

## Terms of Reference

# Shelter Cluster Sub-National Co-Coordinator in Sana'a

## 1. Background

Yemen's Sana'a Hub is situated in the northern part of the Country and home to an estimated 1 million internally displaced persons across 90 districts in Sanaa, Sanaa City, Dhamar, AL Bayda, Amran and Marib . Within these areas, approximately 99,864 individuals reside in 303 IDP informal sites and approximately 900,000 are in hosting family arrangements with the majority renting. The situation in the region is protracted and compounded with climate crises such as flooding, etc. Furthermore, due to housing land, and property issues, eviction rates are on the rise from the informal sites while the economic situation coupled with the lack of livelihood opportunities put those in rental accommodation at high risks of eviction due to unaffordable rent. This situation coupled with the humanitarian funding shortfalls further exposes vulnerable families to heightening protection risks and exacerbates the precautions living conditions including inadequate shelters and access to basic services. The primary shelter needs identified are medium- and long-term solutions, particularly durable options, alongside providing emergency assistance as may be needed such as non-food items (NFIs) and emergency shelters. There are approximately 80 shelter partners with limited response capacities due to funding shortfalls which necessitates robust coordination to maximize the limited resources, avoid duplication, and address the most vulnerable needs.

Therefore, the Cluster Co-Coordinating Partner (CCP) is expected to provide co-coordinating functions and technical support in response to these challenges through a dedicated Sub-National Co-Coordinator in coordination with the Sub-National Coordinator for the Sanaa Hub.

## 2. Reporting line

The Sub-National Cluster Co-Coordinator is an independent, neutral function that represents Shelter members, not their hiring agency; this requires dedicated staff capacity and commitment.

The position reports to the CCP on administrative issues and reports to the National Cluster Coordinator on technical matters. For the day-to-day activities, the Sub-National Cluster Co-Coordinator should work closely with the Sub-National Cluster Coordinator at the Sanaa Hub. The function should coordinate and support international and local partners, work with communities as well as the authorities in the Sana'a Hub; he/she has delegation to make operational and strategic decisions under his/her jurisdiction, in close coordination with the National Shelter Cluster and aligning with the cluster's strategies, policies, standards, and frameworks.

## 3. Role & Responsibilities

### 3.1 Supporting service delivery

- Act as a focal point for inquiries on the Shelter Cluster's response plans and operations at the Sub-National level.
- Coordinate the interventions of Shelter actors in the area of responsibility, to avoid duplication of aid and the filling of gaps.
- Organize and facilitate regular Sub-National cluster coordination meetings and information sharing, at least on a monthly basis, 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, the private sector, regularly liaise with them and ensure their appropriate participation in the cluster.
- Provide regular inputs from the Sub-National level to the national level coordination, including consolidated information, updated data, best practices, raise critical issues and require support from the National Coordination team when relevant.
- Ensure that the national level referral/escalation system is functional, and tracking is maintained.
- Facilitate the coordination of common pipeline in response to a sudden onset of an emergency at sub national level.
- Perform other duties assigned by the National Shelter Cluster Coordination Team.

### **3.2 Contributing to strategic decision-making for the humanitarian response**

- Support the coordination of assessments at Sub National level and provide support in identification of needs, local capacities and resources, 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

### **3.3 Monitoring implementation of Shelter Cluster Strategy and Reporting**

- Ensure that Shelter Cluster participants at the Sub-National level are aware of 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 that 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 that SC partners set in pace the complaints and feedback mechanisms as part of Accountability towards Affected Population (AAP).
- Develop and facilitate the implementation of 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

### **3.4 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 strengthen 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.

#### **4. Qualifications and Experience**

- Graduate degree (equivalent of a MBAs) plus 3 years of experience at least, or Doctorate degree (equivalent of a PhD) plus 2 year at least of previous relevant work experience preferable in Humanitarian sector
- Undergraduate degree (equivalent of a BA/BS) preferably in shelter-related sciences (e.g. civil engineering or architecture) plus 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 Shelter and settlement response in emergency, technical guidelines and standards, Sphere project,
- Knowledge of cycle project management, experience in resources mobilization are assets,
- Experience in coordination with government authorities, national NGOs, international NGOs, and UN,
- Fluency in English and Arabic (both verbal and written);
- Willingness and ability to travel throughout the Hub specifically and elsewhere in the country whether requested.