

Checklist for Cluster/Sector Contingency Planning

GLOBAL SHELTER CLUSTER (adapted from IASC Interagency Contingency Planning Guidelines for Humanitarian Assistance)

Checklist to Prepare a Shelter Cluster Contingency plan for a Specific Emergency – to provide sector-specific components of an overall multisectoral interagency contingency plan in support of the host Government

Section of Contingency Plan	Guidance questions to complete to inform Contingency Plan	Guidance/Support/ Resources Available Globally	Responsibility
1. Capacity Mapping and Assessment	<ul style="list-style-type: none"> What background data is available regarding the shelter situation in country' What capacity exists locally/nationally to respond to shelter needs in emergencies (human - numbers/ type/expertise - material, financial resources)? What capacity exists in local/national government, Institutions, CBOs, Local NGOs, International NGOs Red Cross/Crescent Movement, UN, Private Sector? <p>• Follow up action required to complete Section 1</p>	<ul style="list-style-type: none"> Framework for National Capacity Mapping and Assessment Contingency Planning Process Guidelines (to be completed) 	<ul style="list-style-type: none"> <i>To be agreed by the sector actors and allocated accordingly</i>
2. Implications of the emergency scenario (or scenarios) on the ability of shelter	<ul style="list-style-type: none"> In what way (if at all) may response organisations be affected by the emergency which may affect their ability to support the shelter response ie would the particular emergency scenario have direct or indirect impact on response organizations ability to respond? Under which specific conditions would they be affected? Would specific 	<ul style="list-style-type: none"> Examples of key issues from other country contexts as reference 	<ul style="list-style-type: none"> <i>To be agreed by the sector actors and allocated accordingly</i>

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sector actors to operate and respond	types of response organizations be affected eg CBOs, Local NGOs, International NGOs, local government, national government <ul style="list-style-type: none"> How much would their response capacity be impeded – significant, half, partial, none? <ul style="list-style-type: none"> Follow up action required to complete Section 1 		
3. Shelter Sector Vulnerability Assessment (with reference to the particular emergency scenarios identified)	<ul style="list-style-type: none"> What are the particular shelter and settlement risks and vulnerabilities to the type of emergency in the agreed scenarios? What will be the impact of the particular emergency on the availability of and access to adequate shelter? What can be learned from the experience of past emergencies? Are different districts affected differently? What are the potential impacts of the emergency on other sectors that should be considered as part of the shelter response, in particular WASH, Health, Camp Coordination/Camp Management and Protection? <ul style="list-style-type: none"> Follow up action required to complete Section 3 	<ul style="list-style-type: none"> Sphere Vulnerability and Capacity Assessment tools Technical guidelines on disaster-specific design, construction and settlement planning issues. 	<ul style="list-style-type: none"> <i>To be agreed by the sector actors and allocated accordingly</i>
4. Approaches to Working with Communities/ Participation	<ul style="list-style-type: none"> How have existing housing/shelter activities engaged with or involved the community? Who are the key interlocutors with whom to work in communities? Are there established practices or resources within communities by which households and/or communities address housing or settlement issues e.g. local artisans, support from extended family groupings etc., local authority technical or material assistance. <ul style="list-style-type: none"> Follow up action required to complete Section 4 	<ul style="list-style-type: none"> Sphere Safe shelter tools and training Best practice case studies Country specific guidelines 	<ul style="list-style-type: none"> <i>To be agreed by the sector actors and allocated accordingly</i>
5. Coordination pre-emergency, during and emergency, and intra-cluster	Coordination Pre Emergency <ul style="list-style-type: none"> What coordination structure is usually in place? What are the coordination arrangements between the government, the 	<ul style="list-style-type: none"> Shelter Cluster Toolkit Shelter Coordination Training Shelter Technical 	<ul style="list-style-type: none"> <i>To be agreed by the sector actors and allocated accordingly; CLA</i>

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<p>coordination mechanisms</p>	<p>Humanitarian Country Team, donors, civil society, private sector and the affected population?</p> <ul style="list-style-type: none"> • Has a Humanitarian Country Team (HCT) been established, and does the HCT understand the cluster approach? • Who plays a lead role in leading emergency preparedness for the shelter sector? • Which agencies have an interest in or commitment to shelter, and what are their particular areas of expertise and capacity with shelter? • Has a contact list been developed of shelter agencies and their respective focal persons? • Are there agreements pre-emergency with different clusters on potential overlap areas, in particular with Camp Coordination/Camp Management and WASH? <p>Coordination during an Emergency</p> <ul style="list-style-type: none"> • Has an agency been identified who will take on the overall cluster lead agency role? [Typically, this should be the global cluster lead unless otherwise agreed, although it is not a requirement that the global cluster lead take on this role. Any such agency should commit to meeting the terms of reference for this role and agreeing linkages as appropriate with the global cluster lead if different]. • How does cluster coordination engage with and support the government's overall responsibility for the shelter sector? • What will be needed to support government in taking an active coordination role? • Which agencies can commit to taking on the coordination/convener role at sub national level? • Have the respective roles of the cluster lead agency and the cluster itself been adequately clarified and agreed? • Have the agency capacity requirements (human resources, relief items, administrative and management structures) been defined for the 	<p>Coordination Training</p> <ul style="list-style-type: none"> • Generic ToR for Country Level Cluster Lead Agencies • Standard ToRs for Shelter Coordination Team personnel • Roster of Shelter Coordination Team personnel for deployment (for coordination during an emergency or to support cluster preparedness and planning). Skillsets include Coordinator, Information Manager, Technical Advisor, Shelter Recovery Advisor, Environmental Advisor, Housing Land & Property Rights Advisor. • Global cluster – for support, advocacy or resource mobilisation during preparedness and response. • Global funding for the rapid deployment of interagency Shelter Coordination Team personnel. 	<p><i>designation by Humanitarian Country Team in consultation with the Global Cluster Lead.</i></p>

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	<p>emergency scenarios?</p> <p>Coordination structures and procedures to be in place</p> <ul style="list-style-type: none"> Meeting locations, contact list, website details. How will information flow be managed at national and subnational level? <p>Follow up action required to complete Section 5</p>		
<p>6. Inter-cluster Linkages, Coordination and Division of Labour</p>	<ul style="list-style-type: none"> Which clusters require close coordination with shelter and on which issues? Is there a need to clarify roles and responsibilities between these clusters? What intercluster coordination mechanisms are required and has an appropriate agency or resource been identified to undertake this? <p>Follow up action required to complete Section 6</p>	<ul style="list-style-type: none"> Checklists of Inter-cluster responsibilities and accountabilities between shelter and: a) Camp Coordination/ Camp Management; b) WASH; c) Education; d) Health 	<ul style="list-style-type: none"> <i>To be agreed between clusters</i>
<p>7. Linkages between cluster and Government</p>	<ul style="list-style-type: none"> Which government departments are responsible shelter/housing, settlement planning, and public infrastructure facilities (at national and local level)? What sectoral mechanisms currently exist that enable shelter actors to link with these government departments How do cluster organisations link to government:- national, provincial, district? What existing coordination mechanisms or structures are in place that the cluster can link into or support? 	<ul style="list-style-type: none"> Shelter Coordination Training (for government – to be developed) 	<ul style="list-style-type: none"> <i>To be identified by the sector actors and allocated accordingly</i>

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	Follow up action required to complete Section 7		
8. Information management including needs assessment and analysis, monitoring and reporting.	<p>Needs assessment</p> <ul style="list-style-type: none"> • How is the government involved in any interagency or cluster needs assessment? • How will assessments be coordinated/organized? • How will assessment information be shared with others? • What resources are required for the agreed assessment process? <p>Standardisation of assessments, indicators & monitoring</p> <ul style="list-style-type: none"> • Is there agreement on assessment tool to be used and indicators? • Which indicators will be monitored over time, and how? <p>Information management</p> <ul style="list-style-type: none"> • Have the appropriate information management tools been agreed? • What are the resource implications to ensure appropriate information management by the cluster (personnel, hardware and software, financial support)? • What information should be shared within the cluster and how? • What information should be shared with the affected communities and how? <p>➤ Follow up action required to complete Section 8</p>	<ul style="list-style-type: none"> • Global Shelter Cluster Information Management Toolkit (including Who, What, Where, When Tool, key shelter datasets, reporting templates etc.) • Standard ToRs for Information Managers and Mapping Advisors • Information Management Training. 	<ul style="list-style-type: none"> • <i>To be agreed by the sector actors and allocated accordingly</i>
9. Standards and Principles for response	<ul style="list-style-type: none"> • What are the agreed National Standards/indicators for disaster response? • What are the agreed international standards for shelter response? • What are the agreed humanitarian principles for humanitarian response? • What are the agreed technical standards for shelter as appropriate? 	<ul style="list-style-type: none"> • Sphere • Best practice guidance • Thematic guidance on safe shelter & construction; environmental impact; 	<ul style="list-style-type: none"> • <i>To be agreed by the sector actors and allocated accordingly</i>

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	<ul style="list-style-type: none"> • Follow up action required to complete Section 9 	<p>construction administration etc.</p>	
10. Shelter sector objectives and response strategies	<ul style="list-style-type: none"> • Has an appropriate template for a shelter response strategy been agreed? • Does the response strategy reflect all issues and concerns from cluster partners? • Does the response strategy reflect the need for the response to be adjusted over time, and does it include an estimated duration for the emergency scenarios? • Have the required complementary templates been agreed to meet the needs for shelter agency proposal documents, key advocacy and media messages, the role of the cluster etc.? <ul style="list-style-type: none"> • Follow up action required to complete Section 10 	<ul style="list-style-type: none"> • Shelter Cluster Toolkit – standard templates and checklists 	<ul style="list-style-type: none"> • <i>To be agreed by the sector actors and allocated accordingly</i>
11. Response commitments	<ul style="list-style-type: none"> • Which organisations (Govt, UN, International NGO, Local NGO, Red Cross Red Crescent, Institutions, Private Sector) are able to commit to supporting shelter response (including assumptions/conditions of commitments) • What specific response commitments for shelter response are they able to make? <ul style="list-style-type: none"> • Follow up action required to complete Section 11 	<ul style="list-style-type: none"> • Global Shelter Cluster partners to advise in country representatives 	<ul style="list-style-type: none"> • <i>To be agreed by the sector actors and allocated accordingly</i>
12. Resource mobilisation	<p>Shelter relief items</p> <ul style="list-style-type: none"> • What shelter relief items (including tents, shelter kits, alternative housing solutions and essential household items/NFIs) and materials are to be pre-positioned (including agreed specifications and quantities)? • Which items are available locally, which will need to be imported? • Have local suppliers and local supply and production capacity been identified? 	<ul style="list-style-type: none"> • Global Shelter Cluster guidelines on shelter and NFIs specifications. • Commonly agreed interagency standards on particular shelter items e.g. family tents • Guidelines on 	<ul style="list-style-type: none"> • <i>To be agreed by the sector actors and allocated accordingly</i>

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	<ul style="list-style-type: none"> • Have regional suppliers and regional supply and production capacity been identified? • What additional quantity of which items can be mobilised through existing procurement framework agreements within which timeframe? • Where are the locations of pre-positioned items, and what are the logistical requirements to mobilise these items? • What customs or other import controls need to be considered regarding the importing of shelter relief items identified, and what are the potential implications? <p>Sheltering solutions</p> <ul style="list-style-type: none"> • If collective shelter is part of the standard shelter response, have the required shelters been identified and made available to ensure adequate accommodation in accordance with agreed standards? • If hosting is part of the standard shelter response, have the necessary arrangements been made to enable such hosting as required? <p>Financial resources</p> <ul style="list-style-type: none"> • What are the potential sources of funds? Will rapid response resources e.g. CERF, be required? • Is there a need for a shelter component in a specific appeal e.g. Flash or CAP Appeal? • If a standard response source is to be utilised (CERF, Flash, CAP etc.), is the cluster lead agency and cluster partners familiar with the process and the required accountability obligations? Has a UN agency agreed to submit a CERF application as appropriate, to meet UN/CERF requirements? • Should donor consultations be organised? 	<p>transitional and collective shelter</p> <ul style="list-style-type: none"> • Standard guidance on appeals, plus support from the CERF Secretariat and the CAP section of OCHA 	

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	<p>Common services</p> <ul style="list-style-type: none"> • What common services may be required, for example logistics or telecommunications? <p>➤ Follow up action required to complete Section 12</p>		
13. Personnel requirements	<ul style="list-style-type: none"> • Based on the shelter response proposed, what types of are skills required to support the proposed scale of programming and approximately how many? • What surge capacity with the required skills exists in country? • What surge capacity may be required regionally or internationally? • What specific training needs may be required to support response staff and volunteers? • What resources are available and would be additionally required to provide the training identified? <p>➤ Follow up action required to complete Section 13</p>	<ul style="list-style-type: none"> • Global Shelter Cluster generic and specialists technical ToRs • Surge capacity from Global Shelter Cluster partners and independents • Field training modules and capacity to be deployed and funded by the Global Shelter Cluster 	<ul style="list-style-type: none"> • <i>To be agreed by the sector actors and allocated accordingly</i>
14. Response gap analysis and follow-up action	<ul style="list-style-type: none"> • What are the anticipated gap areas based on past experience and immediate constraints (e.g. response capacity, resource mobilisation, access etc.)? • What alternative recommendations can be agreed to address these potential gap areas? <p>➤ Follow up action required to complete Section 14</p>	<ul style="list-style-type: none"> • Examples of key issues from other country contexts as reference 	

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