

Terms of Reference

Shelter Sub National Cluster Co-Chair & Shelter Technical Expert in Aden Hub (Two Positions)

1. Background

Internally displaced people in Yemen continue to face a myriad of challenges, with the average household displacement being eight years and at least 25% displaced two times or more. Of the 4.5 million displaced people, at least one-third are currently displaced in the Aden hub. In the hub, about 324,000 people are living in 828 IDP spontaneous settlements. Several parts of the region have been exposed to flooding. Additionally, the latest figures indicate approximately 1.3 million returnees in the country. The presence and exposure to explosive hazards in returnee areas and damages to houses pose further obstacles impacting prospects for return or at least sustainability of return. The cluster requires a Sub-national Co-Chair (International capacity desirable) and Shelter Technical Expert (two positions) to strengthen its structure in the Aden hub to facilitate response planning and coordination. These positions will complement the role of the existing Sub-National Shelter/NFI Cluster Deputy Coordinator, strengthening the capacity of coordination in the Aden Hub. The two positions should be dedicated to the Shelter Cluster 100% and aware of the context, culture, and norms of the local community in the region.

2. Reporting line

The Sub-National Cluster Co-Chair and Shelter Technical Expert are independent, neutral functions that represent Shelter members, not their hiring agency; this requires dedicated staff capacity and commitment.

Both positions report to the Shelter Cluster Coordinator at the National Level in his/her wide range of responsibilities. The two functions should coordinate and support international and local partners active in the hub; he/she has delegation to make operational and strategic decisions under his/her jurisdiction, in close consultation with National Shelter Cluster and alignment with strategies, policies, standards, and frameworks. The Shelter Technical Expert should work closely with the Shelter Cluster Technical Support Specialist at the National Level in all his/her duties.

3. Role & Responsibilities

Position 1: The Sub-National Cluster Co-Chair

Supporting service delivery

- Act as a focal point for inquiries on the Shelter Cluster's response plans and operations at the Sub-National level.
- Provide oversight and/or direction to the coordinators acting in the sub-hub locations of Al Mukalla, Marib, South Taizz and West Coast.
- Coordinate the interventions of Shelter actors in the area of responsibility to avoid duplication of aid and fill gaps.
- Organize and facilitate regular Sub-National cluster coordination meetings and information sharing, at least monthly, to ensure coordination between all Shelter Cluster partners at the Sub-National level.
- Promote best Shelter practices among Sub-National cluster members.
- Identify challenges faced by Sub-National members and provide support to overcome the obstacles and where appropriate, through capacity building.
- Conduct mapping of all current and potential actors – government, national and international humanitarian organizations as well as institutions, and the private sector, regularly liaise with them and ensure their appropriate participation in the cluster.
- Work jointly with the Sub-National team to provide regular inputs from the Sub-National level to the national level coordination, including consolidated information, updated data, and best practices, raise critical issues and require support from the National Coordination team when relevant.
- Ensure that the sub-national level referral/escalation system is functional and tracking is maintained.
- Facilitate coordination of a common pipeline in response to a sudden onset of an emergency at the sub-national level.
- Shelter and Settlement planning technical support aligns with standards and best practices.
- Perform other duties assigned by the National Shelter Cluster Coordination Team.

Contributing to strategic decision-making for the humanitarian response

- Support the coordination of assessments at Sub National level and provide support in the identification of needs, local capacities, and resources, and gap analysis to inform strategic decision-making at the national level
- Ensure effective network with other clusters at the Sub-National level, especially with CCCM and Protection within the UNHCR-led Tri-Cluster approach, WASH, Health, Food Security and Livelihoods, Nutrition, Education, and Logistic, and contribute to the Sub-National OCHA coordination.
- Represent the Shelter Cluster in Sub-National meetings with Regional Coordination Team (RCT), external partners, authorities, and other relevant stakeholders when needed or requested by National Cluster

Monitoring implementation of Shelter Cluster Strategy and Reporting

- Ensure Shelter Cluster participants at the Sub-National level know the overall shelter strategy, policy guidelines, technical standards, specific frameworks, and related commitments.
- Ensure that the Shelter Cluster response at the Sub-National level is in line with the Yemen Humanitarian Response Plan (YHRP) and Shelter Cluster Response Strategy and plans, existing policy guidance, and technical standards.
- Ensure Shelter Sub-National Cluster members address cross-cutting issues in planning, implementation, and monitoring of Shelter/NFI emergency interventions (collection of gender and age-disaggregated data, gender-sensitive emergency programs, protection mainstreaming, accountability, etc.). Similarly, ensure that PSEA and GBV are mainstreamed in all the activities undertaken by SC partners.
- Ensure SC partners set up complaints and feedback mechanisms as part of Accountability towards the Affected Population (AAP).
- Develop and implement contingency planning and preparedness plans for the Sub-National cluster when required, under the guidance of the National Shelter Cluster Coordinator.
- Draw lessons learned from past activities and provide inputs to the National Shelter Cluster for revising strategies and action plans accordingly, eventually amending policy and developing frameworks when appropriate.
- Contributing to cluster reporting in a timely and effective manner

Information Management (in close coordination with the national Cluster Information Manager)

- Support to operationalize the Cluster's information management strategy at the hub level.
- Collect, collate and process information and perform data quality and consistency control.
- Develop IM products at the hub level, including maps and info-graphics as needed.
- Contribute to national IM products in a timely manner e.g. 5W, 4W, fund mapping, etc.. mention the key products
- Monitor contingency stocks and sector preparedness level.

Training and capacity building of Cluster partners

- Identify technical / capacity issues and bring them to the attention of the National level.
- Support efforts and contribute to strengthening the capacity of the cluster partners and local authorities on Shelter emergency response.
- Conduct a capacity gap analysis regularly and address the technical issues through training, provision of technical guidance, and facilitation of mentoring, with the support of the National Level.
- Ensure that the logistical requirements of the capacity development initiatives are in place in terms of organizing venues, developing the lists of participants and that the other relevant logistical and administrative requirements are met.

Qualifications and Experience

- Undergraduate degree (the equivalent to a BA/BS) with desirable strong Information Management skills plus a minimum of 5 years of previous relevant work experience with humanitarian organizations/international organizations (e.g. UN agencies, INGO/NGOs, IOs, Red Cross Red Crescent, Donors).
- Knowledge of the Humanitarian Reform, Transformative Agenda, and Cluster Approach, the role and mandate of the humanitarian community (UN System, Red Cross Red Crescent Movement, and NGO),
- Knowledge of cycle project management and experience in resources mobilization are assets,
- Experience in coordination with government authorities, national NGOs, international NGOs, and the UN,
- Fluency in English and Arabic (both verbal and written),
- Willingness and ability to travel throughout the Hub, when requested.

Position 2: Shelter Technical Expert

Technical Guidance

- Collect and analyze shelter cluster partners' practices, including plans, drawings, technical documentation, and BoQ.
- Moderate and conduct the regular meeting of the Shelter or NFI sub-technical working groups in the Aden hub and ensure strong linkage to and participation with the national TWiGs.
- Collect, review, and analyze materials used by Shelter Cluster partners, including preparation of field quality tests in line with national and international standards.
- Participate in materials inspection for cluster partners, including producing technical reports.
- Draft and develop documents summarizing technical standards and their consideration related to Shelter, NFI, site planning, and basic infrastructure.
- Work with the relevant stakeholders to ensure that the shelter beneficiary selection process prioritizes the needs of the most vulnerable Persons of Concern (PoC).
- Provide support to partners' construction and infrastructure projects within the AoR, ensuring that works are carried out in compliance with established Cluster and national standards/best practices for the full project cycle.
- Develop technical drawings, specifications, BoQ's and other relevant documentation within Shelter / NFI AOR, ensuring alignment with international best practices and standards.
- Work closely with other relevant sectors such as WASH, education, and health, so that shelter and infrastructure implementation is synchronized and coordinated.
- Assist implementing partners on sound technical shelter and settlement issues while ensuring compliance with national and global standards, national and operational strategies, and guidance.

Coordination

- Provide technical support in shelter, construction, and infrastructure development within the AoR to best meet the needs of PoC.
- Assist in coordinating partners' shelter and infrastructure interventions in a timely, cost-effective, inter-sectoral manner. Work with the government and relevant authorities and counterparts to ensure strong coordination and partnership.
- Participate, as a technical focal point within the AoR for shelter/infrastructure, in Shelter cluster coordination meetings with various stakeholders, including Government counterparts, to ensure Cluster interests and those of the PoCs are adequately reflected and disseminate information to all stakeholders in a timely, efficient manner.
- Carry out regular support missions to other locations under the Aden hub e.g. Marib, Al-Mukalla and South Taizz, West-Coast.

Collaboration

- Assist in the technical evaluation of received bids when needed as well as in the review/inspection of the quality of shelter and infrastructure products/works during implementation and at completion, if requested by partners
- Support delivery of shelter exhibits and shelter response prototyping, including reporting and delivery of best practice guidance material.
- Perform other related duties as required.

Qualifications and Experience

- Undergraduate degree (the equivalent to a BA/BS) preferably in shelter-related sciences (e.g. civil engineering or architecture) plus a minimum of 5 years of previous relevant work experience with humanitarian organizations/international organizations (e.g. UN agencies, INGO/NGOs, IOs, Red Cross Red Crescent, Donors).
- Knowledge of computer graphics, AutoCAD (AED suite), and mapping software as well as the capacity to use mapping tools (GPS), digital photographic equipment, and related software (map info, etc.).
- Knowledge of the Humanitarian Reform, Transformative Agenda, and Cluster Approach, the role and mandate of the humanitarian community (UN System, Red Cross Red Crescent Movement, and NGO),
- Knowledge of Shelter and settlement response in an emergency, technical guidelines and standards, Sphere project,
- Knowledge of cycle project management and experience in resources mobilization are assets,
- Experience in coordination with government authorities, national NGOs, international NGOs, and the UN,
- Fluency in English and Arabic (both verbal and written),
- Willingness and ability to travel throughout the Hub, when requested.