

TERMS OF REFERENCE (ToR)

Emergency Shelter and NFI Cluster Afghanistan

I. BACKGROUND

Afghanistan is entering one of its most uncertain and economically unstable periods of the last 20 years. The combination of structural poverty, rising unemployment, cyclic drought, 40 years of conflict and COVID-19 have constantly stretched the coping capacities of the Afghan population. The events of August 15 have triggered retrenchment of development assistance, an unfolding financial crisis and an unprecedented interruption of economic activities and essential services. Both the formal and informal economies have suffered dramatically due to disruption to markets, financial and trade mechanisms, the freezing of central bank reserves and loans, and the sudden drop in direct international development assistance, which formerly accounted for 75 per cent of public expenditures. The deteriorating economy has led to an immediate GDP contraction of an estimated 40 per cent, throwing people into critical need.

The ES-NFI Cluster was activated in Afghanistan in March 2008. The cluster is led by UNHCR and co-chaired by IOM with a membership of 60 partners including International and National NGOs, UN agencies, Donor, and government.

To ensure effective coordination and timely response, the Cluster has in place a Coordination Team at the National Level (Cluster Coordinator, Deputy Cluster Coordinator, Co-chair, and Deputy Co-Chair and supported by an Information Management Unit). At the sub-national level, the Cluster has sub-National Cluster Leads and Co-chairs for the eight Regions and Provincial Focal Points for all 34 provinces in Afghanistan.

The Cluster has a Strategic Advisory Group comprised of 6 members from international and national NGOs, UN agencies, and the Cluster lead agency and co-chair. The SAG is a strategic representative body of the Cluster where all active partners should seek to align their own strategies with identified humanitarian needs, operational priorities, and humanitarian standards. It is also a reference body to support the consolidation of common operational strategy, technical guidelines, workplan, preparedness/response plan, reporting, M&E and fund seeking approach. This is an important and complementary mechanism to Cluster Coordination. The SAG is chaired by the Shelter Cluster Coordinator and provides regular updates during Cluster Meetings. The frequency of meetings is on a need's basis. Moreover, depending on the need, a Technical Working Group is established to work on thematic or technical issues.

II. OBJECTIVE

ES-NFI Cluster aims to ensure a well-coordinated humanitarian response across Afghanistan and reach people in need with lifesaving humanitarian assistance including timely and adequate access to shelter and NFI assistance which will improve their living condition in a dignified manner. The work of ES-NFI Cluster members is guided by the principles of neutrality, impartiality, independence, and the humanitarian principle of do not harm.

- Objective 1: Ensure timely, adequate access to shelter and non-food items for affected people
- Objective 2: Ensure that the living conditions of vulnerable people are improved.
- Objective 3: Ensure adequate response capacity through preparedness measures and prepositioning of emergency shelters and Non-Food Items

III. STRATEGIC PRIORITIES

The strategic priorities of the Cluster are geared towards achieving protection outcomes through the integration of cross-cutting issues related to HLP, Protection, Gender, Age, Disability and Accountability to the Affected Population.

- Access to basic lifesaving services through the provision of emergency shelter and NFIs including winterization assistance
- Mitigate further protection risks allowing safer and dignified living conditions
- Adequate coordination and response capacities in the field including contingency plan, prepositioning of emergency shelter and NFIs in strategic locations, capacity building, strengthening coordination mechanisms at field level
- Monitoring and reporting including assessments, information management products and post distribution monitoring
- Support efforts towards durable solutions through the provision of tools, materials and technical support for transitional shelter construction, integrated programming with other clusters, linkages with livelihood actors and advocacy, strengthen coordination with authorities

IV. SCOPE OF WORK

Under the overall guidance and principles of global cluster and ISAC, ES-NFI Cluster has define its scope of work; interventions and beneficiary types and key functions to provide cluster partners with a clear understanding of cluster roles and responsibilities

A. Cluster key functions

ES-NFI Cluster ensures the implementation of the six core functions as defined by the IASC¹ including accountability towards affected populations. The ES-NFI Cluster works to strengthen the country-wide preparedness and technical capacity to respond to a humanitarian emergency through improved coordination at national and Sub-National levels.

The ES-NFI Cluster acknowledges that for the affected population the recovery process starts immediately, households initiating the process of re-building their lives as soon as they can. Consequently, the ES-NFI Sector's scope includes all aspects related to achieving the right to adequate housing with a humanitarian focus:

- Supporting service delivery

The ES-NFI Cluster will establish and maintain effective coordination mechanisms through a platform of information sharing, both at national and Sub-National levels, in close collaboration with stakeholders. The Cluster lead and Co-Chair and the wider Cluster membership will share the tasks and responsibilities at field level and will work through agreed upon ToRs to ensure a standardized methodology of data capturing, data sharing and analysis. The coordination activities will strive to reduce duplication, to address gaps and to ensure that service delivery is driven by the agreed upon strategic priorities:

- Coordinate joint needs assessments and analysis.
- Act as focal point for inquiries on emergency response plans and operations
- Secure commitment of partners to respond to identified and prioritized needs and to fill gaps for emergency response, ensuring an appropriate distribution of responsibilities with clearly defined focal points for specific issues where necessary.
- Encourage participants to work collectively, ensuring the complementarities of the various stakeholders' actions.
- Include all humanitarian partners as well as national and local authorities who are able and willing to contribute expertise, knowledge, and know-how.
- Establish effective links with the Sub-National Clusters and other relevant thematic working groups.
- Establish Technical Working Groups (long or short-term) for specific issues.

- Informing strategic decision-making of HC/HCT for humanitarian response

The ES-NFI Cluster will represent the interests of its members in discussions with the Deputy Humanitarian Coordinator (DHC), at Inter-Cluster Coordination Meetings, and with other stakeholders on the prioritization of Cluster issues for humanitarian

action and resource mobilization. The ES-FI Cluster will provide clear concept-notes and inputs to policy documents to guide decision-making bodies on shelter related concerns.

- **Planning and strategy development**

The ES-NFI Cluster will provide guidance through the Cluster Strategy to enhance accountability and effectiveness of the interventions. Drawing from lessons learned and evidence-based actions, the Cluster response plan will be updated/revised through a consultative approach, according to the changing context in the country and will feed into the wider response strategies. The following tasks will ensure effective and guided action:

- Promote the use of existing standards, policies, and guidelines
- Standardize tools/guidance notes for better planning and implementation of Cluster responses.
- Include cross cutting issues like Housing-Land-Property (HLP), Protection mainstreaming, integrated approaches (WASH) and Environment.
- Ensure both the cultural appropriateness and structural integrity of cluster responses.

- **Advocacy (Resource Mobilization)**

The ES-NFI Cluster will identify advocacy concerns, including resources requirements, and contribute to broader advocacy initiatives. The Cluster will furthermore advocate for donors to fund participants to carry out priority Cluster activities, while at the same time encouraging participants to mobilize resources for their activities through their usual channels. The key advocacy messages will include the following:

- Promote utilizing of participatory and community-based approaches in the identification of needs, analysis, planning, monitoring, and response.
- Promote the use of local materials and construction techniques that are locally accepted and understood.
- Increase the understanding of market systems and promote the use of voucher and cash-based systems with the development of appropriate SOPs to guide partners' interventions.
- The ES-NFI Cluster will review all projects technically for the Humanitarian Pool Fund and other Emergency Fund allocations through the ES-NFI Cluster SAG or other members.

- **Monitoring and reporting**

The ES-NFI Cluster will ensure that adequate monitoring mechanisms are in place to review the impact of the ES- NFI Cluster member's activities and the progress against implementation plans. The ES-NFI Cluster will promote joint monitoring and the use of on-line platforms for the benefit of the wider community to track impact, to improve information sharing and to increase learning from successful programs. The ES-NFI Cluster Coordination Team will follow up with partners to provide regular reporting on their responses through Report-Hub or online platform.

- **Contingency planning/preparedness**

The ES-NFI Cluster will provide leadership in emergency and crisis preparedness by putting in place contingency plans in areas/situations where there is a high risk of recurring disasters/conflicts and where sufficient capacity exists within the Cluster. The ES-NFI Cluster will build the capacity of members, partner organizations and authorities through supporting trainings in the standardized tools, site planning, Protection and Gender mainstreaming, AAP commitments, HLP and other crosscutting issues and through the dissemination of guidance notes, online learning programs, and organizing workshops and training programs by local or global experts.

- **Accountability to Affected Populations**

ES-NFI Cluster strives to hold all the cluster partners accountable for affected population inclusion in the humanitarian response process. Furthermore ES-NFI Cluster is in close coordination with AAP WG and advises all the partners to consider AAP guidelines whilst developing proposal for country pooled fund opportunities.

The ES-NFI Cluster acknowledges the variety of methods that cluster members use to provide support in these areas, some of which involve building but many others not. Shelter options vary according to the context, the phase of the response (Emergency,

Repair/upgrade and Transitional/ Permanent) protection aspects, climate, and other issues. They are defined in collaboration with stakeholders and considering local context. Furthermore, ES-NFI Cluster acknowledges the invaluable contributions made by national-level stakeholders to response and recovery efforts and declare their commitment to actively include those stakeholders in the work of the cluster at national level.

Whilst the ES-NFI Cluster's responsibilities range from supporting emergency, transitional and longer-term shelter, the concept of "provider of last resort"³ will only apply to meeting emergency needs and not to the provision of longer-term shelter or housing or longer-term settlement planning. The cluster is led by UNHCR and co-chaired by IOM. IOM is the first responder for natural disasters, UNHCR to conflict displacement and provider of last resort.

The ES-NFI Cluster recognizes the need to ensure a comprehensive and integrated response and the essential role of shelter to ensure protection and early recovery. Thus, the ES-NFI Cluster works closely with the other Sectors and OCHA to ensure Inter-Cluster Coordination, with Protection, WASH, Education and FSAC. In the same perspective, contingency planning, preparedness, and Disaster Risk Reduction (DRR) are integral parts of the cluster scope to mitigate future disasters.

To comply with its role and responsibilities the cluster not only organizes coordination meetings but also develops strategies, plans, and takes decisions that are captured and recorded in different documents:

- A. Shelter Cluster Strategy
- B. Cluster Standard and Guidelines
- C. Assessments and reviews
- D. 3W matrices and gap analyses
- E. Factsheets, website updates
- F. Response plan
- G. Monthly Sitreps
- H. Dashboards and Snapshots
- I. Social Media

Core Function	Service	Scope	Deliverables
1. Supporting service delivery	Coordination management	Coordination mechanism (Sub-Regional, TWiG). Inter-Sector, HCT, OCHA, Government.	Minutes, ToR Cluster org chart
	Information management	Data collection, processing, and analysis. Development of IM products that supports planning and decision making in the cluster. Dissemination of information. Liaison with OCHA and other clusters.	4W matrixes Website update Factsheets Other IM databases and products
	Integration	Participation of national actors.	
2. Informing HC/HCT strategic decision-making	Coordinated assessments	Joint assessment, RAM, Surveys conducted by partners Needs, capacities, gaps, progress, impact Review of response plans.	Assessment reports Gap analyses
3. Planning and strategy development	Strategic planning	ES-NFI Cluster needs priorities and response. Overall strategic objectives (HCT) Cross-cutting issues, Recovery, hand-over, deactivation and exit	Strategic Framework Response plan
	Technical coordination	Technical standards, guidance and liaison with other clusters	Technical Guidelines
	Resource mobilization	Funding requirement for the Cluster response plan. Criteria and for fund allocation. Submissions to pooled funds (AHF, CERF, etc.).	Cluster sections of appeals tables, maps, graphs
4. Advocacy	Coordinated communication and advocacy	Cluster key messages and advocacy priorities. Communication/advocacy campaigns, liaison with stakeholders Beneficiary & communities communications. Documentaries and voices	Stakeholder's mapping Advocacy messages Donor briefing
	Legal and regulatory issues.	National policies, guidelines, and standards. Legal & regulatory issues related to HLP, building codes, etc.	
5. Monitoring and reporting	Performance monitoring (CCPM)	Supervision, monitoring, and evaluation. Corrective actions to address changes.	Cluster reviews (lessons learned, impact) CCPM reports
6. Contingency planning / preparedness	Contingency planning	Contingency plans (national, sector). Risk mapping and analysis, Disaster Risk Reduction	Cluster section of Contingency plan
	Exit-strategy	support, transition, hand-over, exit.	
7. Accountability to affected population	Community liaison	Feedback from and to the affected population. Complaint and grievance committees. Participation of communities in the response.	PDMs, TWiG Endorsements

B. Types of Intervention

ES-NFI assistance (cash/in-kind) will be provided to affected populations after identifying needs accurately and in line with the cluster's minimum standard. Efforts will be made to ensure same level of assistance based on needs by adjusting distributions to agreed standard packages. Where packages (cash or in-kind) are distributed together with Food Security and Agriculture Cluster (FSAC) and/or WASH interventions, assessments, analysis, and distributions will be done jointly to guarantee cost and time- efficiency using the cross-sectorial vulnerability criteria to help promote joint interventions.

Partners are expected to comply with the agreed technical guidelines and minimum standards in all ES-NFI Cluster response. The cluster will work in partnership with local authorities and communities to provide shelter and NFIs support to the most vulnerable affected population through the following response approaches

1. Provision of Non-Food Items: The full NFI package, either in cash or in-kind, cost is \$131
2. Provision of Emergency Shelter
 - a. Cash for Rent \$55/month maximum for 3 months in one to three instalments
 - b. One-off emergency shelter kit (tent + 2 tarps)
3. Repair/Upgrading of existing shelter:
 - a. Minor Repair: Maximum transfer value \$330 in one to three instalments
 - b. Major/Severe Repair: Maximum transfer value up to \$550 in one to three instalments
4. Transitional Shelter:
 - a. Depending on the market, access, and availability of materials as well as access to water, assistance can be provided in cash at the total of \$1,375 in three or four phases
 - b. Transitional Shelter Designs come in 2 sizes depending on family size (30/40 m2) and adjusted to either earthquake or flash flood prone areas including the corridor is intended for a family or household of seven members.
5. Winterization:
 - a. Heating materials: A total transfer value up to \$200 which will cover \$20 for Stove/Cylinder, \$60/month for three months in to three instalments
 - b. Blanket Module: A total transfer value ranging from \$28 to \$55 in one off
 - c. Winter Clothing: A total transfer value of \$65 in one off.

C. Beneficiaries

1. Natural Disaster Affected (non-displaced): Those whose homes and property are destroyed or directly impacted by shock following a natural disaster situation related to earthquake, landslide, floods, avalanches, snowfall, and drought, but are not displaced and residing in their current location.
2. Natural Disaster IDPs: Those whose homes and property are destroyed or directly impacted by shock following a natural disaster situation related to earthquake, landslide, floods, avalanches, snowfall, and drought, and are displaced to another district or province. While the full trends are unclear, people returning to previously conflict-affected areas may form a distinct group with specific need profile around HLP, protection and livelihood approaches, and expansion of services, particularly water and shelter within communities at place of origin.
3. Conflict Affected (non-displaced): Those whose homes and properties are destroyed or directly impacted as result of conflict but are in their current location. These families could also face conflict associated situations related to eviction due to high cost of living and lack of coping mechanism, exposed to heightening protection risks.
4. Conflict IDPs: Those whose homes and property are destroyed or directly impacted by shock because of conflict

and are displaced. Conflict IDPs can be displaced due to conflict associated situation including breakdown of law and order, intimidation, harassment, or protection risks.

5. Prolonged IDPs: Those IDPs (affected by conflict and natural disaster) who continued to remain in displacement from six months to one year and do not intend to return to their place of origin in the next three years. These could also be families falling in acute vulnerability who have been assisted with initial emergency assistance but have residual humanitarian needs after three months.
6. Returnees: Afghans returning from neighbouring Countries mainly Pakistan and Iran. This could relate to families recently returning within three months or falling in acute vulnerability following initial emergency shelter/NFI assistance but have residual humanitarian needs after three months. Within the Cluster response, all returnees (documented and undocumented) will be assisted based on needs and vulnerabilities in the areas of return regardless of their previous status outside Afghanistan. However, both UNHCR and IOM have specific mandate to provide protection assistance at the reception upon the arrival of returnees. To provide more details of those being targeted by UNHCR and IOM, please see below:
 - a. Refugee Returnee (Documented): Afghans with previous refugee status (legal documentation and status) in the Countries of Asylum due to fear of persecution. UNHCR provides protection assistance at the reception of their arrival according to the mandate of the Agency.
 - b. Migrant Returnee (Undocumented): Afghans without refugee status that were living in neighboring Countries and do not have any legal documentation. IOM provides multi-sectoral post-arrival assistance at the reception of their arrival according to the Agency's mandate.

V. STRUCTURE OF THE ES/NFI CLUSTER

Lead and Co-Chair roles: In the Afghanistan humanitarian response for ES-NFI, UNHCR is the Cluster National and Sub National lead and IOM is the Co-Chair at the same levels. IOM is the first responder for natural disasters, UNHCR to conflict displacement and provider of last resort. These National and Sub National roles form the ES-NFI Cluster coordination team. This team, at all levels, must ensure the inclusion of key humanitarian partners within the Cluster, respecting their mandates and programme priorities. Together with the Cluster members, the team will identify the overall requirements in responding to the displacement sites/areas as well as responding to natural and conflict emergencies and will endeavour to ensure Cluster capacity to meet this threshold. To provide guidance to Cluster coordination team, it is necessary to highlight the key responsibilities of the various roles and therefore indicate to all how they should interact to provide adequate service to the affected people that ES-NFI Cluster is established to assist. These responsibilities are highlighted in the following pages.

Strategic Advisory Group: The National Cluster has a Strategic Advisory Group (SAG) which is comprised of key operational partners in the cluster. The SAG deals with strategic issues related to the Cluster and may be delegated to resolve issues which cannot be adequately addressed by all cluster members in the regular cluster meetings. The cluster also has Technical Working Groups (TWGs) which work for fixed periods according to TORs. The TWGs produce specific outputs such as recommendations and guidelines for complicated technical issues which require extensive deliberation and follow up

VI. RESPONSABILITIES

ES-NFI Cluster Partner will undertake its work in line with relevant international standards and the standards that will be agreed upon by the ES-NFI Cluster. The Cluster is accountable to the Humanitarian Coordinator for facilitating a process at the Cluster level aimed at ensuring the following:

- Inclusion of key Humanitarian Partners: Ensure inclusion of key humanitarian partners for the ES-NFI Cluster, respecting their respective mandates and program priorities.
- Establishment and maintenance of appropriate humanitarian coordination mechanisms:
 - Ensure appropriate coordination with all humanitarian Partners including national and international NGOs, the International Red Cross/Red Crescent Committee, UN Agencies, and other international organizations, through the establishment/maintenance of appropriate cluster coordination mechanisms, including working groups at the national and, if necessary, Sub National Cluster level.
 - Secure commitments from humanitarian partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the ES-NFI Cluster, with clearly defined focal points for specific issues where necessary.
 - Ensure the complementarity of different humanitarian actors' actions.
 - Promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns.
 - Ensure effective linkages with other cluster like Protection, WASH, Health and FSAC etc.
 - Ensure that Cluster coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of humanitarian partners.
 - Represent the interests of the ES-NFI Cluster in discussions with the Humanitarian Coordinator and other stakeholders on prioritization, resource mobilization and advocacy.
- Coordination with national/local authorities, State institutions, local civil society and other relevant actors:
 - Ensure that humanitarian responses build on local capacities.
 - Ensure appropriate links with national and local authorities, State institutions, local civil society and other relevant actors and ensure appropriate coordination and information exchange with them.
 - Identify and engage with non-traditional donors and the private Cluster to build relationships and collaborate for the benefit of the displaced populations
- Participatory and community-based approaches: Ensure utilization of participatory and community-based approaches in ES-NFI Cluster needs assessments, analysis, planning, monitoring, and response.
- Attention to priority cross-cutting issues: Ensure integration of agreed priority cross-cutting issues in Cluster needs assessments, analysis, planning, monitoring, and response (e.g., age, diversity, environment, gender, HIV/AIDS, and human rights).
 - Contribute to the development of appropriate strategies to address these issues.
 - Ensure gender sensitive programming and promote gender equality.
 - Ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed.
 - Ensure that the ES-NFI Cluster agrees on and develops a work plan for the systematic integration of Protection, AAP commitments and Gender in its work
- Needs assessment and analysis: Ensure effective and coherent ES-NFI Cluster needs assessment and analysis, involving all relevant partners.
- Emergency preparedness: Ensure adequate contingency planning and preparedness for new emergencies.
- Planning and strategy development: Ensure predictable action within the ES-NFI Cluster for the following:
 - Identification of gaps.
 - Developing/updating agreed response strategies and action plans for the ES-NFI Cluster and ensuring that these are

adequately reflected in overall country strategies, such as the Humanitarian Response Plan (HRP).

- Drawing lessons learned from past activities and revising strategies accordingly.
- Application of standards:
 - Ensure that ES-NFI Cluster participants are aware of relevant policy guidelines, technical standards, and relevant commitments that the Government has undertaken under international human rights law.
 - Ensure that responses are in line with existing policy guidance, technical standards, and relevant Government human rights legal obligations
- Monitoring and reporting:
 - Ensure adequate monitoring mechanisms are in place to review the impact of the ES-NFI Cluster, working groups and progress against implementation plans.
 - Ensure adequate reporting and effective information sharing (with OCHA support), with due regard for age and sex disaggregation.
- Advocacy and resource mobilization:
 - Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the HC and other actors.
 - Advocate for donors to fund humanitarian actors to carry out priority activities for the ES-NFI Cluster, while at the same time encouraging Cluster members to mobilize resources for their activities through their usual channels.
- Training and capacity building:
 - Promote/support training of staff and capacity building of humanitarian Partners.
 - Support efforts to strengthen the capacity of the national authorities and civil society
 - Support Partners in designing and implementing capacity building initiatives for beneficiaries to impart the skills they need to control and manage their lives
- Provision of assistance or services as a last resort: As agreed by the IASC Principals, Cluster leads are responsible for acting as the first port of call and provider of last resort (subject to access, security and availability of funding) to meet agreed priority needs and will be supported by the HC and the ERC in their resource mobilization efforts in this regard.

VII. PARTICIPATION AND MEMBERSHIP

The aim of the ES-NFI Cluster Afghanistan is to strengthen system-wide preparedness and technical capacity to respond to humanitarian emergencies and provide clear leadership and accountability in the main areas of Emergency Shelter and Non- Food Items. Realizing importance of cluster coordination, ES-NFI Cluster promotes a common strategy and good practices, avoids duplication, addresses gaps, and shares information. It builds national capacity to prepare for emergencies, and advocates for more effective and accountable humanitarian action.

ES-NFI Cluster is open to:

- Academia/research institutions
- Donors
- Red cross/Red Crescent Movement (IFRC, ICRC, National Society)
- Private Sector
- International Financial institutions (IFIs)
- UN agencies
- National/Local NGOs

- National/regional/local authorities
- Donors
- Other (Those that do not fall into any of the above)

ESNFI Cluster membership commitments:

The organization, willing to join ES-NFI Cluster Afghanistan, should abide by 12 minimum commitments for participation in clusters as prescribed in the IASC Guidelines for Cluster Coordination at Country Level:

1. Commitment to humanitarian principles, the Principles of Partnership, cluster-specific guidance, and internationally recognized programme standards, including the Secretary-General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.
2. Commitment to mainstream protection in programme delivery (including respect for principles of non- discrimination, do no harm, etc.).
3. Readiness to participate in actions that specifically improve accountability to affected people, in line with the IASC Commitments to Accountability to Affected Populations and the related Operational Framework.
4. A demonstrated understanding of the duties and responsibilities associated with membership of the cluster, as defined by IASC ToRs and guidance notes, any cluster-specific guidance, and country cluster ToRs, where available.
5. Active participation in the cluster and a commitment to consistently engage in the cluster's collective work.
6. Capacity and willingness to contribute to the cluster's response plan and activities, which must include inter- cluster coordination.
7. Commitment to mainstream key programmatic cross-cutting issues (including age, gender, environment, and HIV/AIDs).
8. Commitment by a relevant senior staff member to work consistently with the cluster to fulfil its mission.
9. Commitment to work cooperatively with other cluster partners to ensure an optimal and strategic use of available resources and share information on organizational resources.
10. Willingness to take on leadership responsibilities in sub-national or working groups as needed, subject to capacity and mandate.
11. Undertake advocacy, and disseminate advocacy messages to affected communities, the host Government, donors, the HCT, CLAs, the media and other audiences.
12. Ensure that the cluster provides interpretation (in an appropriate language) so that all cluster partners can participate, including local organizations (and national and local authorities where appropriate)

Contextual to Afghanistan

- Regular participation at the national and/or Sub-national clusters or working group meetings (Partners shall ensure their participation in the Sub-national clusters which are covering their project locations) and contribution to the adhoc information requests and Cluster flash updates and situation reports.
- Mandatory completion of the Cluster Standard Reporting Form (Reporthub)/ 4W when requested by the Cluster team.
- Share responsibility for cluster activities, including assessing needs, developing strategy, plans, policies, evaluations, and guidelines.
- Respect and adhere to agreed principles, policies, priorities, and internationally accepted standards.
- Participate and contribute to the Cluster relevant technical working groups (TWiGs), availability to participate in Strategic Advisory Group (SAG) and to the strategic and technical review committees for reviewing of the country based pooled funds (SRC/TRC).
- Availability to take the lead at the provincial level as the Cluster provincial focal points.

VIII. FREQUENCY OF MEETINGS

The ES-NFI Cluster at the National level agreed to meeting monthly (every last Monday). The Sector-Lead will call for *ad-hoc* meetings when necessary. The meetings will be held in English language.

The Sub-National Clusters are meeting on monthly basis in all eight regions of the country.

IX. AGENDA AND ACTIONS POINTS

The ES-NFI Cluster Coordination Team will arrange the meetings at the National level. A draft agenda will be circulated to cluster members, donors, government, and other stakeholders at least 5 working days before the meeting. Active Cluster partners would be requested to comment on the meeting agenda. Draft minutes will be circulated a week after the meeting.

At the cluster meeting, updates from the National Coordination Team and inputs from the TWiGs will be a standing agenda item. They will highlight issues that require discussion and actions by the cluster.

Prior to wider circulation, sensitive information will be redacted to ensure confidentiality. Action Points from ES-NFI Sub-National Clusters or TWiGs that require action by the National Cluster must be addressed, which in turn, will table the action point for discussion at the next National Cluster meeting. The National Cluster Coordinator/Co-Chair will communicate feedback and decisions reached by the Cluster. Meetings by the Cluster and TWiGs at the National level will be arranged by the Cluster-Lead and will follow the process outlined above.

X. AMENDMENTS TO THE TERMS OF REFERENCE

The Terms of Reference will be periodically reviewed, particularly if there is a change in the situation on the ground or in the structure or activities of the ES- NFI Cluster.

DOCUMENT VERSION	DATE	CHANGES MADE
01	15 March 2022	N/A
02	5 September 2022	Multiple changes in intervention standards, SAG membership and partners membership