

Terms of Reference for Shelter/NFI Cluster District Focal Point

To enhance the effectiveness and timely delivery of the Shelter/NFI cluster response at the operational level, the district coordination mechanism was established through the creation of a District Focal Point in nine districts under the north-west Syria Cross-border Response. UNHCR and Care Co-leads the overall north-west Syria Cross-border SNFI Cluster response and the district Focal Points will support and feed into the overall coordination structure.

The coordination mechanism of the SNFI Cluster is centralized at Gaziantep, Türkiye and given the given the limited capacity challenges, limited access and presence in NW Syria the XB Coordination team is unable to represent the Cluster in all in the districts hence limiting effective coordination of the response at the district level.

To improve SNFI Cluster coordination and response, and ensure representation of the Cluster at all levels and at the various coordination forums, the cluster agreed to identify district Focal Points to support the north-west Syria coordination mechanism. In consultation with the Cluster Coordinator and Co-lead, the district Focal Point or alternate will:

1. Represent the Cluster at the various coordination forums in the district.
2. Inform OCHA, the CCCM Cluster and if required, the local authorities about SNFI assessments and response capacities in the district.
3. Represent the Cluster on inter-agency/cluster assessments lead by OCHA/CCCM Cluster and if necessary, organize and conduct SNFI Cluster specific needs assessments in coordination with the SNFI Cluster partners = to identify gaps and verify secondary data from other sources.
4. Share information with the SNFI Cluster Coordination team about assessments, response and gaps in the district.
5. Contribute to service and partner mapping in the district.
6. Share information from the district level with all partners in the district.
7. If necessary, organize and chair SNFI Cluster district coordination meetings.

Criteria for Cluster Partner Selection

1. The partners should have operational presence in the District
2. To spread out this responsibility one partner should not cover more than one district
3. The organization should be committed to take up this role, dedicate time and cover any incidental costs however minimal eg. Hosting meetings, coordinating assessments etc
4. The partner should adhere to the S/NFI Cluster information sharing protocol
5. Volunteering agency should be ok with their role being made public to the cluster partners and other inter cluster members
6. The agency should assign the task to one dedicated focal point staff member and an alternative. And inform the S/NFI Cluster Coordination Team in Gaziantep incase there are any changes

Districts

	Governorate	Districts
1	Aleppo	Afrin
2	Aleppo	Al Bab
3	Aleppo	A'zaz
4	Aleppo	Jarablus
5	Aleppo	Jebel Saman
6	Idleb	Ariha
7	Idleb	Harim
8	Idleb	Idleb
9	Idleb	Jisr-Ash-Shugur