Terms of Reference
Technical Sub-Community of Practice sub-group
Non-Food Items (NFIs) / Essential Household Items (EHIs) and Emergency/Temporary Shelter (ETS) Technical Specifications
October 2025 – V1

I.   BACKGROUND

The Global Shelter Cluster (GSC) Technical Community of Practice (TCoP) serves as a platform for sharing and exchanging information, knowledge, and expertise on technical issues related to humanitarian shelter and settlements programs among shelter cluster partners at both global and field levels. The GSC TCoP allows for discussions and initiatives related to humanitarian Shelter, including **NFIs/EHIs and Emergency/Temporary Technical Specifications**, which is the subject of these Terms of Reference (ToR).

This sub-group is a voluntary group of individuals with expertise and interest in technical aspects of shelter and settlements programming and specifically in **NFIs/EHIs and ETS Technical Specifications**, which address topics such as Winterization, distribution modalities or technical standards, to name a few.

It is open to all interested individuals, regardless of agency or organization affiliation. The group's value depends on the active participation of its members, who may have some experience performing in a role or subject area of the TCoP, such as architects, engineers, academia, planners, field officers, or affected communities. The participants commit to discuss, learn from, share and collaborate in the development of activities (e.g. webinar), guidance documents, standards, approach, strategy and in the support of organizations.

II.   OBJECTIVE AND SCOPE

This thematic **Technical Sub-CoP** provides a collaborative platform for exchanging knowledge, resources, and technical support to enhance the **NFIs/EHIs and ETS Technical Specifications** in shelter and settlement programs. It connects individuals and agencies to share experiences and collaborate on initiatives that promote and improve **NFIs/EHIs and Emergency/Temporary Technical Specifications** solutions.

Objectives:

1. Gathering humanitarian shelter practitioners to exchange about specific topics related to NFIs, EHIs and ETS, to support effectiveness and adaptability of humanitarian shelter response

2. Support harmonization of global NFI, EHI and ETS technical standards and maintain contextual relevance and quality by promoting discussions and research to ensure standards and specifications are adaptable to diverse contexts and meet the needs and preferences of affected populations

3. Improve and facilitate the sharing, development and access of NFI, EHI and ETS information, good practices, lessons learned and technical knowledge at country level

    -   Support field/country cluster adaptation by providing technical support in the adaptation and application of global specifications to specific operational context and supply chain.
    -   Improve awareness of global technical standards and specifications and access to country-level information and good practices.
    -   Support data library to maintain adapted technical indicators for measuring needs for NFIs, EHI and ETS.

4. Promote equality, sustainability and environmental responsibility

Scope:

1- Technical Specification for non-food and essential household items and shelter core components

2- Harmonization and standardization

3- Research and innovation that could make humanitarian shelter response more efficient and sustainable.

4-Link and collaborate with relevant sectors

5- Operations (Shelter/NFI/EHI project cycle, need assessment, approach, methodologies...)

III. STRUCTURE AND RESPONSABILITIES

The voluntary committee chair and co-chair will moderate the **NFIs/EHIs and ETS Technical Specifications of the Technical Sub-CoP**. All individuals interested in these technical themes are invited to join as members of the sub-group and encouraged to contribute actively.

Members interested in joining the sub-group committee must submit a request explaining their motivation and the added value of their contribution. They should also include a short bio to allow the committee to assess whether the candidate has the appropriate skills and experience.

Responsibilities of the chair:

- Act as the focal point for communication with the GSC Technical CoP moderator
- Inform the GSC T.CoP moderator to seek approval for selected resources before publication on the Technical Toolkit webpage
- Organize and schedule meetings with the co-chairs
- Facilitate networking and thematic information sharing
- Ensure the creation of event announcements or news communication on the Technical Community of Practice webpage
- Fulfill all responsibilities assigned to the co-chairs

Responsibilities of the co-chairs:

- Collect, review, and approve resources
- Define sub-topics within the thematic area
- Organize or co-organize meetings and webinars for the broader theme community (recurrence to be defined in the work plan)
- Dedicate approximately 1 hour per week, 4 hours monthly, depending on the needs
- Contribute to sub-group thematic webinar presentations
- Share experiences and tools

Thematic	Co-Chair	Affiliation	Specialization	Contact
ETS	Mathieu Gamba	Independent	Shelter Programming and coordination - civil engineer	Gambamathieu@gmail.com
NFI/EHI	Emma Matthews	Independent	SNFI coordination	emmalouisamatthews@gmail.com
NFI/EHI	Mamuney Legesse	IOM	Shelter coordination - civil engineer	mnigusse@iom.int mamuney121421@gmail.com
NFI/EHI	Doaa Qutub	Independent	Livelihoods and Environment	doaaqutub3@gmail.com

IV. MEMBERSHIP AND PARTICIPATION

Active participation is encouraged from individuals who represent agencies and independents who are engaged in or interested in the technical aspects of the **NFIs/EHIs and Emergency/Temporary Technical Specifications of the Technical Sub-CoP**.

To join the TCoP, you should do the following:

1. Create a GSC account on www.sheltercluster.org
2. Click 'Follow' on the left-hand side of the Technical Community of Practice webpage
3. You will now be able to create and reply to discussions within the TCoP and receive updates from the TCoP and invitations to TCoP events.

Option: You can also "Subscribe without an account"; however, we strongly recommend that you create one to also receive discussion threads, which only work with GSC accounts.

Any registered member can initiate conversation threads pending approval by the moderator(s). Anyone who can contribute to and/or benefit from the **NFIs/EHIs and Emergency/Temporary Technical Specifications of the Technical Sub-CoP** group and comply with humanitarian principles is welcome to participate. This may include representatives from:

- Local NGOs or community groups
- Private sector (e.g., eco-material suppliers, technical innovators, etc.)
- Academia (research partnerships)
- Donors.
- Individual humanitarian workers / consultants

FREQUENCY OF MEETINGS

Monthly meetings with the Technical CoP co-chairs of the **NFIs/EHIs and Emergency/Temporary Technical Specifications of the Technical Sub-CoP** to brainstorm, define topics to propose to the broader community and prepare and conduct regular quarterly general meetings.

Regular quarterly general meetings with the broader **NFIs/EHIs and ETS Technical Sub-CoP** members are proposed to share and exchange information and experiences. Based on membership interest and engagement, other activities and events, such as webinars, working groups, etc. would be scheduled as needed.

Ad-hoc meetings to discuss emergency response coordination or to support Technical WG at country level.

Technical CoP quarterly meetings with the other Technical CoP thematic sub-group co-chairs, organized by the GSC Technical CoP moderator, held to exchange updates on progress, workplans, sub-topics that may interconnect with other themes, and other relevant information.

V. ADDITIONAL INFORMATIONS

All **NFIs/EHIs and ETS Technical Specifications** T.CoP meetings / webinars recordings and meetings notes are and available on the GSC Technical Community of Practice webpage, and classified on the left menu under "Meetings"; NFIs/EHIs & Emergency and Temporary Shelter Technical Specifications - T.Sub-CoP webinars | Shelter Cluster

All technical documents related to the thematic discussions within the Technical CoP are published on the Technical Toolkit webpage, and concerning the NFIs/EHIs Technical Specifications Resources and Emergency and Temporary Shelter Technical Specification Resources on the left menu section.

VI. ANNEXES

- Yearly Workplan (to be developed)