

## Shelter/NFI Cluster Guidance Note

### Common Humanitarian Fund (CHF) Reserve Allocation (September 2014)

#### Executive Summary

1. This document provides additional guidance for agencies submitting proposals under the Shelter Cluster envelope of \$2.0m (including support to the infrastructure mapping exercise). The envelope is part of the Reserve allocation of the Common Humanitarian Fund for Somalia (CHF) of \$20.0M. The breakdown of the entire allocation is available in the CHF reserve allocation document and was shared with all CAP shelter partners.
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 Reserve Allocation Strategy and annex of the CHF. 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 risk profile can apply. See Strategy CHF Reserve allocation and annex.

#### The CHF allocation and requirements

The CHF board has allocated a total budget of \$2.0 million for the Shelter Cluster.

After a consultative inter-cluster process and close consultations with the Shelter Cluster, the CHF board proposed the following geographic priority areas for the Shelter Cluster: **South Central and Puntland**. These regions correspond with the priority areas of the Shelter Cluster where we agreed to strengthen the resilience of the protracted IDP situations and to provide emergency assistance to the newly displaced persons due to disasters like floods, conflict, offensive... The Reserve Strategy 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 (see annex Reserve Strategy).
6. The recommended minimum budget size for reserve projects is \$200,000. Where the budget is lower, the cluster will have to provide a justification.
7. Projects should be implemented within 6 months, with the possibility of a no-cost extension if necessary.
8. Organisations must use the proposal template that has been provided by the Shelter Cluster. As much as possible this will be similar to the one in the CHF online database.
9. As much as possible, projects should be complementary and coordinated across clusters.
10. As per the CHF reserve allocation strategy, only organisations already included in the 2013-2015 CAP and who have passed the risk profile, 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. In addition to the CHF Reserve Allocation Strategy, 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. The Shelter Cluster is focusing on Sustainable Shelter Solutions<sup>1</sup> with a strong emphasis on holistic approaches and a strong monitoring and evaluation framework. The following topics will be used to evaluate the project proposals:
  - a. In the Somalia context, land tenure remains a determining factor in 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 it, 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. The CRC will also accept budgets up to 20% of the total budget for integrated activities: wash, livelihoods or community infrastructure.
14. Proposals should include existing needs assessments.
15. UNHCR will use pre-positioned stocks to support the existing newly displaced persons affected by the offensive, floods, localized conflict or other disasters. Only costs related to registration, distribution and transport will be accepted.
16. The Shelter Cluster is recommending agencies to include the infrastructure mapping exercise as an activity in their proposal only in areas where the mapping exercise has not been implemented or is outdated. Please contact the Shelter Cluster for further details on the mapping exercise.

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<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 reserve 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.

- (300,000 USD) Distribution of NFIs and EAPs in Marka, Luuq, Baidoa and other regions affected by the AMISOM offensive
- (450,000 USD) Construction of transitional shelter and improved land tenure for protracted IDPs in Bossaso and Qhardho. This should include one or more pilots using a new shelter typology that can accommodate the recent ban on CGIs imposed by Puntland authorities
- (1,150,000 USD) Construction of transitional shelters in South Central: Baidoa, Beletweyne, Marka, Abudwaq, Luuq and Kismaayo
- (100,000 USD) Mapping Infrastructure Exercises in South Central, including overhead cost for coordination of the mapping exercise. Please contact the Shelter Cluster in case of interest.

## **Eligibility Criteria**

The CRC will consider a proposal to be in-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 that 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.

- September 4: Shelter Cluster specific guidance published and circulated (noon)
- September 4 – September 9: (midnight): Eligible partners submit CHF proposals to [Williams@unhcr.org](mailto:Williams@unhcr.org) and [goddeeri@unhcr.org](mailto:goddeeri@unhcr.org)
- September 10: Shelter Cluster and CRC revise and prioritize projects
- September 11 (midnight): Shelter Cluster recommends projects through email to partners
- September 12- September 16: project proposals are submitted on-line

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.

## **CONSULTATIVE MEETINGS**

The Cluster Coordinator is available to discuss the allocation in more detail from September 4 to September 8.