

## Terms of Reference for NGO Shelter and NFI Cluster Co-Coordinator and Co-Lead Agency South Sudan

<b>Cluster:</b>	Shelter and NFI Cluster
<b>UN Lead Agency:</b>	International Organization for Migration
<b>NGO Co-Lead Agency:</b>	World Vision International up to end of 2020

### **Purpose**

The purpose of this Terms of Reference (ToR) is to clearly define the role and selection of the NGO Cluster Co-Coordinator and Co-Lead Agency. Overall, the Co-Lead Agency and Cluster Co-Coordinator will work together with the Lead Agency and Cluster Coordinator to coordinate the Shelter and NFI Cluster, ensuring a coherent and effective emergency response by mobilizing groups of agencies, organizations and NGOs to respond in a strategic manner to humanitarian crises.

### **Key Cluster Terminology**

In order to ensure consistent and clear terminology within the Shelter and NFI Cluster, the following roles are defined as follows:

- UN Lead Agency— “Lead”. The Agency designated by the RC/HC as cluster lead agency at the country level, in consultation with the HCT.
- NGO Co-Lead Agency— “Co-Lead”. The NGO agency which is selected to serve as the Co-Lead (see criteria below).
- Cluster Coordinator— “Coordinator”. The staff member recruited and funded by the Lead Agency to provide day-to-day coordination and facilitation of the work of the cluster.<sup>1</sup>
- Cluster Co-Coordinator— “Co-Coordinator”. The staff member recruited and funded by the Co-Lead Agency to represent NGO cluster members in coordination and assist the Coordinator.

### **Key Responsibilities**

**Cluster Lead Agency (“Lead”):** following the *IASC Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response*, and the generic ToR for Sector/Cluster Leads at country level, the Lead Agency will be responsible to:<sup>2</sup>

1. Support the government in their emergency response by assuming overall responsibility for coordination of the Cluster.
2. Establish and maintain appropriate humanitarian coordination mechanisms, ensuring inclusion of key humanitarian partners.

<sup>1</sup> Joint letter from Cluster Lead Agencies to their Directors/Representatives at Country Level signed by ten global cluster lead agencies 20 October, 2009.

<sup>2</sup> November 2006 IASC Guidance Note on Using the Cluster Approach to Strengthen Humanitarian Response and generic Terms of Reference for Generic Sector/Cluster Leads at Country Level, [www.humanitarianreform.org](http://www.humanitarianreform.org)

3. Work closely with other key members of the Cluster including GoSS officials, State, or Local Governments, INGOs, NNGOs, the NGO Co-Lead Agency, the RC/HC and OCHA, and ensure that linkages are made with other relevant sector groups.
4. Ensure that needs are identified and that cluster activities address the identified needs efficiently and effectively, fill gaps and prevent overlap and duplication.
5. Secure commitments to the cluster from humanitarian actors responding to emergency shelter and NFI needs.
6. Lead the strategic development of the Shelter and NFI Cluster, including development of strategies, work plans, and coordination of response activities, taking into account cross-cutting issues.
7. Ensure that information is shared amongst cluster members and between sectors/clusters in order to improve planning, integration and implementation. This includes contributing to regular OCHA situation reports, and taking an active part in OCHA coordination meetings.
8. Support advocacy and fundraising efforts for the cluster in emergencies as first wave response and ensure that the Shelter and NFI Cluster is explicitly included and prioritized in all multi-sector assessments, reports and appeals.
9. Facilitate the joint development of relevant and contextualised minimum standards, policies and guidelines by Shelter and NFI Cluster members and build their capacity to apply these.
10. Track and monitor cluster members fundraising for Shelter and NFI specific interventions. Ensure that members are aware of funding opportunities and support their capacity to access these.
11. Support sector wide contingency planning including support to the development and application of sector wide emergency preparedness plans and capacity building of cluster members.
12. Provision of assistance or services as a last resort subject to access, security and availability of funding.

**Cluster Coordinator (“Coordinator”):** The role of the Cluster Coordinator as set out in the IASC ‘Generic Terms of Reference for Sector Leads’ is to lead and facilitate cluster coordination day-to-day. The Cluster Coordinator will work impartially, serving the needs of all members of the Shelter and NFI Cluster, and will work closely with the NGO Cluster Co-Coordinator, UNOCHA and the UN Humanitarian/Resident Coordinator, as appropriate. Specifically, the Cluster Coordinator will be responsible to:

1. Convene and Chair regular cluster meetings at national level, and ensure inclusion of key humanitarian partners;
2. Support and maintain appropriate humanitarian coordination mechanisms at national and state level;
3. Coordinate with national/local authorities, state institutions, local civil society and other relevant actors on emergency response;
4. Ensure appropriate participatory and community-based approaches, and appropriate attention to priority cross-cutting issues;
5. Undertake needs assessment and analysis;
6. Coordinate sector-wide emergency preparedness;
7. Undertake planning and strategy development;
8. Ensure the development and application of appropriate standards;
9. Ensure monitoring and reporting;
10. Undertake advocacy and resource mobilization, ensuring the interests of the sector are represented;
11. Undertake training and capacity building.

**Cluster Co-Lead Agency (“Co-Lead”):** The Co-Lead Agency will represent NGO cluster members in coordination, ensuring the Cluster position is informed by the NGO perspective, and helping to ensure the accountability and transparency of the Cluster’s work. The NGO Co-Lead Agency will appoint a Cluster Co-Coordinator.

**Cluster Co-Coordinator (“Co-Coordinator”):** the Co-Coordinator will work alongside the Cluster Coordinator on the day-to-day facilitation and coordination of the work of the cluster, actively supporting the achievement of the Coordinator’s tasks specified above. The Cluster Co-Coordinator will work impartially on

behalf of the cluster, and all cluster members equally. If not full-time, the Cluster Co-coordinator must be able to commit an adequate amount of time (as determined by the Cluster) to Cluster Coordination on a weekly basis.

The Co-Coordinator will need skills and knowledge such as:

1. Technical competence in the Cluster and/or Sector.
2. Ability to contribute actively and meaningfully to complex analysis, strategy and planning.
3. Understanding of international humanitarian response and coordination mechanisms, humanitarian programme cycle (HPC), Central Emergency Response Fund (CERF), Country Based Pool Fund (CBPF) and Appeal processes.

The Co-Coordinator will be responsible for:

1. Maintaining good relationships with all relevant stakeholder counterparts.
2. Working with diverse stakeholders to develop consensus.
3. Setting agendas, chairing and preparing minutes of meetings (the Co-Coordinator will be required to convene and Chair cluster meetings in the absence of the Cluster Coordinator);
4. Presenting ideas effectively and clearly while listening and acknowledging others' perspectives and views.
5. Applying humanitarian principles and enabling the links between emergency response, recovery, and the transition to development.

#### **NGO Co-Lead Agency Confirmation**

It is recommended that the following be adopted on an as-needed basis to ensure transparency of Cluster Co-Leadership, should the role become open.

1. When the NGO Co-Lead Agency role becomes open, the Lead Agency will publicize this opening at the first available national-level cluster meeting.
2. NGOs that would like to be co-leads will notify the Lead Agency, Coordinator and the NGO Forum Secretariat, who will send out the ToRs and ensure that there is organisational commitment to the role (and ability to provide an eligible Co-Coordinator candidate).
3. Together, the Lead Agency, Coordinator and NGO Forum Secretariat will discuss the NGO Co-Lead Agency applicants' suitability and/or previous performance, and select a "short list" of NGO Co-Lead Agencies.
4. The Lead Agency will present the "short list" to the cluster at the following national-level monthly cluster meeting.
5. Cluster members will vote on the selected "short list", with one vote allowed per member agency.
6. The vote will be tallied, and the NGO Co-Lead Agency recommended by the cluster will be presented to the HCT by the Cluster Lead for final approval.
7. Any objections to the process will be directed to the NGO Forum Secretariat for follow-up.