

Shelter and Non-Food Items Cluster

State Focal Point Terms of Reference

Coordination

- **Cluster meetings:** Organise, chair and act as secretariat for state level cluster meetings; share minutes of cluster meetings at state and national level. Communicate dates of monthly meetings in advance to NFI Cluster Coordinator for compilation in the national monthly report.
- **Assessment:** Ensure cluster representation and participation in IA assessments, NFI/ES needs assessments, monitoring/evaluation and impact assessments and other programmatic issues as need be. Ensure familiarity of the participating partners with the NFI/shelter assessment tool.
- **Response:** identify gaps and avoid overlaps. Identify solutions for gaps in coordination with NFI Cluster Coordinator.
- Represent the cluster at Humanitarian Coordination Fora in the state.
- Maintain regular contact with NFI Cluster Coordinator on emerging issues, assessments, responses and gaps.
- Develop and maintain state level cluster contact list and ensure knowledge of who is doing what and where within the sector in the given state.
- Brief new cluster members on the humanitarian situation in the area and sector specific issues. Provide initial contact lists, facilitate contacts with key partners, local and national authorities.

Planning (Work Plan/Contingency)

- Advise and support development of sector baselines, benchmarks and measureable indicators.
- Lead the development of state contingency plans for the cluster in coordination with NFI/ES Cluster Coordinator.
- Support advocacy campaigns, especially cross-sector advocacy issues, such as humanitarian space and access, need based assistance, impartiality and neutrality of humanitarian response.

Reporting

- Submit to national coordinators by the 7th of each month stock and distribution reports for the state cluster in the required format. Ensure dissemination of the national monthly report at state level.
- Monitor and follow up with partners on narrative assessment, registration/verification, distribution and PDM reporting for each intervention (further detail in Annex 1). Act as a repository of the intervention documentation for the state. Complete the report monitor for each cluster partner in the state and submit to national coordinators by the 7th of each month.

ANNEX 1

NFI/ES partner reporting requirements

The importance of reporting:

- This reporting is essential for 1) good coordination at the state level, 2) transparent decision-making, 3) reasoned NFI programming, and 4) learning lessons

Assessment reporting:

- Where an assessment is done by an organization, its method (in detail), findings (in detail), justification (in detail), and recommendations (in detail) MUST be recorded in writing.
- The report must be shared with the state focal point, and all other relevant stakeholders, in a timely manner i.e. in a way that enables decisions to be based on it.
- If the report cannot be emailed, its content MUST still be communicated through other means e.g. cell phone.
- Where a joint assessment is carried out, responsibility must be assigned to only ONE organization to make the report. It is then that organisation's responsibility alone to submit it to the state focal point.

Registration/verification reporting:

- This is distinct from assessment reporting, as the decision to register and verify households for NFI assistance is based on an original assessment.
- As with assessment reporting, its method (in detail) and results (in detail) must be recorded in writing, and be shared with the state focal point, and all other relevant stakeholders, in a timely manner i.e. in a way that enables decisions to be based on it.
- If the report cannot be emailed, its content MUST still be communicated through other means e.g. cell phone.
- Where joint registration/verification is carried out, responsibility must be assigned to only ONE organization to make the report. It is then that organisation's responsibility alone to submit it to the state focal point.
- Registration/verification reporting may be combined with assessment or distribution reporting but, where this done, must be distinct (though clearly related) from one another.

Distribution reporting:

- Where a distribution is done by an organization it must be reported. The report must explain in narrative form WHY the distribution was carried out as it was. In other words, why kits, why loose items, why the quantities and range distributed. It must also contain WHAT was distributed (type of NFIs, quantities) and to WHOM (households, individuals, gender). Lastly, it must include HOW this was done i.e. what targeting criteria was implemented, and how this was carried out. This must all be recorded in writing.
- The report must be shared with the state focal point, and all other relevant stakeholders, in a timely manner.
- If the report cannot be emailed, its content MUST still be communicated through other means e.g. cell phone.
- Where a joint distribution is carried out, responsibility must be assigned to only ONE organization to make the report. It is then that organisation's responsibility alone to submit it to the state focal point.

Post-distribution monitoring (PDM) reporting:

- Where PDM monitoring is done by an organization, this must be reported.
- The required contents of post-distribution monitoring reports are contained in the NFI/ES cluster PDM guidelines.



- The report must be shared with the state focal point, and all other relevant stakeholders, in a timely manner.
- If the report cannot be emailed, its content MUST still be communicated through other means e.g. cell phone.
- Where a joint PDM is carried out, the lead organization is responsible for making and circulating the report. It is then that organisation's responsibility alone to submit it to the state focal point.