

**Shelter/NFI Cluster Guidance Note
Common Humanitarian Fund (CHF)**

1st Standard Allocation (May 2013)

(I) INTRODUCTION

1. This document provides additional guidance for agencies submitting proposals under the Shelter Cluster envelope of \$2.1m. The envelope is part of the first standard allocation of the Common Humanitarian Fund for Somalia (CHF). The breakdown of the entire allocation is available on the CHF website <http://ochaonline.un.org/somalia/chf> and was shared with the all CAP 2013 partners.
2. This guidance note has been prepared by the Shelter Cluster Coordinator. The notes are for guidance purposes only and do not replace the Standard Allocation Document (SAD). They are intended to enable agencies to decide if they want to apply for funding under this envelope and to assist in the project proposal writing.
3. Applicants are strongly encouraged to ensure that their proposals are in line with the Cluster Response Plan, the Strategic Operating Framework (SOF) and this Shelter Cluster Guidance Note. These documents are available on the Cluster's website.
4. As per the CHF Allocation document, only organisations already included in the 2013-2015 CAP, or subsets of activities from CAP projects can apply. Clusters can in **exceptional** cases and with strong justifications exercise flexibility by including projects not currently in the CAP. Those would have to be included during the mid-year review.

(II) THE CHF ALLOCATION and requirements

The CHF board has allocated \$2.1 million for the Shelter Cluster as the CHF acknowledged that shelter remains a critical priority for both displaced and host communities in the search for durable solutions (return versus local integration) and for protracted IDP populations to find sustainable approaches in newly accessible areas. The CHF Board informed that within the 22 prioritised areas, the following 7 are of priority for the shelter cluster to ensure a multi-sectorial approach: **Qardho (urban), Gaalkacyo (urban), Baydhaba/Bardale (urban and rural), Belet Weyne (urban), Kismayo (urban) and Marka (urban).**

5. Only projects in the priority areas, districts and clusters can be recommended.
6. The recommended minimum budget size for CHF projects is \$250,000. Where the budget is lower, the cluster will have to provide a justification. This may be the case for proposals submitted by Somali NGOs in areas where access is limited.
7. Organisations, as well as cluster review committees, must use the CHF online database and the CHF project ranking tables for the submission and review of proposals.
8. Projects should be complementary and coordinated across clusters
9. The recommended minimum budget size for CHF projects is \$250,000. Where the budget is lower, the cluster will have to provide a justification. This may be

- the case for proposals submitted by Somali NGOs in areas where access is limited.
10. Organisations, as well as cluster review committees, must use the CHF online database and the CHF project ranking tables for the submission and review of proposals.
 11. Organisations can only submit projects that are already included in the 2013-2015 CAP, or subsets of activities from CAP projects.

(IV) Shelter Cluster specific guidelines

The above allocation is the result of a series of consultations and analysis which included the Shelter Cluster Coordinator, the Inter Cluster Working Group (ICWG) and culminated in the CHF board. The Strategic Advisory Document (SAD) sets clear boundaries on the activities and their geographical areas (districts). In addition to the SAD guidance, the Cluster Review Committee (CRC) will prioritise projects based on a combination of factors including needs, capacity to respond and funding already allocated outside of the CHF.

12. The organisation must have presence in the district as well as previous experience that it is applying for under this allocation.
13. In line with the shelter cluster's objectives 2 and 3, there is a major shift from care and maintenance to durable solutions. Therefore, local integration and return projects will be highly prioritized in Puntland and areas of return. And in newly accessible areas, the search for durable solutions will need to be integrated to ensure sustainability and to have a better contextual understanding.
14. Land tenure is at the core of providing IDPs with a durable solution. Therefore, proposals must prioritize this issue prior to addressing the shelter solution. It is the land that enables IDPs to find a durable solution and not the construction materials. Proposals that clearly demonstrate an understanding of this will be prioritized.
15. More emphasis should be placed on community participation adopting owner driven approaches. In areas where market systems allow, community contracting through analysing and enhancing local skills should be considered to lower costs and to increase community ownership.
16. In line with the shelter cluster's objective 4, it is critical to improve the service provision through enhanced coordination, better needs assessments and the use of common tools/designs.
17. NFI/shelter components for IDP returnees will also be integrated in this first CHF allocation. The project must demonstrate an integrated return approach (not a stand-alone activity) and will follow the minimum standards set forward by the return consortium.
18. UNHCR is interested to partner with NGOs for the distribution of NFIs to targeted IDP populations in urgent need. Activities would include mapping of IDP settlements, maintaining up-to-date settlement information, assessing the needs, targeting the most vulnerable, transport and distribution of the NFIs. Stand-alone NFI procurement followed by distribution projects will not be prioritized. Due to the soft-ware orientation of such partnerships, projects for less than 250.000\$ are acceptable.

(V) TIMELINE AND PROCESS

CHF has agreed to keep the data base open until Wednesday the 5th of June (midnight). The CRC will meet on Friday the 7th of June to review the projects. The projects will be scored against a CRC agreed set of criteria. The purpose is to provide a framework for discussion to guide the CRC in order to ensure that the best projects will be selected. Once submitted the proposals will be frozen although if there are any aspects of the proposal that are not clear, clarification will be requested on Monday the 10th of June. The CRC will then meet again on Tuesday the 11th of June to review the responses and make a final recommendation to the CHF board.

NOTE: The CRC will provide clear instructions on what revisions are requested. The organization may not submit a new proposal, or revise the proposal under view, if that action was not requested by the CRC.

The CRC will consider a proposal as not eligible if one of the following conditions is not met:

- The submitted proposal must be fully completed and coherent. If, for example, critical information to understand the project is missing (budget lines incomplete but activities indicate a cost, the log frame is not complete etc.), the project will not be eligible;
- The organisation must have physical presence in the area it is operating in. If operating through an implementing partner, it must demonstrate that its partner has presence and there is a comparative advantage to the arrangement;
- The submitted proposal must be in line with the strategic objectives of the Allocation and of the shelter cluster.

The database format is limited and so partners are strongly encouraged to submit additional documents supporting their proposals and in particular a comprehensive needs assessment. These documents will be read in conjunction with the main proposal.

(VI) CONSULTATIVE MEETINGS

The Cluster Coordinator is available to discuss the allocation in more detail during the week commencing 27th of May.