

INTER-CLUSTER MATRIX

Proposed Responsibilities and Accountabilities between WASH/Shelter at Country Level

<COUNTRY>, <DATE>

Objective

Define responsibilities and accountabilities of the Shelter and WASH Clusters at country level for humanitarian response in areas of potential overlap and improve coordination and collaboration between field staff during emergency operations.

In **<COUNTRY>** the WASH cluster is led by **<AGENCY>** and co-lead by **<AGENCY>** and the Shelter cluster is led by **<AGENCY>** and co-lead by **<AGENCY>**.

The matrix is a guide to inform agreements at field level, according to specific contexts and available resources.

Clusters response areas (IASC – Cluster response areas / July 2012)

WASH (W)		Shelter (S)	
W1	Hygiene Promotion	S1	Settlement planning
W2	Water Supply	S2	Covered living space
W3	Excreta Disposal	S3	Construction
W4	Vector Control	S4	Individual, general household & shelter support items
W5	Solid Waste Management		
W6	Drainage		

Responsibility

Responsibilities¹ between the two clusters for each activity should be clearly defined. Capacity across Shelter and WASH sectors may vary according to context and therefore responsibilities for each activity shall be adapted accordingly. This document can serve as a basis to agree on specific responsibilities.



WASH and Shelter standards exist at Global level (i.e. Sphere), however other standards may be incorporated or take priority according to context - for example national standards – and should be discussed by the cluster / sector actors.

Clusters coordinate with national authorities and incorporate national standards, provided that these can ensure a level of service that protects and promotes public health, and provides safe and adequate shelter.

Contacts

WASH Cluster:	Coordinator:	<NAME>	<CONTACT DETAILS>	<WEB SITE>
Shelter Cluster:	Coordinator:	<NAME>	<CONTACT DETAILS>	<WEB SITE>

¹ Responsibility means ensuring, where possible, that the job gets done, not necessarily doing it.

Area of Potential Overlap	Activity	Responsibilities	
			
Coordination	Inter-cluster coordination	Ensure strategic and response priorities are complementary and coherent with WASH. Identify overlapping issues and agree on distribution of tasks and responsibilities.	Ensure strategic and response priorities are complementary and coherent with Shelter. Identify overlapping issues and agree on distribution of tasks and responsibilities.
Information	Data collection, monitoring, 3W matrices, gap analysis	Share information with Inter-Sector/Cluster mechanism. Shelter and WASH to combine IM system where possible.	Share information with Inter-Sector/Cluster mechanism. WASH and Shelter to combine IM system where possible.
Assessment	Damage and needs assessments	Provide shelter experts for joint assessments. Report on WASH issues.	Provide WASH experts for joint assessments. Report on Shelter issues.
	Site assessment	Coordinate site selection with local authorities. Ensure WASH Cluster is involved in both assessments and site selection.	Work with Shelter to ensure site is suitable from WASH perspective (water provision, drainages).
Waste In coordination with local authorities, WHO, UNEP and OCHA	Clearing disaster waste and rubble	Coordinated by the logistic cluster. Assist clearing shelter sites.	Coordinated by the logistic cluster. Assist clearing WASH facilities.
	Disaster waste disposal	Assess potential recycling and re-use for shelter construction.	Provide expertise (environment, recycling, dump sites identification).
	Waste management	Integrate waste collection and disposal systems in settlements' planning.	Provide technical expertise (solid waste management).
	Hazardous waste	Support WASH Cluster providing appropriate expertise if possible.	Coordinate operations (hazardous and chemical waste identification and disposal).
Environment When possible run joint EIAs (WASH, Shelter and local authorities)	Settlements sites	Coordinate with local authorities for EIA (Environmental Impact Assessment) of potential settlements sites.	Define specific WASH aspects for EIA. Combine EIA (including Shelter and WASH aspects if possible).
	Programme activities	Responsible for activities related to Shelter – from procurement to disposal (e.g. of construction related materials).	Responsible for activities related to WASH – from procurement to disposal (e.g. groundwater pollution).
Awareness	Settlement planning	Raise awareness in shelter forums on WASH requirements in settlement planning.	Provide relevant expertise on WASH issues in Shelter training events and other forums.
	General behavior	Support WASH cluster in promoting and raising awareness in WASH issues.	Conduct awareness campaigns on WASH issues (hygiene, water, sanitation, waste, drainage).
Decommissioning	Closing temporary settlements	Facilitate decommissioning Shelter related facilities, incorporating environmental issues.	Facilitate decommissioning WASH related facilities, incorporating environmental issues.

NFI General Package² In principle coordinated by the Shelter Cluster	Package and specifications	Define package and specifications. Define criteria, targeting and coverage.	Provide details on WASH-related items and specifications.
	Distributions, contingency, monitoring and reporting	Define distributions modalities, stockpiling, tracking and monitoring.	Provide support. WASH agencies required to report activities to Shelter Cluster.
NFI WASH Package³ Coordinated by WASH Cluster	Package and specifications	Provide details on Shelter-related items and specifications.	Define package and specifications. Define criteria, targeting and coverage.
	Distributions, contingency, monitoring and reporting	Provide support. Shelter agencies required to report activities to WASH Cluster.	Define distributions modalities, stockpiling, tracking and monitoring.
NFI Shelter Package⁴ Coordinated by Shelter Cluster	Package and specifications	Define package and specifications. Define criteria, targeting and coverage.	Provide details on WASH-related items and specifications.
	Distribution, contingency, monitoring and reporting	Define distributions modalities, stockpiling, tracking and monitoring.	Provide support. WASH agencies required to report activities to Shelter Cluster.
Physical Planning New settlements	Site preparation	Clear site of new settlement for construction, in an environmentally considerate manner.	Actively participate jointly with Shelter Cluster (WASH issues in site preparation).
	Design	Coordinate overall settlement design Adapt design to context (plinths, rainwater harvesting, etc.) and ensure WASH requirements are incorporated in planning. Ensure budget for WASH requirements is incorporated into overall settlement costing.	Inform Shelter Cluster on WASH requirements (water points, latrines, waste and excreta disposal, drainages, graveyards). Provide necessary information for budgets as requested.
	Maintenance	Incorporate WASH maintenance schedule into overall settlement maintenance schedule.	Work with Settlement management to ensure maintenance schedule for WASH facilities.
Physical Planning Existing settlement Urban or village setting, collective centers, host families or rented accommodation	Site preparation	Clear site as necessary (repair and reconstruction).	Actively participate jointly with Shelter Cluster (WASH issues in site preparation).
	Design	Coordinate overall operations Define standards (new and existing shelters) Ensure WASH requirements and budgets are incorporated in programmes.	Inform Shelter Cluster of WASH requirements. Provide support where necessary. Provide information for budgets as requested.
	Maintenance	Ensure WASH maintenance issues are incorporated in overall response (solid waste, sanitation, water, awareness).	Provide appropriate support in coordination with shelter cluster.
Water	Water supply	Include water supply requirement in response plans as provided by WASH cluster.	Provide Shelter cluster with appropriate specification on water supply and management.

² General Household Package is usually defined as items that can be distributed without additional instruction/promotion/education – e.g. cooking sets, mattresses, blankets, buckets, etc.

³ Household WASH Package is usually defined as items that need additional instruction/promotion/education – e.g. household water treatment, mosquito nets.

⁴ Household Shelter Package is defined as items that need additional instruction/promotion/awareness raising – e.g. tool kits, construction materials.

Annex – NFI Packages

<COUNTRY>, <DATE>

General package

Item	Specifications	Unit	Nbr	Cost	Comments
Tarpaulin					
Mat					
Blanket					
Cooking set					
Jerry-can					
...					
...					

WASH package

Item	Specifications	Unit	Nbr	Cost	Comments
Water treatment tabs					
Mosquito nets					
...					
...					

Shelter package

Item	Specifications	Unit	Nbr	Cost	Comments
Tools					
Materials					
...					
...					