Shelter Cluster Afghanistan
ShelterCluster.org
Coordinating Humanitarian Shelter

AFGHANISTAN: ES-NFI CLUSTER
CCPM Action Plan

23 February 2021

S. No	ACTIONS	ACTIVITY BREAKDOWN/DETAILS	FREQUENCY	PERSON RESPONSIBLE	EXPECTED OUTCOME	REVIEW	TIMELINES 2021
							APRIL (1 2 3 4) MAY (1 2 3 4) JUNE (1 2 3 4) JULY (1 2 3 4) AUGUST (1 2 3 4) SEPTEMBER (1 2 3 4) OCTOBER (1 2 3 4) NOVEMBER (1 2 3 4) DECEMBER (1 2 3 4)
A	**Supporting Service Delivery**						
	Coordination Management						
1	Formation of a Technical Working group to: 1. Enhanced ESNFI-WASH collaboration 2. Improved Shelter Solutions (emergency, permanent and transitional) & Local Architecture study 3. Shelter Strategy and technical documentation Update 4. Sustainable Winterisation Assistance	Develop ToRs of the working groups	1	Coordination Team			
		Formation of the working groups	1	Coordination Team and Partners	Common concerns, areas for collaborations and the gaps identifed. ESNFI and WASH Clusters collaborations improved.		
		TWIG coming up with solutions to the issues	on need base	TWiGs	Cluster strategy updated		
		Presentation of TWIG reports and action points	1	TWiGs			
		Implementation of TWIG recommendations	Regular	Coordination Team and Partners	Possible options for the sustainable winterization identified		
2	Regularly conduct cluster meeting, share meeting minutes and meeting schedules	Set regular meetings and share meeting schedule	Regular	Coordination Team	Meeting Schedule		
		Take meeting minutes	Regular		Meeting Minutes		
		Share and upload meeting minutes in the platforms	Regular		Shared Meeting Minutes		
3	Strengthen partnerships at field level	Set regular meetings and share meeting schedule	Regular	Coordination team and Partners	Regular action on the listed activities improved the Cluster coordinatin at the field level.		
		Take meeting minutes	Regular	Coordination team and Partners			
		Update 3Ws regularly	Quarterly	Regional Coordinators			
		Update and support Provincial Focal Points	Regular	Regional Coordinators			
		Involve local organisations	Regular	Coordination team			
	Information Management						
4	Timely submission of reports by partners to ReportHub so as to have timely IM products	Update the partners Reporthub key focal points contact lists	Quarterly	Regional Coordinators	IM products developed, shared and Cluster relevant websites updates		
		Share report submission dealines and schedule with partners	Regular	Regional Coordinators			
		Conduct Reporthub refresher trainings	Quarterly	Coordinatino Team and iMMAP			
	Integration and Inter-Cluster Coordination						
5	Support partners facing access challenges eg. Coordination with HAG & other relevant stakeholders & other relevant stakeholders	Implement Access strategy	Regular	All Cluster Partners	Partners briefed on the HAG, access strategy and learned more on the access and its challenges at the field level		
		Access group to present on it in the ESNFI Cluster meeting	1	HAG			
		Local solutions to be explored	1	HAG or Partners			
		HAG to support/train the Regional Coordination Team on local solutions	1	HAG			
6	Find solutions to HLP issues and work closely with HLP TF including impediments of	Liase with HLP TF	1	Coordination Team	HLP will be more involoved in durable shelter response and partners will have more support on HLP issues.		
	HLP issues to the provision of durable shelters	Develop guidelines for addressing shelter related HLP Challenges		Coordination Team and HLP TF			
B	**Informing HC/HCT of Strategic Decision-Making**						
	Consolidation of Data on Shelter and other relevant sector needs, gaps, and figures						
7	Ensure relevant data is available for ESNFI partners to support in informing interventions and impove on data sharing	Refine and consolidate all relevant ESNFI Cluster data	1	Coordination Team	Cluster and the partners will have evidence based data and analysis to prioritize, target and advocate for needs as well as Cluster improve advocay at the HCT and relevant forums.		
		Upload all relevant data in current ESNFI Cluster platforms					
8	Consolidate data on past assesments done and put in place mechanisms for consolidating future assesments	Consolidate all past assesments and upload in ESNFI Cluster Platforms	1	Coordination Team			
		Develop system for consolidating and sharing future assesments/data	1	Coordination Team			
		Data sharing protocol	1	Coordination Team			
9	Impove on the data analysis in the cluster so as to effectively advice on strategic priorities	Develop/put in place data analysis protocols	1	Coordination Team			
C	**Technical Coordination**						
10	Refine guidelines for NFI packages and identify challenges faced in adhering to the minimum standards and proposed solutions	Refine the NFI guidelines and develop catalogue	1	Coordination Team	Partners will have supporting document and Cluster support on fund raising as per the Cluster standards and will provide consistent assistances		
11	Design and implement a local emergency shelter solution (in place of tents)	Establish TWIG for this	1	Coordination Team and Partners	Possible applicable optionswill be identified and Cluster will advocate accordingly.		
		TWIG to design and cost these solutions	1	CoordinationTeam and TWiG			
		Pilot and implement the solutions	1	CoordinationTeam and TWiG			
12	Develop transitional shelter solutions specific to the Regions	Establish TWIG for this	1	Coordination Team and Partners	Possible applicable optionswill be identified and Cluster will advocate accordingly.		
		TWIG to propose feasible Transitional shelter solutions	1	TWiG and coordination Team			
		Pilot and implement the solutions	1	Coordination Team and Partners			
D	**Advocacy**						
13	Enhance Cluster advocacy at the central government to support the cluster partners reponses	Hold regular meetings with line ministries	Regular	Coordination Team	Cluster advocay improved and Cluster partners will have timely funding and response capacity for respond to the needs.		
12	Organise regular donor briefings eg. Quarterly basis	Develop a periodic fundraising document	Quarterly	Coordination Team and Partners			
		Organise regular Donor briefings	Quarterly	Coordination Team			
E	**Contingency Planning and Preparedness**						
13		Identify Gaps in relation to capacity building	Regular	Coordination Team and partners	Cluster has relevant contingency plans prepared and availble for timely response to the situations.		
		Organise capacity building activities	Regular	Coordination Team and partners			
F	**Continency Planning**						
14	Involve partners in the contingency planning exercise eg. Spring contingency plan	Involve partners at Regional level in the Spring Conringency Planning exercise	1	Regional Coordinators and Partners	Developed Contingency Plans	already done	
G	**Accountability to Affected Populations**						
15	Strengthen feedback mechanisms and referral pathways for affected population	Develop feedback mechanism for ESNFI Cluster	1	Coordination Team	Cluster will have AAP strategy and partner will mainstream AAP in their activities.		
		Train/Capacity build partners on this	1	Coordination Team			
16	Develop cluster specific AAP guidelines and capacity build patrners on this	Develop ESNFI AAP Guidelines	1	Coordination Team			
		Train/Capacity build partners on the guidelines	1	Coordination Team			
17	Conduct PSEA trainings and protection mainstreaming at least once annually	Conduct PSEA trainings and protection mainstreaming	1	Outsourced	Partners trainined on PSEA and it is mainstreamed in responses.		