

To:	Interested Global Shelter Cluster (GSC) Partner Agencies
Attention:	Interested GSC Partner Agencies' Shelter Focal Points
Date:	10.02.2021
From:	Pablo Medina, Global Shelter Cluster Deputy Coordinator, pablo.medina@ifrc.org

REQUEST FOR PROJECT PARTNER PROPOSALS

The IFRC kindly requests your project proposal for the following:

PROJECT TITLE	Enhancing the Capacity and Quality of the Humanitarian Shelter and Settlements Response
PROJECT LOCATION	Worldwide

This request process shall not constitute any obligation or liability for the IFRC.

1. Project Description

Please refer to the Annex 1: [List of Activities](#) available for partner funding for more detailed information and requirements for each sub-activity.

Item # Activity description

Result 1: Improved shelter and settlements planning and implementation processes leading to increased emergency and transitional coordination and response capacity

1 Activity 1.1. Surge capacity for preparedness and response: Global Focal Point for HLP (Position 1)

Description: GFPs provide surge and technical capacity in their respective areas of expertise. They can deploy to any given country with a maximum duration of 1 month. When not deployed and as a second priority, they develop guidance and tools and support the GSC structures and activities. An important part of the support they will provide to country-level clusters will be done remotely to assist the cluster coordinators or other members of the team that are present in-country.

Amount available: 57,853 CHF. Co-funding Required.

Full time dedication to the GSC is preferred. This grant can only fund the time dedicated to support the GSC and country-level shelter clusters. This grant cannot fund agency-specific HLP related work.

2 Activity 1.1. Surge capacity for preparedness and response: Global Focal Point for HLP (Position 2)

Description: GFPs provide surge and technical capacity in their respective areas of expertise. They can deploy to any given country with a maximum duration of 1 month. When not deployed and as a second priority, they develop guidance and tools and support the GSC structures and activities. An important part of the support they will provide to country-level clusters will be done remotely to assist the cluster coordinators or other members of the team that are present in-country.

Amount available: 57,853 CHF. Co-funding Required.

Full time dedication to the GSC is preferred. This grant can only fund the time dedicated to support the GSC and country-level shelter clusters. This grant cannot fund agency-specific HLP related work.

3 Activity 1.1. Surge capacity for preparedness and response: 1 Senior Roving Cluster Coordinator (UNHCR) (Position 1)

Description: The Senior Roving Cluster Coordinator (SRCC) is available for deployments of up to six months to operationalize clusters in response to new crises or scale up existing shelter response in the face of escalating humanitarian needs. This function will be made available for immediate deployment to complex crises requiring senior expertise until longer-term coordination capacity is put in place. It is expected that SRCCs will minimize coordination gaps by providing medium-term surge capacity until a long-term position is in place. When not deployed, the SRCC will provide remote support to country-level clusters and support to the GSC activities.

Amount available: 80,104 CHF. The applying organization needs to have a standby partner agreement with UNHCR as this position is to be seconded to UNHCR as GSC co-lead agency

Full time dedication to the GSC is required. Co-funding is required to cover the applicable salary and travel costs in excess of the total amount available.

4 Activity 1.1. Surge capacity for preparedness and response: 1 Senior Roving Cluster Coordinator (UNHCR) (Position 2)

Description: The Senior Roving Cluster Coordinator (SRCC) is available for deployments of up to six months to operationalize clusters in response to new crises or scale up existing shelter response in the face of escalating humanitarian needs. This function will be made available for immediate deployment to complex crises requiring senior expertise until longer-term coordination capacity is put in place. It is expected that SRCCs will minimize coordination gaps by providing medium-term surge capacity until a long-term position is in place. When not deployed, the SRCC will provide remote support to country-level clusters and support to the GSC activities.

Amount available: 80,104 CHF. The applying organization needs to have a standby partner agreement with UNHCR as this position is to be seconded to UNHCR as GSC co-lead agency.

Full time dedication to the GSC is required. Co-funding is required to cover the applicable salary and travel costs in excess of the total amount available.

5 Activity 1.1. Surge capacity for preparedness and response: 1 Roving Information Management Officer (UNHCR) (Position 1)

Description: Building on the success of the SRCCs, this role aims to fill gaps and ensure consistency in Information Management (IM) capacity in emergencies. The Roving Information Management Officer (RIMO) is available for deployments of up to six months to provide a more flexible and effective Information Management support to country-level clusters. It is expected that RIMOs will minimize coordination gaps by providing medium-term surge capacity until a long-term position is in place. When not deployed, the RIMOs will provide remote support to country-level clusters and support to the GSC activities.

Amount available: 80,104 CHF. The applying organization needs to have a standby partner agreement with UNHCR as this position is to be seconded to UNHCR as GSC co-lead agency.

Full time dedication to the GSC is required. Co-funding is required to cover the applicable salary and travel costs in excess of the total amount available.

6 Activity 1.1. Surge capacity for preparedness and response: 1 Roving Information Management Officer (UNHCR) (Position 2)

Description: Building on the success of the SRCCs, this role aims to fill gaps and ensure consistency in Information Management (IM) capacity in emergencies. The Roving Information Management Officer (RIMO) is available for deployments of up to six months to provide a more flexible and effective Information Management support to country-level clusters. It is expected that RIMOs will minimize coordination gaps by providing medium-term surge capacity until a long-term position is in place. When not deployed, the RIMOs will provide remote support to country-level clusters and support to the GSC activities.

Amount available: 80,104 CHF. The applying organization needs to have a standby partner agreement with UNHCR as this position is to be seconded to UNHCR as GSC co-lead agency.

Full time dedication to the GSC is required. Co-funding is required to cover the applicable salary and travel costs in excess of the total amount available.

7 Activity 1.2. Localization, capacity building, preparedness and outreach: Localization related initiatives

Description: Localization related initiatives include activities that promote localization. This could include workshops, consultancies, travel and other related costs to support national staff to undertake trainings, participate in global events, translation, country or hub-level coordination and response trainings, enhanced partnerships with local governments and local partners, or any other initiative that advances localization.

Amount available: 53,402 CHF. The maximum amount available from this grant per initiative is CHF 13,350 to allow up to four localization related initiatives to be funded.

Applications that are co-funded are preferred.

8 Activity 1.2. Localization, capacity building, preparedness and outreach: Capacity building, preparedness and outreach

Description: This includes activities that support country-level preparedness and contingency planning, shelter and settlements coordination and response related trainings, and outreach including through the use of social media.

Amount available: 35,602 CHF. The maximum amount available from this grant per initiative is CHF 8,900 to allow up to four capacity building, preparedness and outreach related initiatives to be funded.

Applications that are co-funded are preferred.

9 Activity 1.2. Localization, capacity building, preparedness, and outreach: Development and updating of online trainings

Description: Online trainings can reach a much wider audience than traditional face-to-face trainings. They can share essential knowledge, skills, standards and practices with international, national, and local organizations and staff more widely. This activity aims to support the updating and translation of existing online trainings as well as the development of new online trainings.

Amount available: 35,602 CHF. Co-funding will be required to cover any costs in excess of the available amount.

Applications that are co-funded are preferred.

Result 2: Enhanced humanitarian shelter and settlements practice, through an integrated system of analysis and learning, informing widely shared policy and guidance

10 Activity 2.1. Analyse, learn, and improve responses: Country level assessment, monitoring and evaluation activities

Description: This activity aims to support country-level assessment, monitoring and evaluation activities. It promotes evidence-based shelter cluster planning, monitoring and evaluation, through the conduct of inter-agency damage and needs assessments, outcome monitoring and evaluations. It ensures timely assessment data analysis to inform operational strategies of humanitarian actors, cluster's contributions towards HRPs, HNOs and sector response plans, and provides credible baseline data at the onset of an emergency.

Amount available: 97,904 CHF. Co-funding is required.

11 Activity 2.1. Analyse, learn and improve responses: Regional and country level shelter practice and lessons learnt workshops/fora

Description: This activity aims to support sharing of evidence to inform humanitarian response planning and implementation, through learning initiatives such as practitioners' workshops and regional exchange such as regional Shelter Fora where shelter and settlements projects, experience, tools and initiatives are shared amongst practitioners. Previously, they have been successfully organized in Africa, Americas, Asia-Pacific and the Middle East.

Amount available: 35,602 CHF. Applying organizations may not request more than CHF 8,900 per event to allow the organization of at least 4 events.

12 Activity 2.1. Analyse, learn and improve responses: Shelter Projects

Description: Shelter Projects is an initiative that for years has contributed to sharing practice and promoting learning. Shelter Projects is a series of case-study compilations which illustrate some of the project options available to agencies and institutions working in humanitarian shelter. Through annual (2008, 2009, 2010) or biannual (2011-2012, 2013-2014, 2015-2016, 2017-2018) publications, Shelter Projects aims to improve the capacity of humanitarian actors to meet the sheltering needs of disaster and conflict affected populations, by disseminating shelter responses and learning from the experiences. This activity is to support the next edition of Shelter Projects (2019-2020).

Amount available: 35,602 CHF. Co-funding is required.

13 Activity 2.1. Analyse, learn and improve responses: Global Shelter Coordination Workshops and Global Shelter Cluster Meetings

Description: The Global Shelter Coordination workshop and Meeting bring together shelter response agencies, governments, donors, UN Agencies, other clusters, OCHA, and key international civil society groups as well as coordinators from all active clusters globally. As such, they are the most important fora for the promotion of the shelter and settlements sector globally, establishment of common approaches and concepts, approaches, and the professionalization and institutionalization of the sector. They allow the exchange of practices and identification and development of shelter and settlements coordination and response tools and informs the workplan of the GSC Support Team.

Amount available: 17,801 CHF.

14 Activity 2.1. Analyse, learn and improve responses: Global Focal Point for Research and Advocacy

Description: This activity is to support a role of a GFP for Research, specifically dedicated to advancing and fostering the links with academia.

There are already existing partnerships that will be continued and capitalized on. The collaboration includes a range of activities, such as research in areas of common interest, joint publications, internship opportunities, development of tools and guidance, and training and educational opportunities.

Amount available: 89,004 CHF. The applying organization needs to have a standby partner agreement with UNHCR as this position is to be seconded to UNHCR as GSC co-lead agency.

Full time dedication to the GSC is preferred. Co-funding for the position will be preferred. Ideally, the applying organization can provide co-funding at 50% so that two positions can be established.

15 Activity 2.1. Analyse, learn and improve responses: Global Focal Point for Research and Advocacy

Description: GFP for Research and Advocacy: the aim of the roles is to ensure that the GSC advocacy efforts are guided by solid research, through links with academia and inform practice, policy, and guidance. Building on the research agenda of the GSC, this role will lead on advocacy efforts including such established key themes such as environmental and greening the response issues, leveraging the energy of the GSC Environment Community of Practice and the NFI Working Group and other NFI initiatives.

Amount available: 89,004 CHF. The applying organization needs to have a standby partner agreement with UNHCR as this position is to be seconded to UNHCR as GSC co-lead agency.

Full time dedication to the GSC is preferred. Co-funding for the position will be preferred. Ideally, the applying organization can provide co-funding at 50% so that two positions can be established

16 Activity 2.2. Advocacy, Policy and Guidance: Activities of the GSC WG, CoPs, SAG and DCG

Description: This activity aims to support the GSC Strategic Advisory Group, Working Groups, and Communities of Practice, which play an essential role in providing country-level clusters and humanitarian shelter and settlements actors with the required policy, guidance and tools to improve the humanitarian response to the emergency and transitional needs of affected populations. Their work is essential to ensure enhanced coherence and effectiveness, building on the experience and lessons learnt from past responses and the knowledge acquired, consolidated, and shared through the GSC trainings and website.

Amount available: 106,805 CHF. Applying organizations must be members or leads of the WGs, CoP, SAG or DCG. No individual grant may exceed 17,800 USD to ensure funding opportunities for as many initiatives as possible.

17 Activity 2.3. Increased access to information and knowledge by humanitarian shelter and settlements actors: GSC website development, translation and maintenance

Description: Reliable, widely accessible, and predictable sharing of information is one of the cornerstones to effective coordination. Since 2010, IFRC and UNHCR have developed a web-based information platform called ShelterCluster.org to

support communications and dissemination of information among cluster stakeholders in active deployments. The ShelterCluster.org website will require ongoing maintenance, upgrading, development, technical support, and hosting.

Amount available: 17,801 CHF.

18 Activity 2.3. Increased access to information and knowledge by humanitarian shelter and settlements actors: GSC application development and translation

Description: Shelter Cluster mobile application, available for both iOS and Android devices provides an additional mobile channel for materials and information available on the ShelterCluster.org platform. The framework for this concept has been developed to leverage improved two-way communication between the end users and the coordination support teams that the cluster provides. The potential for this technology includes rapid dissemination of alerts and email, notifications of availability of new information, and structured field-based data collection for situational monitoring.

Amount available: 8,900 CHF.

2. Expected Outcomes

1	Improved humanitarian shelter and settlements planning and implementation processes, leading to increased emergency and transitional coordination and response capacity
2	Enhanced humanitarian shelter and settlements practice, through an integrated system of analysis and learning, informing widely shared policy and guidance

3. Financial allocation:

The IFRC reserves the right not to award all available funds

Budget amount (in CHF)	CHF 1 059 140
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4. Additional information

Please refer to the Annex 1: [List of Activities](#) available for partner funding for more detailed information and requirements for each sub-activity.

5. Timetable

Step	Description	Date
1	Launch of call for Project Partner proposals	10 Feb 2021
2	Two webinars with interested agencies to explain the process	11-12 Feb 2021
3	Deadline for submission of Project Partner queries	15 Feb 2021
4	Deadline for submission of Project Partner Proposals	22 Feb 2021
5	Communication of results to successful and unsuccessful applicants	26 Feb 2021
6	For non-National Society Project Partners, if you are not already pre-qualified to work with the IFRC, you will also need to complete and return the Non-National Society Project Partner Financial Management and Risk Assessment . Successful approval of this document is a pre-requisite to working with the IFRC.	22 Feb – 5 March 2021
7	Finalisation and signature of Project Funding Agreement with successful Project Partner	15 March 2021
8	Start of Project implementation	1 Apr 2021
9	End of Project implementation	The latest by 30 Sept 2022

6. How to apply

[List of Activities Table](#) (Annex 1) and [Project Partner Proposals template](#) (Annex 2) shall be filled in/prepared in English using the templates provided.

Duly completed documentation: [List of Activities Table](#) (Annex 1) and [Project Partner Proposals template](#) (Annex 2) shall be sent to proposals@sheltercluster.org in accordance with the above timetable

Any error, omission or major discrepancy in the Project Partner proposal may lead to the rejection of the application.

All questions relating to this Request for Project Partner Proposals shall be submitted in writing to proposals@sheltercluster.org, prior to the timetable deadline. The IFRC has no obligation to respond to questions or requests for clarification received after the deadline. If questions are received within the deadline, they will be responded to within 2 days. To ensure equal treatment of applicants, responses to questions shall be sent to all Project Partners participating in the request for project partner proposals.

For non-National Society Project Partners, if you are not already pre-qualified to work with the IFRC, you will also need to complete and return [the Non-National Society Project Partner Financial Management and Risk Assessment](#), only if and when your proposal is selected. Successful approval of this document is a pre-requisite to working with the IFRC.

7. Evaluation procedure and criteria

Applications shall be evaluated by an IFRC Selection Committee and the Global Shelter Cluster Strategic Advisory Group made up of at least 3 individuals. All applicants will be notified by email about the outcomes of the selection process. The evaluation criteria to be applied shall be:

		Weighting
1	Organization has carried out the activity in the past (continuity)	*
2	Organization has provided co-funding for the activity in the past	*
3	Organization has technical capacity and expertise required	*
4	Organization commits to providing co-funding for this activity	*
5	Organization can undertake this activity in any country	*
6	Organization ensures that the time dedication required will be met	*
7	Organization is committed to continuing the activity after the end of the BHA funding, for a period of 6 months	*
8	Design and relevance of the proposal	*

**Please refer to the annex 1: List of Activities available for partner funding for weighting of each criteria.*

In certain cases, it may be necessary to make **minor** adjustments to the selected proposal's content and / or budget following the comments of the selection committee. This shall be done in consultation with the project partner prior to signing the project funding agreement. Adjustments shall only be made in line with comments raised by the selection committee and under circumstances that will not call into question the project partner selection or conflict with the principle of equal treatment of all project partners involved in the selection process.

Successful Project Partners will enter into Project Grant agreements with the IFRC that shall set out the terms and conditions for the project implementation, including compliance with IFRC rules and regulations. Compliance with this agreement shall be monitored by the IFRC.

8. List of Annexes

Annex No.	Annex name
1	List of Activities to be implemented by GSC partners, and the criteria for the selection of partners for each activity.
2	Project Proposal Template describing the activity to be funded and justifying how they fulfill the criteria set by the GSC.
3	Draft Template Project Grant Agreement
4	The Non-National Society Project Partner Financial Management and Risk Assessment