

Guidance Note for Shelter Cluster Project Submission

HRP Shelter Cluster Somalia

(1) This document provides Shelter Cluster members (SC) guidelines on what should or should not be done when drafting and submitting proposals for HRP 2016. This document also provides the process by which the Cluster Review Committee (CRC) will review projects. All projects must be in-line with HRP Strategic Objectives and Shelter Cluster specific objectives. The HRP is a three year strategy with one year action plans.

(2) *ANNEX I* to these Guidelines explains the process by which the CRC will determine which projects will be included in HRP 2016.

(3) Additional documents for consideration when drafting HRP Projects:

- I. Shelter Cluster Response Plan, HRP 2016
- II. Online Project System (OPS) Manual
- III. Guidance on How to Use the Enhanced Geographical Fields in the OPS

The HRP Strategic Objectives of 2016

- STRATEGIC OBJECTIVE 1: Address humanitarian needs by providing life-saving and life-sustaining assistance to people in need, prioritizing the most vulnerable.
- STRATEGIC OBJECTIVE 2: Restore and strengthen livelihoods and basic service delivery to build resilience to recurrent shocks.
- STRATEGIC OBJECTIVE 3: Strengthen the protection of the displaced and other vulnerable groups, and support the creation of conditions conducive for durable solutions of choice.

(4) Shelter Cluster Objectives

The Shelter Cluster Objectives mainly contribute to the strategic objectives 1 and 3.

- Cluster Objective 1: Contribute to the protection of newly displaced people and those affected by natural hazards
- Cluster Objective 2: Improve the living conditions of the protracted internally displaced persons
- Cluster Objective 3: Facilitate access to durable solutions for IDPs that are willing to locally integrate or return to their place of origin

(5) Shelter Cluster Mandatory Criteria (a precondition to have the project reviewed by the CRC, meaning the project must fulfill all of the following requirements)

(a) Previous experience (last 12 months) in shelter/NFI project implementation in the region (confirmed by SC 4W matrix);

- (b) The organisation must have physical presence in the area it is operating in. If operating through an implementing partner, it must demonstrate that its partner has presence;
- (c) The organisation participates at Nairobi and/or field level Shelter Cluster and/or Working Group meetings;
- (d) The submitted proposal must be fully completed and coherent. If critical information is missing, budget lines incomplete but activities indicate a cost, the project will not be considered;
- (e) The objectives, outcomes and activities are clear, tangible and support the Shelter Cluster Response Plan.

(6) Key Substantive Criteria that the CRC will consider for assessing projects

- (a) Projects need to be humanitarian in nature, meaning that the proposal is in line with the strategic objectives of the Shelter Cluster Response Plan.
- (b) Preference will be given to projects that are complementary and coordinated across Clusters. Please further clarify the links with other core clusters.
- (c) The needs that the project plans to address must be confirmed by evidence that is solid by reason of first-hand assessment on the ground, or triangulation (multiple independent sources).
- (d) Coherence: A project needs to clearly show the link between chosen Outputs, Output Indicators and Objectives. The activities must be formulated in a clear and consistent manner and correspond with the chosen objectives, outputs and output indicators.
- (e) Organisations must explain how they have access to the planned project area or target population, and provide evidence of their capacity to successfully implement the project.
- (f) Monitoring & Evaluation: Projects need to show how data will be obtained to monitor the implementation of the project at Output and Objective level.
- (g) The project must identify and respond to the distinct needs of women, girls, boys and men as well as vulnerable groups including the elderly and people with disabilities, or justify its focus on one group (i.e. targeted action). Priority is given to projects that have a Gender Code of 2a or 2b.

(7) Additional Project Criteria the CRC will consider to ensure that projects are conform to the SC's Response Plan

- (a) Direct implementation is encouraged, as is implementation by a national NGO. Organisations should not simply pass on funding to their implementing partner without providing any meaningful guidance, coordination, capacity building, technical advice, monitoring and evaluation capacities, or any other function of additional value.
- (b) The project must be cost-effective in terms of the number of beneficiaries and the needs to which the project intends to respond. Realistic number of beneficiaries (budget/activities/beneficiaries)
- (c) Projects should be realistic in nature and magnitude (for example, partners with less than 10% funding in 2013 and 2014 will have to show a strong relevance for this specific project).

(d) Projects must be mindful to the cross-cutting issues as stipulated by the Humanitarian Country Team.

(8) Project Submission to the HRP and timeline

(a) All HRP proposals must be submitted through the Online Project System database <http://ops.unocha.org>

(b) If your organization is not listed in the database and you would like to submit a HRP proposal, please contact the Shelter Cluster Secretariat (sheltercluster.org). Please ensure that all criteria are fulfilled.

Timeline

02 – 10 November: Cluster members upload projects on the Online Project System database.

12-18 October: Cluster Review Committee reviews HRP proposals and provides feedback to agencies.

18-21 October: comments from CRC to be addressed

24 November: Closure of the OPS.

24 November: Final cluster projects published on OPS; SRP published with funding requirement.

ANNEX I

Cluster Review Committee (CRC) Process for HRP 2016

CRC Composition:

- SC Coordinator: UNHCR
- 2 UN agencies: UNHCR, UNHABITAT
- 2 International NGOs: To be determined
- 2 National NGOs: To be determined
- Gender focal point: To be determined

CRC Members will attempt to reach consensus to prioritize projects. If this is not possible, Members vote, and decide by simple majority.

CRC Members refrain from the discussion of and do not vote on their own organisation's projects. The Shelter Cluster Coordinator and gender focal point do not take part in the voting process. If there is a tie vote, the Cluster Coordinator will cast a vote and the decision will be final.

All projects will be first pre-screened by CRC members to ensure that all mandatory criteria are incorporated. Once pre-screened, all projects will go through a proposal vetting in a first round. The projects will be vetted based on the criteria set above.

During this review, the CRC can approve outright, conditionally approve, or reject a project. If conditionally approved, the submitting organisation will have 48 hours to respond to comments made. The CRC will provide clear instructions on what revisions are requested to ensure that the projects are improved in line with the CRCs recommendations. The CRC can ask a submitting agency to reduce its budget, to limit or shift its area of intervention, or to remove particular activities.

After re-submitting, the CRC will review if the submitting agency has adequately addressed the comments. Also during this round, the CRC will assess the complementarity of the projects. In case of duplication, or when the overall response capacity exceeds the needs to be covered, the CRC will prioritise and may reject qualitatively good projects. Should the responses not adequately address the issues raised by the CRC, a project may be rejected at this stage, or further clarification may be sought.

Reference Documents:

- Shelter Cluster Response Plan, HRP 2016
- Shelter Cluster Terms of Reference
- Shelter Cluster Review Committee Terms of Reference (Endorsed on 11/11/2013)
- Online Project System (OPS) Manual
- Guidance on How to Use the Enhanced Geographical Fields in the OPS
- IASC Gender Marker Guidance
- Draft Standard Operating Framework