluster.
* Identify potential areas where support from the Global Shelter Cluster would have enhanced the performance of the Nepal Shelter Cluster.

As a secondary objective and subject to the availability of time, the mission will aim to assess the complementarity of support provided by ECHO through its ERC grants to different Global Clusters and OCHA.

**Mission scope**

The overarching framework outlining the key areas of inquiry by the Joint Monitoring Mission is established by the specific objective and expected results of the ERC funded Action and corresponding indicators:

1. To more effectively meet the sheltering needs of populations affected by humanitarian crises, by strengthening the shelter response of humanitarian actors through leadership, coordination and accountability in the humanitarian shelter sector.
   1. Indicator 1: Average number of hours in which a trained and experienced coordinator is deployed to newly activated shelter clusters. **When did the cluster lead agency have a Shelter Cluster Coordinator in place to set-up the shelter cluster after the onset of the earthquake in Nepal? How many people and which roles did the Shelter Coordination Team have in place at what time during the response? How did the GSC surge capacity and support team contribute to having a functional team in place during the response?**
   2. Indicator 2: % of shelter cluster partners including the government counterpart that are satisfied with the coordination services provided. **Are shelter cluster partners satisfied with how quickly the shelter cluster set up and provided shelter coordination services in response to the earthquake? Are they satisfied with the coordination process and cluster governance and management structure? Did the cluster facilitate a timely, effective, and quality response?**
2. Global and regional shelter cluster capacity and resources are strengthened to provide responsive and flexible support to country level coordination mechanisms.
   1. Indicator 1.1: harmonized basic coordination tools (Strategy, Factsheet, and Technical Guidelines and Standards) in place. **Are the key harmonized basic coordination tools in place in the Nepal Shelter Cluster?**
   2. Indicator 1.2: assessment surge capacity deployed, enabling the organization of interagency assessments in order to feed into humanitarian funding milestones. **Were coordinated assessment conducted by the Nepal Shelter Cluster? How many? What did they feed into?**
   3. Indicator 1.3: Average % of time of the Surge Capacity spent on support to country-level clusters (whether in country or remotely). **Was Surge Capacity deployed in support of the Nepal Shelter Cluster? How many people and for what period of time? In what capacity? Did their work contribute to a more effective Shelter Cluster in Nepal?**
3. The preparedness and predictability of shelter coordination and responses is enhanced through an effective and well-functioning GSC.
   1. Indicator 2.1: % of SAG members that are satisfied with the transparency, accountability, and effectiveness of the GSC. **N/A**.
   2. sheltercluster.org provides updated contact details and key documents related to the shelter response. **Does the Nepal Shelter Cluster page of the website provide sufficient information on the key elements of the shelter coordination and response in Nepal? Is it a useful resource for Shelter Cluster partners in Nepal? How many visitors and page views did the Nepal Shelter Cluster page in the website have in 2015?**
   3. % of Shelter Coordinators on the Global Coordination Workshop that classified the workshop as useful for their work at country level. **Did the participants in the 2015 Global Coordination Workshop from the Nepal Shelter Cluster Team consider it useful and relevant for their work in Nepal?**

**Methodology**

The mission will use a range of methodologies to achieve its objectives. These include:

* Review of documentation. A select collection of key documents will be made available to the joint monitoring mission team for pre-mission briefing.
* Key informant interviews: interviews will be conducted with members of the Shelter Coordination Team, the Humanitarian Coordinator, staff from the World Bank, OCHA, donor agencies, shelter cluster partners, other clusters, and government representatives, at the national and local levels.
* Focus group discussions: the Nepal Shelter Cluster Coordination Support Group will be convened for a group discussion. If possible, an inter-cluster coordination group meeting will also be organized. If timely and appropriate during the mission timeframe, attendance to a Shelter Cluster meeting at the national or hub level will be arranged.
* Field observation: direct observation of the implementation of some shelter projects in the field to assess progress and identify key challenges in the provision of humanitarian shelter assistance in response to the earthquake.

**Timeframe**

The field visit to Nepal will take place from November 16 to 21. Five days before and after the mission the team will be reviewing the documentation and finalizing the mission report.

**Expected deliverables**

The mission team will provide feedback and recommendations to the Global Shelter Cluster on the implementation of the ERC grant through a final mission report and a briefing in one of the Global Shelter Cluster Strategic Advisory Group meetings.

**ANNEX 1:**

**Global Shelter Cluster – Enhancing Coordination of Humanitarian Shelter Response (ERC project)**

The Global Shelter Cluster (GSC) is an open platform with around 35 partners participating consistently at the global level. Country level shelter clusters are currently active in 25 countries, with an additional number of countries with active shelter working groups supported by the GSC.

The GSC is implementing its [**2013-2017 Strategy**](https://www.sheltercluster.org/sites/default/files/docs/GSC%20Strategy%202013-2017.pdf). The goal of this strategy is to meet more effectively the sheltering needs of population affected by humanitarian crises, by strengthening the shelter response of humanitarian actors through leadership, coordination and accountability in the humanitarian shelter sector. To achieve this goal, the GSC Strategy 2013-2017 has three strategic aims:

1. Responsive and flexible support to country-level shelter coordination mechanisms
2. An effective and well-functioning Global Shelter Cluster.
3. Increased recognition of the shelter and settlements sector as an essential component of the humanitarian response, through enhanced advocacy and communication.

DG ECHO, through its Enhanced Response Capacity (ERC) grant, contributed in 2013- 2014 to the first phase of the implementation of the GSC strategy. Currently DG ECHO ERC grant is also contributing to the second phase of the GSC strategy in 2015-2016. This current project has a **duration of 24 months** from 1 January 2015 until 31 December 2016. The project is **implemented by five cluster partners** (ACTED, IOM, UN-Habitat, IFRC, and UNHCR) and led by UNHCR. The **specific objective** of the DG ECHO contribution is to strengthen the shelter response of humanitarian actors by improving the GSC surge capacity, preparedness, and advocacy. In order to meet this objective the following **results** will be achieved:

1. Global and regional shelter cluster capacity and resources are strengthened to provide responsive and flexible support to country level coordination mechanisms.
2. The preparedness, predictability of shelter coordination and responses is enhanced through an effective and well-functioning Global Shelter Cluster.

Expected outcomes of the DG ECHO contribution include:

* Global Focal Points and Roving Focal Points as surge capacity and support
* Senior Roving Cluster Coordinators will provide medium-term surge capacity
* Integrated systems will be put in place to inform improved practice and foster innovation by:
  + Establishing closer links between assessments, monitoring, and evaluation
  + Strengthening the relation between learning from responses and dissemination at global level through training, website and Shelter Projects publication
* Improved capturing of information from country level clusters through enhanced Information Management
* Evidence-based advocacy
* Shelter Coordination will become more consistent and accountable through improved coordination tools and systems.

**More information can be found here:** [**www.sheltercluster.org/echo**](http://www.sheltercluster.org/echo)