

## Shelter/NFI Cluster Guidance Note

### Common Humanitarian Fund (CHF) 1st Standard Allocation (March 2014)

#### Executive Summary

1. This document provides additional guidance for agencies submitting proposals under the Shelter Cluster envelope of \$1.7m (including support to coordination of the Shelter Cluster). 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 in the Standard Allocation Document (SAD) and was shared with all the shelter partners. (<https://www.sheltercluster.org/Africa/Somalia/Pages/CHF-2014.aspx>).
2. This guidance note has been prepared by the Shelter Cluster Coordinator and has been approved by the Strategic Advisory Board. The notes are for guidance purposes only and do not replace the Standard Allocation Document. 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 and who have passed the CHF capacity assessment can apply. See Standard Allocation Document.

#### The CHF allocation and requirements

The CHF board has allocated a total budget of \$1.7 million for the Shelter Cluster split up in-between two focus areas: (1) \$1.6m to the support of the most vulnerable Internally Displaced Persons (IDPs) and host communities through the provision of an integrated package of basic services and (2) 100,000\$ to support cluster coordination. The Shelter Cluster Secretariat will get in contact with the necessary agencies in regards to the specific cluster coordination budget allocation.

After a consultative inter-cluster process, the CHF board proposed the following geographic priority areas as part of an effort to support integrated programming: **Gaalkacyo, Baidoa, Luuq and Kismayo**. These regions correspond with the priority areas of the Shelter Cluster where we agreed to strengthen the resilience of the protracted IDP situations. The SAD has set the following principles forward:

5. All projects must respond to the strategic priorities in the priority regions/locations and for the clusters specified under each strategy.
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.
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.
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10. As per the CHF Allocation document, only organisations already included in the 2013-2015 CAP and who have passed the CHF capacity assessment, can apply.
11. Cluster will take into consideration the risk profiles of CHF partners and recommendations in the CHF Risk Management dashboard.

### Shelter Cluster specific guidelines

The above allocation is the result of a series of consultations and analysis that 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, implementation approaches and integrated programming.

12. The organisation must have presence in the district as well as previous experience (past 12 months) 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. The Shelter Cluster is focusing on Sustainable Shelter Solutions<sup>1</sup> with a strong emphasis on holistic approaches. The following topics will be used to evaluate the project proposals:
  - a. In the Somalia context, land tenure remains a determining factor to shelter options and approaches. 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.
  - b. A stronger emphasis will be laid on owner driven approaches. Owner driven projects are defined by three fundamental requirements: participatory approaches, adequate technical support and adequate financial assistance. 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. Livelihood activities remain a crucial part of community resilience building and ensuring sustainability of the solutions provided.
  - c. Shelter projects should be seen as part of an integrated approach. The project proposal should clearly demonstrate the link with other sectors to ensure a coordinated response.
14. In line with the shelter cluster's objective 4, capacity building activities can be included in each project proposal. Capacity building projects that target the entire shelter cluster membership (fe mainstreaming projects) will be prioritized.
15. UNHCR is interested to partner with NGOs to provide NFIs as in-kind donations for distribution purposes to IDP populations in urgent need. Only costs related to registration, distribution and transport will be accepted. The Shelter Cluster will not accept stand-alone projects and encourages the partners to include this component in other projects. Interested partners can contact UNHCR directly for availability of in-kind donations.
16. The Shelter Cluster Secretariat will get in contact with the necessary agencies in regards to the cluster specific coordination allocation.

<sup>1</sup> <https://www.sheltercluster.org/Africa/Somalia/Pages/Sustainable-Shelter-Solutions.aspx>

### Shelter Cluster: allocation per region and per topic

The Shelter Cluster has come up with the following allocation. Depending on the quality of the projects, the Shelter Cluster can make discretionary decisions to move the allocated funds between the regions and topics. To improve our preparedness and contingency capacity, the Shelter Cluster recommends the partners to include activities looking at pre-positioning of NFI kits (in-kind donations of UNHCR, see point 15).

- 900,000 \$: projects that support local integration in Gaalkacyo
- 200,000\$: projects looking at sustainable shelter in Luuq
- 200,000\$: projects looking at sustainable shelter in Kismayo
- 300,000\$: projects looking at sustainable shelter in Baidoa
- 100,000\$: projects looking at cluster coordination and capacity building

### Eligibility Criteria

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 submitted proposal must be in line with the strategic objectives of the Allocation and of the shelter cluster guidance note;
- 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;
- An organisation must have implemented and reported similar activities of similar magnitude in the past 12 months; Agencies working through implementing partners have to show the added value to the project, including meaningful guidance, coordination, capacity building, technical advice...

## **TIMELINE AND PROCESS**

The timeline for the remainder of the CHF process is outlined below.

- March 12: Shelter Cluster specific guidance published and circulated
- March 13 – March 19 (midnight): Eligible partners submit CHF proposals via online database
- March 24 – March 25: Shelter Cluster and CRC revise and prioritize projects
- March 26: Partners to provide clarifications to CRC comments
- March 27: CRC makes final recommendation
- March 28: Shelter Cluster submits final list of prioritized CHF 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 Wednesday the 26th of March. The CRC will then meet again on Thursday the 27th of March to review the responses and make a final recommendation to the CHF board.

### **NOTES:**

- 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 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.

## **CONSULTATIVE MEETINGS**

The Cluster Coordinator is available to discuss the allocation in more detail during the week commencing Thursday the 13<sup>th</sup> of March.