

Terms of Reference (ToR)

Shelter Cluster Bangladesh

Revised on 30 September 2023

I. Purpose and Role of the Shelter Cluster Bangladesh

The Shelter Cluster (SC) Bangladesh is a platform that enables better coordination of shelter actors. In this platform, anyone can involve, who works for shelter response, policy making, research etc. The SC Bangladesh also provides a forum to liaise with the media, the private sector, donors and other actors with a stake in the provision of humanitarian shelter.

The SC Bangladesh coordinates all shelter practitioners to ensure that people who need shelter assistance receive appropriate assistance in a timely manner.

In addition to implement the six core functions; 1) *support service delivery* 2) *inform the HC/HCTTs strategic decision making* 3) *plan and implement clusters strategies*, 4) *monitor and evaluate performance*, 5) *build national capacity in preparedness and contingency planning* and 6) *Robust advocacy* defined by the Inter Agency Standing Committee (IASC) which are summarized below under 'responsibilities/core functions', the distinguished key actions across the areas of risk and impact analysis, priority preparedness action, partnership for institutional capacity, and action plan for response by Humanitarian Coordination Task Team (HCTT) Nexus Strategy 2021-2025 are an integral part of the SC Bangladesh to mitigate the negative impacts of future hazards on shelter and settlements.

To comply with its purpose and roles; the SC Bangladesh develops strategies, plans, organizes meetings and workshops, and takes decisions in a collaborative manner that are captured and recorded in different documents, e.g. Strategic framework, Flash Appeal, Humanitarian Response Plan, Technical Guidelines, Shelter Response Standards, Assessment and reviews, 5W matrix and gap analysis, Dashboard, Factsheets, Websites updates, cluster meeting minutes, etc.

The SC Bangladesh recognizes and supports the contributions made by national shelter stakeholders to achieve durable shelter solutions, in line with humanitarian principles.

The SC Bangladesh's continued its roles and responsibilities, since its establishment in 2012, towards preparedness, emergency and recovery shelter response.

The SC Bangladesh works closely with Inter Cluster Coordination Group (ICCG) to enhance nationally led initiatives and introduce and present cluster's own initiatives.

IFRC's commitments are described in an MOU between International Federation of Red Cross and Red Crescent Societies (IFRC) and United Nations Office for the Coordination of Humanitarian Affairs (OCHA). IFRC has not committed to being '**provider of last resort**' nor is it accountable to any part of the UN system. It will, however, do its utmost to ensure an adequate and appropriate response as far as the network's capacities, resources, as well as the access and security situation allow.

II. Responsibilities/core functions

1. Coordinating and supporting service delivery

- i) Ensure collaboration and coordination amongst all the members of the Shelter Cluster, as well as with the Government of Bangladesh and local government for the purpose of planning and implementing the shelter strategy.

- ii) Shelter Cluster Bangladesh coordinates emergency responses and complements Government support based on humanitarian principles. During the emergency period shelter cluster maintains close coordination with its members, HCTT, ICCG, cross clusters, and working groups. In the emergency shelter cluster develop the Humanitarian Response Plan (HRP), Flash Appeal as well as publish the dashboards/progress monitoring report through HCTT. Additionally, publish the cluster's specific factsheets through its webpage and share them widely.
- iii) Participate in Joint Needs Assessment and Developing Humanitarian Response Plan (HRP) and Flash Appeal in collective ways in coordination with HCTT, ICCG and Cluster's partners, and coordinate responses for better outcomes and produce periodic reports.
- iv) Secure commitment of partners to respond to identified and prioritized needs and to fill gaps for response and recovery, ensuring an appropriate distribution of responsibilities with clearly defined focal points for specific issues where necessary.
- v) Coordinating and carry out pre-crisis and shelter needs assessment and develop common methodologies for such assessment in line with national and international standards and practices, involving all relevant partners and ensuring beneficiary participation.
- vi) Developing local building skills and promote to use local resources for shelter planning. All shelter-related activities should be directed in a way that builds local capacities and disseminates safe building practices.
- vii) Participate in the establishment and maintenance of appropriate coordination mechanisms, including working groups at the national and, if necessary, local level.
- viii) Work collectively in the spirit of mutual cooperation and learning to ensure the complementarity of the various stakeholders' actions. Ensure effective links with counterparts working in other Clusters and thematic areas.
- ix) Establish Technical Working Groups (TWG) on specific issues related to shelter to achieve precise tasks which will strengthen cluster coordination and improve the shelter related activities.
- x) Work closely with Displacement Management Cluster (DMC), Wash Cluster and other clusters and promote Multipurpose Disaster Shelter (MPDS) guidelines to agencies.
- xi) Mapping the Cluster's partner presence in disaster prone areas and make necessary coordination.

2. Planning, Strategy Development, Implementation and Knowledge management

- I. Develop shelter cluster plans for immediate and longer-term phases by focusing preparedness, localization, disaster risk reduction, response and recovery, partnership for institutional capacity and response coordination.
- II. Conduct, facilitate and coordinate the assessments with other clusters and working groups and highlight needs, damage, cross-cutting issues, people in need and publish Disaggregated data in terms of shelter.
- III. Conduct and facilitate Shelter Risk Assessment.
- IV. Ensure integration of priority cross-cutting issues (Gender, Social Inclusion, Disability, Environment, and Disaster Risk Reduction) in shelter needs assessment, and planning and implementing shelter components.
- V. Developing and promote contextualize technical standards and strategies for shelter interventions and ensure their coherence with relevant policy guidelines and technical standards as prescribed by the Government of Bangladesh and Shelter Cluster.
- VI. Promote and focus build back safer and environmentally friendly shelter related technical standards in shelter related interventions.

- VII. Promote safety features in both engineered and non-engineered construction on the basis of building codes and local building practices. Promote innovative solutions in risk reduction such as raising of plinths, building small flood protection structures, etc.
- VIII. Clarifying funding requirements and sources, helping to set priorities, and agreeing cluster contributions to the HCTT's overall humanitarian funding proposals.
- IX. Ensuring adequate monitoring mechanisms are in place to review the impact of interventions in the Shelter Cluster, including safety, improvement in living conditions, homeownership, and gender equality.
- X. Ensure that Compliant Feedback and Response Mechanism (CFRM) are in place in disaster response.
- XI. Ensure regular reporting and effective information sharing with Cluster partners using common formats, benchmarks, and indicators.
- XII. Provide a platform to shelter practitioners to share good practices and lessons learned on shelter response.
- XIII. Observe the global practices and share the best practices with the SC members and partner organizations.
- XIV. Influencing the global agenda/shelter cluster strategy through active sharing of best practices and lessons learned from Bangladesh, and participation in the GSC communities of practice.
- XV. Take necessary initiatives for documentation of different interventions and lesson learns for sharing with relevant stakeholders at country and international level.

i) Enhancement of capacity in preparedness and contingency planning

- I. Develop the multi-year strategy plan for shelter cluster aligning with HCTT Nexus Strategy 2021-2025.
- II. Adopt Anticipatory Action in shelter response as preparedness activities.
- III. Identify key elements in the humanitarian program cycle that require preparation in advance. Analyze and address anticipated risks to countries, populations and operations.
- IV. Establish good working relationships with national authorities, accepting their leadership where appropriate, and take fully into account their preparedness arrangements.
- V. Reinforce the coordination structures that will be used during a response.
- VI. Clarify the roles and responsibilities of different members of the humanitarian community, including responsibilities vis-à-vis national authorities.
- VII. Assist to partners to organize and implement capacity building initiatives on coordination and shelter and settlement.
- VIII. Prepare annual contingency stock of partners to immediate response.

ii) Support to robust advocacy and integrating cross-sectoral issues

- I. Identify core advocacy concerns in relation to shelter in Bangladesh, particularly about safe housing and improved local services. Contribute to key messages for broader advocacy initiatives of the Shelter Cluster.
- II. Promote the principles of building back better and safer. It should be the core message of the Shelter Cluster.
- III. Advocate for donors to fund participants to carry out shelter-related activities, while at the same time encouraging participants to mobilize resources for their activities through their usual channels.
- IV. Undertaking advocacy on behalf of the cluster, cluster members, and affected people.
- V. Advising the HCTT on issues connected with resource mobilization and advocacy.

- VI. Emphasis to market-based solution and establish private sector partnership including financial service providers for rural housing.
- VII. Advocacy to housing authority for extending their support for rural level housing.
- VIII. Support to create durable shelter solution and low-cost collective hazard based resilient shelter design/standards.

III. Chair and Secretariate

- Chair : Ministry of Disaster Management and Relief (MoDMR).
- Co-Chair : International Federation of Red Cross and Red Crescent Societies (IFRC), and
United Nations Development Programme (UNDP).

IV. Participation and Membership

The Shelter Cluster Bangladesh is open to all interested Government Ministries and Departments, UN Agencies, I/NGOs and Inter agencies, academia, researchers those are involve to shelter response and expressing willingness and demonstrating a commitment to carry their accepted responsibilities within the cluster. Membership is as inclusive as possible, on a voluntary and self-nominated basis. Representative of local and national authorities and other stakeholders such as donor can participate in Shelter Cluster meetings, In general, Cluster membership depends on the level of engagement.

1. Partner has a dedicated and functional office in the country through which they are engaged in implementing shelter response/programmes.
2. International Agencies can join to Shelter Cluster activities if they do not have the presence in Bangladesh.
3. Partner has been implementing shelter response/programmes either directly or as an implementing partner of another organization for a defined period during the year.
4. Regular participation at the National or working groups meetings.
5. Completion of the 5Ws requested by Shelter Cluster. The regularity of reporting is based on the activities implemented by the partner and as defined by the shelter Cluster.
6. Share responsibility for Shelter Cluster activities, including assessing needs, developing needs, plan, strategies, policies, evaluations and guidelines.
7. Partners should have a shelter focal point in country not necessarily dedicated but s/he who is able to provide strategic and technical input in shelter cluster discussions.
8. Respect and adhere to agreed principles, policies, priorities and standards.

V. Frequency of meetings and agenda settings

The Shelter Cluster Bangladesh meets on a bi-monthly basis in preparedness time and as required when the cluster coordinate the response in disaster. The Shelter Cluster Coordinator will call the meetings through email and representative from MoDMR will chair the meetings. The meetings will be held in Bangla or English languages.

A draft agenda will be circulated to cluster members with the invitation mail prior to meeting. The cluster members would be requested to comment on the meeting agenda. Draft minutes containing agreements and actions points will be circulated within a week after the meeting and sooner during an emergency response. Final minutes from the Shelter Cluster meeting

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(in English) will be shared with the cluster member through the [Shelter Cluster Bangladesh website](#).

The TWG's activities, frequencies of the meeting, meeting minutes will be carried forward based on the TWG's ToR.

VI. Amendments to the Terms of Reference

The Terms of Reference will be reviewed once a year, particularly if there is a change in the situation on the ground or in the structure or activities of the Shelter Cluster.