

Terms of Reference

Shelter Cluster Co-Coordination Partner

National Level, Yemen

30 February 2025

1. Introduction

The United Nations High Commissioner for Refugees (UNHCR) is the Global Shelter Cluster lead in conflict situation and is the lead agency of the Shelter Cluster in Yemen. UNHCR, therefore takes overall responsibility for the proper and effective functioning of the Shelter and Non-Food Items (NFIs) response. Accordingly, UNHCR will provide a dedicated Shelter Cluster Coordinator (International Staff) for the duration of the cluster as well as National staff capacities related to Information Management, Deputy Cluster Coordinator and Technical Support.

However, to strengthen the Yemen Shelter Cluster coordination and response, the Shelter Cluster is looking for an international or local humanitarian organization to support the coordination team. The organization willing to support the cluster should have the financial and technical capacity to provide a **dedicated Shelter Cluster Co-Coordinator** for a minimum of one year. The Co-Coordinator is expected to spend 75% of his/her time in Aden to support the Hub response.

The Co-Coordinating arrangements are intended to strengthen the Yemen Shelter Cluster leadership and does not replace the core responsibilities and accountability of UNHCR, the designated Cluster Lead Agency (CLA), including its role as Provider of Last Resort (IASC cluster reference module, 2015).

2. Context

There are more than 4.8 million Internally Displaced Population (IDPs), according to the United Nations Office for the Coordination of Humanitarian Affairs, making it the seventh-biggest displacement due to the conflict crisis globally. This is exacerbated by recurrent natural hazards including floods and winter which increase humanitarian needs. IDPs correspond to approximately 12% of the entire population of Yemen, which is approx. 39 million. In urban areas, many IDPs share accommodation or live in nonfunctional public buildings, collective centers, slums, and informal types of settlements. Conditions are often sub-standard, and providing shelter poses significant challenges. Rental subsidy programs are vital to retaining IDPs in 'non-camp' like settings, but such programs need to be complemented significantly livelihood support. In rural settings, delivering protection and humanitarian shelter/NFI assistance through spontaneous IDP sites is common. It's currently estimated that one-third of the total IDP caseload (1.6m out of 4.8m) reside in nearly 2000 spontaneous settlements with a no-IDP-camp policy in place, conditions in these sites remain substandard.

As per the 2025 HRP, the Shelter Cluster has estimated that 7.5 million Yemenis require sectoral assistance, almost 5 million individuals live in catastrophic and extreme conditions of which, 75% are women and children. Of the 7.5 million in need, the cluster is targeting 1.8 million most vulnerable affected population with emergency assistance including shelter and NFIs and supporting solutions initiatives for protracted cases and returnees including their vulnerable host with transitional shelters and house rehabilitation. To achieve holistic shelter outcomes, the cluster collaborates with other clusters and development actors using a settlement or area-based approach as well as referrals.

3. Structure and selection process

To effectively coordinate the humanitarian response, the Inter-Cluster Coordination Mechanisms established six Coordination Hubs supported by four sub hubs across the Country. The Shelter Cluster has Sub-National Cluster Coordinators and Co-Coordinators at the hubs level to coordinate shelter cluster activities.

- The Co-Coordinating Partner will be selected in a transparent manner by a selected Yemen Shelter Cluster Selection Committee comprising of representatives from UN agencies, National NGOs, International NGOs, and the Cluster Coordination Team.
- The partners interested in co-coordinating the Yemen Shelter Cluster will send a letter of interest explaining how they would contribute to the cluster and the response with reference to following:
 - Motivational statement
 - Sector-specific technical capacity and type of interventions implemented in the past.
 - Operational relevance and advantages in terms of access and geographical coverage
 - Proven track record with the Cluster – regular meeting attendance and engagement, regional/state level coordination, regular reporting, information sharing and general commitment to contribute continuously.
 - Ability to fund this position for minimum one year.

Notes on selection process:

The IASC Cluster Coordination Reference Module notes that "...Under the IASC Transformative Agenda, Cluster Lead Agencies were encouraged to consider developing a clearly defined, agreed and supported sharing of cluster leadership by NGOs wherever feasible." Good practice demonstrates that leadership with NGOs results in more efficient coordination, while co-leadership by two UN agencies limits Shelter Cluster partners' sense of ownership of cluster activities. Following this guidance, only NGOs both national and international, will be eligible to express their interest in undertaking

the Co-Chair (Co-Coordinating) role. In line with Grand Bargain and IASC commitments on localization, national NGO are highly encouraged to express their interest for this role!

4. Reporting Lines

The Co-Coordinator will report technically to the Shelter Cluster Coordinator, addressing all cluster coordination matters directly to him. Administratively, the Co-Coordinator will report to the hiring agency. Approval for leaves and rest & relaxation (R&R) will be managed by the administrative manager, in consultation with the Cluster Coordinator.

5. Roles and Tasks of the Co-Coordinating Partner

The role of the Co-Coordinating Partner is to work closely in support of the sector lead agency (UNHCR) in coordination and representation of NGOs, INGOs, UN agencies and other Humanitarian organizations who are members of the Shelter Cluster in delivering assistance in Yemen. The Co-Coordinating Agency will support UNHCR to enhance the effectiveness and efficiency of shelter response operations by coordinating the efforts of shelter cluster partners and ensuring the delivery of timely, appropriate, and sustainable shelter assistance to the affected populations.

1. Providing effective and efficient input into the Shelter Cluster Coordination architecture

- Preparing and Co-Chairing regular shelter cluster meetings.
- Representation of the shelter cluster in the Inter-Cluster Coordination Mechanism (ICCM), and meetings of WASH Cluster, and CCCM Cluster.
- Ensuring inclusion of key humanitarian partners for the shelter cluster.
- Promoting effective coordination and information sharing among shelter cluster partners
- Co-chair some of the Technical Working Groups (TWiGs).

2. Yemen Shelter Cluster planning and strategy development

- Support the cluster coordinator with the development of the strategies of the Shelter Cluster, work plans, and coordination of response activities, considering cross-cutting issues related to the centrality of protection including the accountability to the affected population, the environment, amongst others.
- Contribute to the Humanitarian Programme Cycle (including planning, periodic reporting, and strategic development of the Yemen Response Plan) and engage with shelter partners for their inputs.

3. Monitoring and reporting

- Support information gathering and analysis on the shelter cluster response to provide accountability for the sector in terms of delivering on strategy, objectives, targets, outcomes, programme quality and adherence to humanitarian principles.
- Support coordinating regular reporting to relevant stakeholders, documenting best practices and lessons learned, and ensuring accountability and transparency in cluster operations.

4. Needs assessment and analysis

- Support the cluster in the development of needs assessment tools, gap and response analysis.
- Contribute to a better understanding and analysis of shelter needs as a priority need for displaced populations, including better integrated programming with shelter as an entry point.

5. Development and application of standards in support of the Shelter Cluster

- Advocate for Shelter/NFI best practices.
- Participate in the development of relevant and contextualized minimum standards, policies, and guidelines.
- Build capacity to apply these common standards.
- Ensure that partner responses are informed at different phases of the response by appropriate policy guidelines and standards.
- Facilitate delivery of training programs to strengthen members' capacity.

6. Advocacy and resource mobilization

- Support the Cluster to advocate and mobilize resources for Yemen Shelter response.
- Ensure that members are aware of funding opportunities and support their capacity to access them.
- Participate in the Yemen Humanitarian Fund Strategic Technical Review Committee on behalf of the Shelter Cluster.

6. Terms of reference

The Co-Coordinating Partnership will be renewed every year and the TOR will be reviewed annually or at the request of the Cluster Coordinator.