Att: All Shelter Partners [insert logo]

[insert date and address of Country Shelter Cluster]

To whom it may Concern

Dear All,

**EXPRESSION OF INTEREST TO BE A MEMBER OF A TECHNICAL WORKING GROUP (TWiG) ON TECHNICAL ASSISSTANCE AND IEC MATERIAL [name of the TWIG can be adapted to the context]**

I hope this mail find you all well! Refer to the above subject matter where you are invited for membership. [Name of Country Shelter Cluster Lead Organisation], as Shelter Cluster Co-lead in [Country] is looking to establish a Technical Working Group (TWIG) to define common strategies for technical assistance to affected population, including the development and dissemination of appropriate “IEC” (Information, Education and Communication) material on building back safer messaging.

The work of the Technical Working Group will be conducted following the Steps defined in the “Informing Choice for Better Shelter Protocol” developed by the Global Shelter Cluster (<https://www.sheltercluster.org/promoting-safer-building-working-group/protocol-informing-choice-better-shelter>) which aims to improve resilience of risk prone communities through technical assistance. As part of this, the TWIG wants to develop Shelter and Settlement Information Education Communication (IEC) Resources and establish the best ways to disseminate and make them understood by the population. We will look at the following aspects:

1. In depth context analysis of [Country] in order to provide better understanding of building practices, existing knowledge, attitude towards design and construction, skills and capacities of various stakeholder as well as communication channels.
2. Review and development of IEC materials adapting them to the context and enabling dissemination of safe building practices
3. Development of communication strategy to define content and information sharing modalities to the targeted stakeholders
4. Development of a Monitoring and Evaluation Framework to enable measurement of the successes and uptake of messages.

If you are interested to become a member of the TWG, you should be ready to commit that you participate in [number] meetings per month over the coming [number] months. Please also check the ToR for the kind of profiles and expertise that we are specifically looking for and indicate what your areas of interest and expertise are. If you know other professionals with the kind of profile and expertise needed but have not been included in this mail, let us know.

We are planning to have a first meeting [date, time and location], with all interested partners in order to present to objectives, get to know each other and kick off the TWIG. More details can be sought from the attached ToR.

I look forward to receive your expression of interest by [specify date]

Best regards, [signature]