SHELTER/NFI/CCCM CLUSTER INFOMATION MANAGEMENT STRATEGY FOR YEMEN 2018-2019

ABSTRACT
The Strategy enables situational understanding, coordination, strategic and operational decision making, accountability, advocacy, and fundraising for the Shelter/NFI/CCCM Cluster.

Cluster Coordination Team
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1. Abbreviations

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<th>Abbreviation</th>
<th>Description</th>
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<td>GSC</td>
<td>Global Shelter Cluster</td>
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<td>GCCCCMC</td>
<td>Global Camp Coordination Camp Management Cluster</td>
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<td>CCCM</td>
<td>Camp Coordination Camp Management</td>
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<td>ICCM</td>
<td>Inter-Cluster Coordination Meeting</td>
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<td>Task Force for Population Movement</td>
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<td>CC</td>
<td>Collective Centers</td>
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<td>SS</td>
<td>Spontaneous Settlements</td>
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<td>HNO</td>
<td>Humanitarian Needs Overview</td>
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<td>HRP</td>
<td>Humanitarian Response Plan</td>
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<td>DB</td>
<td>Database</td>
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<tr>
<td>5Ws</td>
<td>Who-is-doing What Where to Whom and When</td>
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<td>3Ws</td>
<td>Who-is-doing What Where</td>
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<td>SRF</td>
<td>Standard Reporting Form</td>
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<td>MRP</td>
<td>Monthly Reporting Form</td>
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<td>PDM</td>
<td>Post-distribution monitoring</td>
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<td>RCT</td>
<td>Regional Coordination Team – Hubs Coordination</td>
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<td>CCT</td>
<td>Cluster Coordination Team</td>
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<td>SNCC</td>
<td>Sub-National Cluster Coordinator</td>
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</table>
2. **Context**

According to 2018 Humanitarian Needs Overview (HNO), around 18.7 million people are in need of humanitarian support of which around 5.4 million people needed emergency shelter, essential household items, and site management support as their basic needs become more acute. Many have been trapped in conflict-affected locations and are at risk for living in damaged shelters and unfinished buildings. Their degree of resilience and positive coping mechanism have reduced due to the protracted nature of the conflict. The ability to provide their basic household needs have decreased due to the economic recession that left hundred thousands of Yemeni people unemployed. Salaries for health facility staff, teachers and other public sector workers go increasingly unpaid, leaving 1.25 million state employees and their 6.9 million dependents or nearly 30 per cent of the population without an income at a time of shortages and rising prices.

As of 1 August 2018, the Task Force for Population Movement (TFPM) which is a Technical Working Group to the Inter-Cluster Coordination Mechanism (ICCM) has identified, 2,331,264 internally displaced persons (IDPs) (388,544 households) who have been displaced due to conflict and natural disasters since March 2015, dispersed across 22 governorates. The current number of displaced persons represent 7% of total Yemeni population based on Yemen’s pre-crisis population of 28,923,127 individuals. The majority of IDPs are living with host.

For the same period, the TFPM has identified 1,012,464 returnees (168,744 households), across 22 governorates. The majority of returnees are residing in their original house of habitual residence.

Immediate emergency assistance for newly displaced families remains a significant challenge as the majority of displaced families tend to live in precarious situations for several weeks before basic emergency shelter and NFI assistance can be provided. Majority of IDPs in Yemen are living with host families but displacement already lasted longer than anticipated, resources run out and the capacity of host families is extremely stretched. In other hand, over course of the year, an increasing number of IDPs families who are living in rented accommodation admitted to owing their landlords large sums of money for rent, others left their rented accommodation out of shame or were forced out by the landlords and ended up residing in IDPs hosting sites or host families. The percentage of populations in IDP Hosting sites rose from 19 per cent at the end of 2016 to 23 percent at the end of the September 2017, indicating that people are running out of adequate shelter options. Support to families living in IDP hosting sites is also critical as the IDP hosting sites baseline assessment for 18 governorates indicated that 75 percent of the sites have no site management focal point present at the site whom expected to act as an advocate for populations residing in IDPs hosting sites or host families. The percentage of populations in IDP Hosting sites rose from 19 per cent at the end of 2016 to 23 percent at the end of the September 2017, indicating that people are running out of adequate shelter options. Support to families living in IDP hosting sites is also critical as the IDP hosting sites baseline assessment for 18 governorates indicated that 75 percent of the sites have no site management focal point present at the site whom expected to act as an advocate for populations residing in IDPs hosting sites to ensure provision of response to emerging needs at the site-level. Close to 69 percent of the sites report water shortage and only about 58 percent of the sites have some sort of access to latrines and 59 percent to showers. Just under 8 percent of the sites reported having access to health services. As the displacement becomes more protracted target population groups including IDPs, Host communities and returnees are expected to increase and the needs to become more acute.

This situation has led to high level of dependency on the humanitarian support including on the repeated provision of emergency shelter and essential household items as the conflict continues. However, addressing this challenge among humanitarian agencies has been challenging due to operational complexities, limited humanitarian space they are operating within and lack of funding. The widespread insecurity that hampers area physical access, bureaucratic procedures, unpredictable access to affected areas and restrictive operating environment are some of the variables that contribute to this limitation. This reality has put constraints in the collection of primary, comprehensive and real-time information about the crisis and created an information gap on the plight of the affected population and their real needs. This has further led to dependency on secondary data sources as the basis for programmatic planning, which in most cases are not representative and often based on estimations with a high level of subjectivity.

This lack of accurate, complete and credible information of the affected population does not just paralyze the ability of the
3. Parameters of IM Strategy

To ensure that this Information Management Strategy will support the Cluster Response, the following are considered;

a) 2018 Humanitarian Response Plan

The HRP presented four major strategic objectives that are focused on promoting the safety, dignity and equitable access of affected people to principled humanitarian assistance.

i. Provide affected populations in acute need in the emergency and transitional phases of the response with lifesaving and life sustaining support as well as supporting families with no shelter options with emergency sites to preserve life and safeguard their dignity.

ii. Provide affected populations in the emergency and transitional phases of the response with life sustaining response to safeguard their dignity.

iii. Provide affected populations in need in the Durable/Permanent phase of the response with more sustainable shelter/NFI support to safeguard their dignity.

b) Shelter/NFI/CCCM Cluster Strategy 2017-2018:

i. Provide critical emergency assistance to newly displaced people, extremely vulnerable individuals and returnees through provision of emergency shelter and NFIs.

ii. Assist displaced people and returnees living in critical shelter situations to achieve safe, secure shelter.

iii. Prevent the most vulnerable of the currently displaced people and the host communities from falling further into degraded living conditions.

iv. Ensure access to basic services for the most vulnerable living in collective centers and spontaneous settlements.

4. IM Strategic Objectives

With consideration of the above-mentioned parameters, this Information Management Strategy aims to:

i. Ensure a targeted humanitarian response by establishing objective yet pragmatic population needs assessment;

ii. Ensure an effective humanitarian response by setting in place a systematic monitoring and evaluation systems;

iii. Ensure a functional reporting platform for all Cluster partners to facilitate the circulation of information between partners thus creating an enabling environment for response complementarity;

iv. Ensure an effective coordination platform for all Cluster partners to facilitate an enabling environment for integrated response.

v. Enhance accountability and increase awareness of target humanitarian stakeholders on the Cluster's contribution and impact by ensuring partner's access to well-publicized information platform timely circulation of Cluster-related products / data;

vi. Sustain information management initiatives by building Cluster partners capacities to efficiently collect, process, analyze and disseminate information, using the Cluster reporting tools and templates.
5. **IM Strategy Framework**

(© 2018 HRP Objectives © Cluster Strategy Objectives © Cluster IM Strategy Objectives)

- **Provide affected populations in acute need in the emergency and transitional phases of the response with lifesaving and life sustaining support as well as supporting families with no shelter options with emergency sites to preserve life and safeguard their dignity**

- **Provide affected populations in the emergency and transitional phases of the response with life sustaining response to safeguard their dignity**

- **Provide affected populations in need in the Durable/Permanent phase of the response with more sustainable shelter/NFI support to safeguard their dignity**

- **Provide life-saving and life-sustaining shelter solutions and Non-Food Items support to the most vulnerable in livable and dignified settings**

- **Ensure access to basic services for the most vulnerable living in collective centers and spontaneous settlements**

- **Enhance the capacity of authorities, communities and humanitarian actors in Shelter, NFI and CCCM programs**

- **Strengthen accountability towards affected populations through seeking feedback, and addressing concerns about the response**

- **Ensure a targeted humanitarian response by establishing objective yet pragmatic population needs assessment and monitoring systems**

- **Ensure an effective humanitarian response by setting in place a systematic monitoring, evaluation and reporting systems**

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- **Ensure a functional coordination platform for all Cluster partners to facilitate the circulation of information between partners thus creating an enabling environment for response complementarity**

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### Data Sources
- Cluster based data

### Assessments
- **Tools:**
  - Cluster Rapid Needs Assessment
  - IDPs Hosting Sites Baseline Assessment
  - Site Management Gap Assessment
  - Shelter Damage Assessment
  - Market Assessment
  - Cash Based Needs Assessment
- **Outputs:**
  - Assessments Reports
  - Monitoring and Reporting Guideline
- **Datasets:**
  - Assessments Dataset
- **Guidelines:**
  - Assessments guideline

### Monitoring Systems
- **Tools:**
  - Post Distribution Monitoring (PDM)
  - Impact Monitoring
- **Outputs:**
  - Monitoring Reports
- **Datasets:**
  - Monitoring Datasets
- **Guidelines:**
  - Secondary Data Review
  - Monitoring and Reporting Guideline

### Reporting
- **Tools:**
  - CAF
  - MRP
  - In-Country Stocks and Pipeline Report Form
  - IDPs Hosting Sites Form
  - Gap Analysis Tool
- **Outputs:**
  - Facts Sheets
  - Monthly Situation Report
  - Mid-Year Report
  - End-Year Report
  - Cluster Monthly Dashboard
  - In-Country stocks & pipeline reports
  - IDPs Hosting Sites Report
  - Cluster Interactive Dashboard
- **Datasets:**
  - Reporting Datasets
- **Guidelines:**
  - ActivityInfo User Manual

### Cluster Coordination
- **Tools:**
  - Cluster meeting/event attendance
  - Cluster meeting/event PPT
  - Meeting / Event Agenda
  - Meeting / Event registration form
  - Cluster Meetings / Events Calendar
- **Outputs:**
  - Cluster meeting / events minutes
  - Cluster PPT
  - Donor Brief
  - Cluster Sub-National Structure
  - Leaflets / Brochures
  - Advocacy Messaging
- **Datasets:**
  - Partner Profile - Database
  - Cluster Contact/Mailing List
- **Initiatives:**
  - Cluster IM Working Group
  - Cluster IM Discussion Group

### Information Dissemination
- Fourm:
  - Websites
  - Social Media
- Databases
  - Cluster Filing and Photo Library
  - E-Safe

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**Data Sources**
- Inter-Cluster data

**Assessments**
- **Tools:**
  - MCLA
  - ETT
  - TFPM
  - IST
  - RRM
  - IDPs Hosting Sites Monitoring
- **Outputs:**
  - MCLA
  - HNO
  - HRP
- **Datasets:**
  - Assessments Datasets
- **Guidelines:**
  - Assessments Guideline

**Monitoring Systems**
- **Tools:**
  - YHRP Monitoring
- **Outputs:**
  - Monitoring Reports
- **Datasets:**
  - Monitoring Datasets

**Reporting**
- **Tools:**
  - OCHA 4Ws
- **Outputs:**
  - Inter-Cluster Dashboard
  - Inter-Cluster 3Ws Infographics - Operational Presence
  - Inter-Cluster SitRep
- **Datasets:**
  - OCHA 4Ws

**Cluster Coordination**
- **Initiatives:**
  - OCHA IMWG
6. IM Strategy Schematic Diagram

Secondary Data

Primary Data Sources

Cluster needs assessment tools

Cluster Planning Tools
- Monthly Response Plan
- In-Country Stocks and Pipeline Report
- Gap Analysis
- IDPs hosting sites mapping

Cluster Distribution Tools
- Completed Reporting Form
- IDPs Hosting Sites
- In-Country Stocks and Pipeline Report
- Tableau Interactive Dashboard

Cluster Coordination Tools
- Attendance Sheet
- Meeting Minutes
- Cluster Events and workshops

SDR DB

Cluster Planning Database

Monthly Report

Monthly Dashboard

End Year Report

Cluster Distribution Database

Interactive Dashboard

PDM Report

Contact Management Database

Meeting Minutes

Cluster Website, Social Media and Email Campaigns

Cluster Planning Database

SDR DB

Cluster Planning Database

Monthly Report

Monthly Dashboard

End Year Report

Cluster Distribution Database

Interactive Dashboard

PDM Report

Contact Management Database

Meeting Minutes

Cluster Website, Social Media and Email Campaigns
Annex 1: Shelter/NFI/CCCM Cluster Team Structure

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4. **Ibb - covering Ibb and North Taizz**
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     - Mobile: +967772833707
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5. **Sa’ada**
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     - Mobile: +967712225073
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6. **Taizz - covering South Taizz**
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     - Mobile: +96777409703
     - Email: taizz.yemen@shelterclufter.org

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*The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the United Nations.*
### Annex 2: IM Strategy Matrix

**Objective:** Ensure a targeted humanitarian response by establishing objective yet pragmatic population needs assessment

<table>
<thead>
<tr>
<th>Category</th>
<th>IM System/Activity</th>
<th>Purpose</th>
<th>Methodology</th>
<th>Target Audience</th>
<th>Key Message</th>
<th>Call to Action</th>
<th>Content</th>
<th>Specifications</th>
<th>Operating Time</th>
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<th>Lead</th>
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<tbody>
<tr>
<td><strong>Section 1: Assessments</strong></td>
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<tr>
<td><strong>Tools</strong></td>
<td>Cluster Rapid Needs Assessment</td>
<td>The needs assessment provides insights on the specific needs related to Shelter/NFIs. It aimed to support quantitative and qualitative data collection and identification of needs/Gap for a better response planning.</td>
<td>Household level</td>
<td>Cluster Partners</td>
<td>Rapid Needs assessment system in place to collect and assess needs of affected population in emergencies</td>
<td>Cluster Partners to consider needs assessments results and plan for the response.</td>
<td>Shelter and NFI needs based questions</td>
<td>Paper-based questionnaire for data collection in the field with excel/Kobo based toolbox for data entry and storage</td>
<td>Within 72 hours of reported new displacement</td>
<td>Needs Assessment Report</td>
<td>Cluster Partners, Cluster IM FP</td>
<td><a href="https://www.sheltercluster.org/yemen/documents/sheltercccmnfi-cluster-rapid-needs-assessment-tool">https://www.sheltercluster.org/yemen/documents/sheltercccmnfi-cluster-rapid-needs-assessment-tool</a></td>
</tr>
<tr>
<td><strong>IDPs Hosting Sites Baseline Assessment</strong></td>
<td>It collects a baseline of key multi-sectoral indicators across IDP hosting sites based on data collected through interviews with key informants in each site.</td>
<td>Key Informants level</td>
<td>Cluster Partners</td>
<td>Multi-sectorial needs in IDP hosting sites are collected and criticality of needs are categorized</td>
<td>SMC to coordinate with all Clusters to fill in gaps in the sites</td>
<td>Questioner to assess the needs for Site management, Shelter &amp; NFIs, Water Access, Sanitation, Health, Food, Education and Protection</td>
<td>Paper-based for data collection in the field with Kobo based toolbox for data entry and storage</td>
<td>Phases 1, 2, 3 has completed. Phase 4 is planned to be completed by end of 2018. Site monitoring is planned for 2019.</td>
<td>Comparativ Analysis Report and Site Profiles Report</td>
<td>Cluster Partners, Cluster IM FP, SMC FP, REACH</td>
<td>EN: <a href="https://www.sheltercluster.org/yemen/documents/idps-hosting-sites-baseline-assessment-form-en">https://www.sheltercluster.org/yemen/documents/idps-hosting-sites-baseline-assessment-form-en</a> AR: <a href="https://www.sheltercluster.org/yemen/documents/idps-hosting-sites-baseline-assessment-form-ar">https://www.sheltercluster.org/yemen/documents/idps-hosting-sites-baseline-assessment-form-ar</a></td>
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<tr>
<td><strong>Site Management Gap Assessment</strong></td>
<td>It aimed to determine what site management structures are in place to determine what gaps need to be filled.</td>
<td>Key Informants level</td>
<td>Cluster Partners</td>
<td>Cluster has a mechanism to identify site management gaps</td>
<td>Shelter/NFI/CCCM Cluster to mobilize Partners to develop appropriate site management</td>
<td>- Site Focal Point gaps - Site Coordination Support gaps - Community self -</td>
<td>Paper-based checklist for data collection in the field with Kobo</td>
<td>To be determined</td>
<td>Site Management gap analysis report</td>
<td>Cluster Partners, Cluster IM FP, SMC FP</td>
<td>Planned</td>
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</tbody>
</table>
**Objective:** Ensure a targeted humanitarian response by establishing objective yet pragmatic population needs assessment

<table>
<thead>
<tr>
<th>Category</th>
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<tr>
<td>Shelter Damage Assessment</td>
<td>It is used to assess the level of damages in houses affected during a conflict or natural disaster situations.</td>
<td>Household level</td>
<td>Cluster Coordination Team and Cluster Partners</td>
<td>Cluster has the necessary information to guide its rehabilitation programs</td>
<td>Cluster Partners to consider the damaged houses in the rehabilitation/reconstruction programs</td>
<td>- Demography - Technical evaluation of the damages - Rehabilitation required and costing.</td>
<td>Paper-based for data collection in the field with Kobo based toolbox for data entry and storage</td>
<td>Regular</td>
<td>Shelter Damage Assessment Report</td>
<td>Cluster Partners</td>
<td>EN: <a href="https://www.sheltercluster.org/yemen/documents/shelter-damage-assessment-en">https://www.sheltercluster.org/yemen/documents/shelter-damage-assessment-en</a> AR: <a href="https://www.sheltercluster.org/yemen/documents/shelter-damage-assessment-ar">https://www.sheltercluster.org/yemen/documents/shelter-damage-assessment-ar</a></td>
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<tr>
<td>Cash based Needs Assessment</td>
<td>It aimed to assess the vulnerability of the beneficiary while technically assessing the accommodation. Based on the score of the vulnerability and technical assessment, the partner can objectively identify the type of needed intervention (CASH for rent or Shelter rehabilitation).</td>
<td>Household level</td>
<td>Cluster Partners</td>
<td>Specific cash intervention identified at the household level</td>
<td>Cluster Partners to consider the cash interventions required and plan for the response.</td>
<td>Questionnaire and scoring for the eligibility for the cash for shelter grants</td>
<td>Paper-based for data collection in the field with Kobo based toolbox for data entry and storage</td>
<td>When needs arise.</td>
<td>Needs Assessment Report</td>
<td>Cluster Partners with support from Cluster IM FP</td>
<td>Draft – Planned to be finalized by November 2018</td>
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<tr>
<td>Market Assessment</td>
<td>It aimed to understand how markets, including housing and rental market, are affected by crises and how agency response can both be informed by markets as well as impact markets is a fundamental part of continued development in systematic program design.</td>
<td>Key Informants level</td>
<td>Cluster Partners</td>
<td>Cluster Partners are aware of the situation of the housing and rental market to plan for appropriate response with the possible modality.</td>
<td>Cluster Partners to use this tool to assess the situation in the market (i.e. availability of stocks, functional financial institutions, - Housing rental capacity in the area and rental prices - Host community capacity. - Suppliers Info. - Cash institutions Info.</td>
<td>Paper-based for data collection in the field with Kobo based toolbox for data entry and storage</td>
<td>Before proposing any Project under the Cluster.</td>
<td>An Assessment Report and Dataset</td>
<td>Cluster Partners, Cluster IM FP</td>
<td>Draft - Planned to be finalized under the cash and shelter TWiG by Nov. 2018</td>
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<tr>
<td>Category</td>
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<tr>
<td>Taskforce for TFPM (Population Movement)</td>
<td>The TFPM implements an information management tool that gathers data and location of displaced persons across Yemen including Shelter Typology.</td>
<td>Key Informants</td>
<td>Humanitarian Community and donors</td>
<td>Primary source of information for IDP and Returnee figures.</td>
<td>Clusters to consider the IDP and Returnee figures when planning the response.</td>
<td>Statistics of IDPs and Returnees in the displacement / return locations and according to their place of origin categorized as the based on the shelter typology</td>
<td>Paper-based for data collection in the field with Kobo based toolbox for data entry and storage</td>
<td>Regularly every two months</td>
<td>TFPM Report</td>
<td>IOM</td>
<td><a href="https://reliefweb.int/report/yemen/yeemen-task-force-population-movement-tfpm-17th-report-august-2018">https://reliefweb.int/report/yemen/yeemen-task-force-population-movement-tfpm-17th-report-august-2018</a></td>
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<tr>
<td>IST (Initial Situation Tool)</td>
<td>It is a multi-sector needs assessment that provides a quick initial common understanding of the situation, affected population and geographic area of the impact of an event after it has been first reported.</td>
<td>Key Informants</td>
<td>Humanitarian Community and donors</td>
<td>Needs of affected population has been determined.</td>
<td>Clusters to plan their response based on the IST results</td>
<td>- Basic Info. about the affected population. - Sectorial Needs questions</td>
<td>Paper-based for data collection in the field with Kobo based toolbox for data entry and storage</td>
<td>Within 48 hours from an onset of crisis</td>
<td>IST Report</td>
<td>UNOCHA</td>
<td><a href="https://www.humanitarianresponse.info/en/operations/yemen/assessments/multi-cluster-needs">Offline Excel sheet</a></td>
<td></td>
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<tr>
<td>MCLA (Multi-Cluster Location Assessment)</td>
<td>An assessment that complement cluster in-depth assessments and form the basis for a strong evidence based HNO. It is focused on IDPs, HC, Migrants, Non-HC, Refugees, and</td>
<td>Key Informants</td>
<td>Humanitarian Community</td>
<td>Multi-sectorial Needs of affected population feeds into the HNO.</td>
<td>Clusters to consider results of the MCLA to feed into the cluster HNO indicators and</td>
<td>- Key Informants details - Demographics - Displacement Dynamics - Priority Needs</td>
<td>Paper-based for data collection in the field with Kobo</td>
<td>Once a year during the HNO process</td>
<td>MCLA report and dataset</td>
<td>IOM and UNHCR</td>
<td><a href="https://www.humanitarianresponse.info/en/operations/yemen/assessments/multi-cluster-needs">https://www.humanitarianresponse.info/en/operations/yemen/assessments/multi-cluster-needs</a></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>IM System / Activity</td>
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<td>Returnees.</td>
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<td></td>
<td>RRM (Rapid Response Mechanism)</td>
<td>It is currently a mechanism used to assess the needs in transit sites that are receiving new IDPs.</td>
<td>Household level</td>
<td>Humanitarian Community and Local Authorities</td>
<td>Minimal verification of families completed for further sectorial assessments</td>
<td>UNFPA to provide the three response components (hygiene kits, dignity kits, IRR kits) to enhance capacity of the Sectors to respond in a timely, coordinated and standardized manner</td>
<td>Basic information of newly displaced families</td>
<td>Paper-based for data collection in the transit sites with excel being used for data entry and storage</td>
<td>Regular</td>
<td>RRM Lists and basic report</td>
<td>UNFPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Site Management and Monitoring System</td>
<td>A tool can be used to monitor the changes of IDPs population as well as the key multi-sectoral indicators across IDP hosting sites.</td>
<td>Key Informants</td>
<td>Cluster Partners</td>
<td>Cluster has regular source of information which track the gaps and needs in IDP hosting sites.</td>
<td>SMC to coordinate with all Clusters to fill in gaps in the sites</td>
<td>System that capture changes with regards to the gaps in Site management and needs for Shelter &amp; NFIs, Water Access, Sanitation, Health, Food, Education and Protection</td>
<td>Paper-based for data collection in the field with Kobo based toolbox for data entry and storage</td>
<td>Monthly basis</td>
<td>Site Monitoring Report and Dataset</td>
<td>Cluster Partners, Cluster IM FP, SMC FP</td>
<td>Planned to be developed under the IDP hosting site TWiG – To be finalized</td>
</tr>
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<tr>
<td>Outputs</td>
<td>Assessments Reports</td>
<td>Provide findings and result of Cluster based and Inter-Cluster needs assessment activities in visually appealing format.</td>
<td>Cluster Based and Inter-Cluster</td>
<td>Cluster Partners</td>
<td>Cluster gather primary data to determine the real needs of affected population</td>
<td>Cluster Partners to refer to these findings in planning the response</td>
<td>Quantitative and qualitative analysis of all collected datasets.</td>
<td>MS Publisher, Word and In-design</td>
<td>Upon completion of the assessments</td>
<td>Assessments Reports</td>
<td>Cluster Partners, Cluster IM FP</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanitarian Needs</td>
<td>Provide findings and result of sectoral needs</td>
<td>Inter-Cluster</td>
<td>Cluster Partners</td>
<td>Primary data to determine the real needs of affected population</td>
<td>Cluster partners to refer to these findings in planning the response</td>
<td>Quantitative and qualitative analysis of all collected datasets.</td>
<td>PDF, Interactive</td>
<td>3rd Quarter of each year</td>
<td>OCHA</td>
<td><a href="https://www.sheltercluster.org/yemen">https://www.sheltercluster.org/yemen</a></td>
<td></td>
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<tr>
<td>Category</td>
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<tr>
<td>Overview (HNO)</td>
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<td></td>
<td>Dashboard</td>
<td></td>
<td></td>
<td></td>
<td>ndocuments/2018-humanitarian-needs-overview</td>
</tr>
<tr>
<td>Humanitarian Response Plan (HRP)</td>
<td></td>
<td>Required for any humanitarian crisis requiring the support of more than one agency, and are prepared by humanitarian country teams (HCTs) based on a humanitarian needs overview</td>
<td>Inter-Cluster</td>
<td>Cluster Partners</td>
<td>Primary data to determine the real needs of population in need</td>
<td>Cluster partners to refer to these findings in delivering their aid assistance</td>
<td>- a country strategy consisting of a narrative, strategic objectives and indicators</td>
<td>PDF, Interactive Dashboard</td>
<td>4th Quarter of each year</td>
<td>- a country strategy consisting of a narrative, strategic objectives and indicators</td>
<td>OCHA <a href="https://www.sheltercluster.org/yemen/documents/2018-humanitarian-response-plan">https://www.sheltercluster.org/yemen/documents/2018-humanitarian-response-plan</a></td>
<td></td>
</tr>
<tr>
<td>Datasets</td>
<td></td>
<td></td>
<td>Cluster Based</td>
<td>Cluster IM FP</td>
<td>Collected primary data is properly stored</td>
<td>Cluster Partners to refer to this database to access raw data of the needs assessment</td>
<td>All collected primary data from Cluster partners rapid needs assessments and other assessments like (IDPs Hosting Sites Baseline Assessment)</td>
<td>Dropbox</td>
<td>Upon completion of the assessments</td>
<td>Actual datasets, feed into the HNO, used to update the gap analysis and for assessment mapping</td>
<td>Cluster IM FP</td>
<td></td>
</tr>
<tr>
<td>Inter-Cluster Assessments</td>
<td></td>
<td>An online repository of all assessment undertaken in the country across the sectors.</td>
<td>Inter-Cluster</td>
<td>Cluster IM FP, OCHA</td>
<td>Humanitarian Community have better understanding of all assessments undertaken and have access the results.</td>
<td>Cluster Partners to use the existing assessments to plan their response and avoid overlaps</td>
<td>All questions in inter-cluster tools.</td>
<td>Kobo toolbox for assessment mapping and Assessment registry (online) for assessments reports</td>
<td>Quarterly basis</td>
<td>Actual datasets and dashboard with all assessments</td>
<td>Cluster IM FP, OCHA</td>
<td></td>
</tr>
<tr>
<td>Guidelines</td>
<td></td>
<td></td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster Partners are able to collect consistent, reliable, and timely data</td>
<td>Cluster Partners assessments should be guided by this</td>
<td>Introduction to each assessment tools and main consideration</td>
<td>Guideline will be available in the Cluster website</td>
<td>2019</td>
<td>Guideline document included links to all tools</td>
<td>Planned to be developed in 2019</td>
<td></td>
</tr>
</tbody>
</table>
### Objective: Ensure a targeted humanitarian response by establishing objective yet pragmatic population needs assessment

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Inter-Cluster Assessments</td>
<td>Provide a guidance to all inter-sectorial assessments and support the consistency in needs data collection.</td>
<td>Inter-Cluster Humanitarian agencies</td>
<td>Humanitarian agencies assessments ensured compatibility and comparability of data, enhancing situation and trend analyses.</td>
<td>Humanitarian agencies to be guided by the coordinated assessments guidelines to ensure data compatibility and comparability.</td>
<td>Basics for coordinated assessments, Clusters key indicators, common datasets and minimum standards, data collection, ethics and data analysis.</td>
<td>Guideline will be available in the HR.Info once finalized as well as the Cluster website</td>
<td>Not determined yet</td>
<td>Guideline document with the tools annexed.</td>
<td>OCHA</td>
<td>Latest draft 15/10/2013 (note available)</td>
<td></td>
</tr>
</tbody>
</table>

### Objective: Ensure an effective humanitarian response by setting in place a systematic monitoring and evaluation systems

<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Section2: Monitoring Systems</td>
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#### Tools

| Tools | Post Distribution Monitoring (PDM) | A monitoring tool that assesses the overall reach of NFIs or Shelter or cash assistance materials distributions at the community level and documents the impact of the activity to persons of concern. | Household level | Cluster Partners | The Cluster has effectively monitor its aid delivery and continue to adjust programming according to the results of constant monitoring and evaluation. | Cluster partners to continue to use this tool to assess the Cluster's aid delivery impact. | - Location
- Demographics
- Quality Check
- Needs Assessments
ES PDM Tool: https://www.sheltercluster.org/yemen/documents/emergency-shelter-pdm-tool |

#### Impact Monitoring

<p>| Key Informant level | Cluster Partners | Provide Cluster with an independent short and medium terms impact | Cluster partners to refer to this tool to assess the Cluster’s aid delivery impact. | To be provided | Paper-based for data collection in the field | November 2018 and every year when needed | Feed into the process of revising the Cluster strategy | Cluster IM FP, TPM Agency | Planned to be developed by end of October |</p>
<table>
<thead>
<tr>
<th>Datasets</th>
<th>Cluster Based Monitoring</th>
<th>Store all collected NFIs or Shelter Materials post distribution datasets and the impact datasets</th>
<th>Cluster Based</th>
<th>Cluster IM Focal Point</th>
<th>Cluster partners humanitarian responses are well monitored and evaluated and Cluster partners are aware of its impact</th>
<th>Cluster partners to refer to this tool to assess the Cluster’s aid delivery impact</th>
<th>All fields indicated in the PDM tool and impact monitoring tool</th>
<th>MS Excel</th>
<th>When needed</th>
<th>Cluster IM FP</th>
<th>Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter-Cluster Monitoring</td>
<td>Store all YHRP Monitoring processed data</td>
<td>Inter-Cluster</td>
<td>Cluster IM FP, OCHA</td>
<td>Cluster responses are well planned</td>
<td>Cluster to plan their response activities</td>
<td>All questions in YHRP Monitoring tool</td>
<td>Excel</td>
<td>3rd and 4th Quarters of each year</td>
<td>Actual datasets</td>
<td>Cluster IM FP, OCHA</td>
<td>Offline Excel sheet</td>
</tr>
<tr>
<td>Guidelines</td>
<td>Secondary Data Review</td>
<td>Regular collection of secondary data related to the Cluster to be able to analyze information gaps and help inform programming decisions</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>There are available secondary datasets that are helpful to inform programmatic decisions</td>
<td>Cluster coordinators and members to refer to the result of this secondary data review for any programmatic decisions and in analyzing information gaps</td>
<td>Various secondary datasets related to Shelter/NFI/CCCM Cluster</td>
<td>Internal desk review and research</td>
<td>Adhoc basis depending on the need</td>
<td>Secondary Data Review</td>
<td>Cluster IM FP</td>
</tr>
<tr>
<td>Monitoring Guideline</td>
<td>Guide on how to including progress of implementation, environment of the project, and its impact and effectiveness</td>
<td>Cluster based</td>
<td>Cluster Partners</td>
<td>There are minimum standards that Cluster partners must adhere when providing monitor.</td>
<td>Cluster partners to refer for this guideline when implementing a monitoring exercise</td>
<td>Introduction to each monitoring tools and main consideration for conducting monitoring</td>
<td>Guideline will be available in the Cluster website</td>
<td>2019</td>
<td>Guideline</td>
<td>Cluster IM FP</td>
<td>Planned</td>
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</table>
**Objective:** Ensure a functional reporting platform for all Cluster partners to facilitate the circulation of information between partners thus creating an enabling environment for response complementarity

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<tbody>
<tr>
<td>Section 3: Reporting</td>
<td><strong>Tools</strong></td>
<td>Completed Activities Form (CAF) – 5Ws</td>
<td>It captures information on partners completed activities during the previous month. The nature of information is Who does What Where to Whom and When.</td>
<td>District Level</td>
<td>Cluster Partners</td>
<td>Cluster partners’ humanitarian responses are well coordinated and it complements each</td>
<td>Cluster Partners to use this tool to report their operational presence and ensure complementarity of interventions</td>
<td>Who does What Where to Whom and When</td>
<td>ActivityInfo</td>
<td>1 – 5 each month</td>
<td>Inputs to monthly dashboard, Factsheet, Mid Year Report, End Year Report, Cluster Interactive Dashboard and CAF dataset</td>
<td>Cluster IM FP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monthly Response Plan Form (MRP) – 5Ws</td>
<td>It captures information of partners planned activities for the following month in order to avoid any potential overlap in the response.</td>
<td>District Level</td>
<td>Cluster Partners</td>
<td>Cluster Partners’ humanitarian responses are well planned and avoid overlapping</td>
<td>Cluster Partners to use this tool to report their planned activities</td>
<td>Who will does What Where to Whom and When</td>
<td>ActivityInfo</td>
<td>1 – 5 each month</td>
<td>Inputs to Cluster dashboard, Cluster Interactive Dashboard and MRP dataset</td>
<td>Cluster IM FP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In-Country Stocks and Pipeline Report Form</td>
<td>Partners share updates on the available contingency or earmarked available stocks and pipelines.</td>
<td>Governorate Level</td>
<td>Cluster Partners</td>
<td>Humanitarian community is aware of the contingency available stocks and pipeline</td>
<td>Cluster Partners to update on their available stocks</td>
<td>Types and quantities of available NFIs and EESKs per cluster partner</td>
<td>ActivityInfo</td>
<td>1 – 5 each month</td>
<td>Inputs to Cluster Interactive Dashboard and In-Country Stocks and Pipeline dataset</td>
<td>Cluster IM FP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IDPs Hosting Sites Form</td>
<td>It captures updates on IDPs Collective Centers and Spontaneous Settlements</td>
<td>Site Level</td>
<td>Cluster Partners</td>
<td>Humanitarian community is aware of the status of collective centers and Spontaneous Settlements of IDPs</td>
<td>Cluster partners to update on the existing listed centers or spontaneous settlements or new ones with the number of - Location - Sites - Households - Needs</td>
<td>Excel</td>
<td>1 – 5 each month</td>
<td>Inputs to IDPs Hosting Sites map and IDPs Hosting Sites dataset</td>
<td>Cluster IM FP</td>
<td>Available in ActivityInfo</td>
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</table>
### Objective: Ensure a functional reporting platform for all Cluster partners to facilitate the circulation of information between partners thus creating an enabling environment for response complementarity

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<tr>
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<tbody>
<tr>
<td>Gap Analysis Tool</td>
<td>A tool to support the cluster to prioritize and highlight the gap between the needs and the response at different levels of geographic aggregations</td>
<td>Cluster Based</td>
<td>Cluster Coordinatio n Team (CCT) and Sub-National Cluster Coordinator s (SNCCs)</td>
<td>CCT and SNCCs to prioritize locations and indicators where the gap rate is high</td>
<td>CCT and SNCCs to refer to this to determine locations and indicators with high gaps</td>
<td>HRP indicators and target vs reach</td>
<td>Excel</td>
<td>Monthly</td>
<td>Inputs to monthly dashboard, Factsheet, Mid Year Report, End Year Report, Cluster Interactive Dashboard, Cluster planning and gap analysis report</td>
<td>Cluster IM FP</td>
<td>Offline Excel sheet</td>
<td></td>
</tr>
<tr>
<td>OCHA 4Ws</td>
<td>It captures information on partners completed activities during the previous month. The natural of information is Who does What Where to Whom</td>
<td>District Level</td>
<td>Cluster IM FP</td>
<td>Cluster is active in providing aid to those who are really in need</td>
<td>Humanitarian actors to refer to this document to assess the general capacity of the Cluster</td>
<td>Who does What Where to Whom</td>
<td>Excel</td>
<td>5 – 10 each month</td>
<td>Inter-Cluster Dashboard, Inter-Cluster 3Ws Info-graphics - Operational Presence and Inter-Cluster SitReP</td>
<td>OCHA</td>
<td>Offline Excel sheet shared by OCHA via OneDrive</td>
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</tbody>
</table>

**Outputs**

<table>
<thead>
<tr>
<th>Category</th>
<th>Fact Sheets</th>
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<tbody>
<tr>
<td></td>
<td>Fact Sheets</td>
<td>Country contribution to the Global Clusters Dashboards. It is a tool used at global level to advocate for country-level clusters, while meeting with senior management, regional desks but also with donors. The Factsheet is also part of the core documents</td>
<td>Global Level</td>
<td>Global Cluster, Cluster Partners</td>
<td>The Cluster has created impact to the lives of target population.</td>
<td>Humanitarian community to continue to acknowledge the relevance of the Cluster</td>
<td>Overall reach of the Cluster partners in terms of total assistance distributed and gap analysis</td>
<td>MS Publisher, Cluster Website</td>
<td>Quarterly</td>
<td>Cluster Factsheet</td>
<td>CCT</td>
<td><a href="https://www.sheltercluster.org/response/yemen/factsheets">https://www.sheltercluster.org/response/yemen/factsheets</a></td>
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Ensure a functional reporting platform for all Cluster partners to facilitate the circulation of information between partners thus creating an enabling environment for response complementarity.

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</thead>
<tbody>
<tr>
<td>Monthly Situation Report</td>
<td></td>
<td>The report provides highlights and updates on the situation, Cluster response and activities conducted during the previous month and stories of affected population</td>
<td>Country Level</td>
<td>Cluster Partners</td>
<td>The Cluster has created impact to the lives of target population.</td>
<td>Humanitarian community to continue to acknowledge the relevance of the Cluster</td>
<td>Overall reach of the Cluster partners in terms of total assistance distributed, gap analysis and activities implemented during the month</td>
<td>Online SitRep</td>
<td>15th each month</td>
<td>SitRep</td>
<td>CCT</td>
<td>Planned</td>
</tr>
<tr>
<td>Mid-Year Report</td>
<td></td>
<td>The report provides highlights and updates on the situation, Cluster response and activities conducted during the previous six months and stories of affected population</td>
<td>Country Level</td>
<td>Cluster Partners</td>
<td>The Cluster has created impact to the lives of target population</td>
<td>Humanitarian community to continue to acknowledge the relevance of the Cluster</td>
<td>Overall reach of the Cluster partners in terms of total assistance distributed, gap analysis and activities implemented during the past six months</td>
<td>MS Publisher</td>
<td>Mid of the year</td>
<td>SitRep</td>
<td>CCT</td>
<td>Planned</td>
</tr>
<tr>
<td>End-Year Report</td>
<td></td>
<td>The report provides highlights and updates on the situation, Cluster response and activities conducted during the whole year and stories of affected population</td>
<td>Country Level</td>
<td>Cluster Partners</td>
<td>The Cluster has created impact to the lives of target population</td>
<td>Humanitarian community to continue to acknowledge the relevance of the Cluster</td>
<td>Overall reach of the Cluster partners in terms of total assistance distributed, gap analysis and activities implemented during the whole year</td>
<td>MS Publisher</td>
<td>End of the year</td>
<td>SitRep</td>
<td>CCT</td>
<td>Planned</td>
</tr>
<tr>
<td>Cluster Monthly Dashboard</td>
<td></td>
<td>An info-graphics provides an overview of cluster funding level, achievements, gaps and planned activities from the beginning of the year until the reporting month</td>
<td>Country Level</td>
<td>Cluster Partners</td>
<td>Cluster is active in providing aid to those who are really in need</td>
<td>Cluster partners to refer to this document to assess the general capacity of the Cluster</td>
<td>- Achievements - Planned activities - Funding - Gaps</td>
<td>Adobe Illustrator, PDF</td>
<td>15th of each month</td>
<td>Cluster Monthly Dashboard</td>
<td>Cluster IM FP</td>
<td><a href="https://www.sheltercluster.org/yemen/sheltercccm-cluster-dashboard-august-2018">https://www.sheltercluster.org/yemen/sheltercccm-cluster-dashboard-august-2018</a></td>
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**Yemen Shelter/NFI/CCCM Cluster**

Twitter: @YEShelterCCCM  www.sheltercluster.org  www.globalcccmcluster.org
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</thead>
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<tr>
<td>In-Country Stocks &amp; Pipelines Map</td>
<td>To capture updated cluster in-country stocks and pipelines across the country</td>
<td>Governorate Level</td>
<td>Cluster Partners</td>
<td>Cluster Partners are prepared to respond and have available stocks should the need arises.</td>
<td>Cluster Partners to refer to this to determine stock piles and aligned aid delivery</td>
<td>- Location - Stocks - Partners</td>
<td>Adobe Illustrator, PDF</td>
<td>15th of each month</td>
<td>In-Country Stocks &amp; Pipelines Dashboard</td>
<td>Cluster IM FP</td>
<td><a href="https://www.sheltercluster.org/yemen/documents/yemen-shelter-nfi-cccm-cluster-country-stocks-and-pipelines-september-2018">https://www.sheltercluster.org/yemen/documents/yemen-shelter-nfi-cccm-cluster-country-stocks-and-pipelines-september-2018</a></td>
</tr>
<tr>
<td>IDPs Hosting Sites Map</td>
<td>A map reflects the updated figures of the IDPs Collective Centres and Spontaneous Settlements across the country</td>
<td>Governorate Level</td>
<td>Cluster Partners</td>
<td>Cluster partners are aware of the status of the IDPs hosting sites</td>
<td>Cluster Partners to refer to this tool to explore the gaps and prioritizations</td>
<td>- Locations - Sites - Households/Individuals</td>
<td>Adobe Illustrator, PDF</td>
<td>15th of each month</td>
<td>IDPs Hosting Sites Dashboard</td>
<td>Cluster IM FP</td>
<td><a href="https://www.sheltercluster.org/yemen/documents/yemen-shelter-nfi-cccm-cluster-idps-hosting-sites-september-2018">https://www.sheltercluster.org/yemen/documents/yemen-shelter-nfi-cccm-cluster-idps-hosting-sites-september-2018</a></td>
</tr>
<tr>
<td>Gap Assessment and Prioritization of Cluster Response</td>
<td>The report provides highlights and updates on the response gaps via updating the HNO and HRP regularly</td>
<td>District Level</td>
<td>Cluster partners</td>
<td>Cluster partners are aware of the updated gaps</td>
<td>Cluster partners to refer to this tool to explore the gaps and prioritizations</td>
<td>- Locations - Response - Gaps</td>
<td>Adobe Illustrator, PDF</td>
<td>15th of each month</td>
<td>Gap Analysis report</td>
<td>Cluster IM FP</td>
<td>Planned</td>
</tr>
<tr>
<td>Cluster Interactive Dashboard</td>
<td>Interactive Data Visualization on cluster achievement across the country using Tableau Software</td>
<td>Country Level</td>
<td>Cluster Partners</td>
<td>Cluster is functional and making impact to the lives of target population</td>
<td>Cluster partners to use this interactive dashboard to understand the extent of reach on their agencies</td>
<td>- 5Ws - Stockpile - IDPs Hosting Sites - distribution plan</td>
<td>Tableau</td>
<td>Every month</td>
<td>Interactive dashboard</td>
<td>Cluster IM FP</td>
<td>Planned</td>
</tr>
<tr>
<td>Inter-Cluster Dashboard</td>
<td>An info-graphics that highlight the Clusters level of funding, top needs and progress of reaching the overall People targeted by each Cluster (based on the HRP) and the implementation progress of maximum of 4 HRP activities from the beginning of the year until the reporting month.</td>
<td>Country Level</td>
<td>Humanitarian Community and donors</td>
<td>The response of the clusters is well coordinated and has an impact to population of concerned</td>
<td>Clusters partners to refer to this map to assess strengths and gaps of their individual agencies</td>
<td>- Achievements - Funding - Gaps</td>
<td>PDF, Online dashboard</td>
<td>Every month</td>
<td>Inter-Cluster Dashboard</td>
<td>OCHA IMOs</td>
<td><a href="https://www.humanitarianresponse.info/en/operations/yemen/humanitarian-dashboard-0">https://www.humanitarianresponse.info/en/operations/yemen/humanitarian-dashboard-0</a></td>
</tr>
<tr>
<td>Inter-Cluster</td>
<td>A very basic info-graphics that</td>
<td>Country</td>
<td>Humanitarian</td>
<td>Cluster partners</td>
<td>- Locations - PDF,</td>
<td>Every month</td>
<td>Inter-</td>
<td>OCHA</td>
<td><a href="https://www.humanitarianresponse.info/en/operations/yemen/humanitarian-dashboard-0">https://www.humanitarianresponse.info/en/operations/yemen/humanitarian-dashboard-0</a></td>
<td></td>
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</tr>
</tbody>
</table>
### Objective: Ensure a functional reporting platform for all Cluster partners to facilitate the circulation of information between partners thus creating an enabling environment for response complementarity

<table>
<thead>
<tr>
<th>Category</th>
<th>IM System / Activity</th>
<th>Purpose</th>
<th>Methodology</th>
<th>Target Audience</th>
<th>Key Message</th>
<th>Call to Action</th>
<th>Content</th>
<th>Specifications</th>
<th>Operating Time</th>
<th>Output</th>
<th>Lead</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3Ws Info-graphics - Operational Presence</td>
<td>shows inter-Cluster mapping of Who does What and Where for each Cluster every month.</td>
<td>Level</td>
<td>an Community and donors</td>
<td>are active and providing aid to those who are really in need</td>
<td>- Partners</td>
<td>Online dashboard</td>
<td>Cluster 3Ws Info-graphics</td>
<td>IMOs</td>
<td>nitarianresponse.info/operations/yemen/yemen-organizations-3w-operational-presence</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inter-Cluster SitRep</td>
<td>It is being requested by OCHA during humanitarian pauses or after an onset of crises or natural disasters to monitor the progress of Clusters response to the emerging needs.</td>
<td>Country Level</td>
<td>Cluster Partners</td>
<td>Cluster partners are active in aid delivery and is making an impact</td>
<td>Cluster partners to constantly provide updates to feed this inter-cluster SitRep</td>
<td>Reponse update</td>
<td>PDF</td>
<td>When needed</td>
<td>SitRep</td>
<td>CCT</td>
<td><a href="https://reliefweb.int/report/yemen/yemen-humanitarian-update-covering-28-september-6-october-2018-issue-29">https://reliefweb.int/report/yemen/yemen-humanitarian-update-covering-28-september-6-october-2018-issue-29</a></td>
</tr>
<tr>
<td>Datasets</td>
<td>Cluster Based reporting</td>
<td>Stores all collected completed activities, planned activities, In-Country Stocks &amp; Pipelines and IDPs hosting sites</td>
<td>Cluster Based</td>
<td>Cluster IM Focal Point</td>
<td>Cluster partners humanitarian responses are stored and available upon request</td>
<td>Cluster partners to refer to this tool to assess the Cluster’s aid delivery impact</td>
<td>All fields indicated in the different tools (CAF, MRP, Stocks and IDPs Hosting Sites)</td>
<td>ActivityInfo forms</td>
<td>Every month</td>
<td>Datasets</td>
<td>Cluster IM FP</td>
<td>ActivityInfo forms</td>
</tr>
<tr>
<td></td>
<td>Inter-Cluster Based reporting</td>
<td>Stores all collected completed activities</td>
<td>Inter-Cluster</td>
<td>Cluster IM Focal Point</td>
<td>Cluster partners humanitarian responses are stored and available upon request</td>
<td>Cluster IM focal point to fill this dataset in monthly basis</td>
<td>All fields in OCHA 4Ws tool</td>
<td>Excel</td>
<td>Every month</td>
<td>Datasets</td>
<td>Cluster IM FP</td>
<td>Offline Excel</td>
</tr>
<tr>
<td>Guidelines</td>
<td>ActivityInfo user manual</td>
<td>It is intended to provide all the necessary information to use and report through the platform</td>
<td>Cluster Based</td>
<td>Cluster partners</td>
<td>Cluster partners knows how to use the platform</td>
<td>Cluster partners to refer to this manual to guide them on how to use the platform</td>
<td>Guidance on how to use the platform and different forms</td>
<td>Word</td>
<td>Available all time in shelter cluster website</td>
<td>PDF</td>
<td>Cluster IM FP</td>
<td><a href="https://www.sheltercluster.org/yemen/documents/activityinfo-user-manual">https://www.sheltercluster.org/yemen/documents/activityinfo-user-manual</a></td>
</tr>
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### Objective: Ensure an effective coordination platform for all Cluster partners to facilitate an enabling environment for integrated response

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<tbody>
<tr>
<td></td>
<td>Tools</td>
<td>Cluster</td>
<td>Capture details of attending</td>
<td>Cluster</td>
<td>Cluster</td>
<td>Cluster Partners</td>
<td>Cluster to</td>
<td>- Name</td>
<td>MS Excel</td>
<td>During formal</td>
<td>Feed into</td>
<td>Cluster IM</td>
</tr>
</tbody>
</table>

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Yemen Shelter/NFI/CCCM Cluster  
Twitter: @YEShelterCCCM  
www.sheltercluster.org  
www.globalcccmcluster.org
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Ensure an effective coordination platform for all Cluster partners to facilitate an enabling environment for integrated response

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</thead>
<tbody>
<tr>
<td>meeting/event attendance</td>
<td>Cluster Partners during any type of formal gathering</td>
<td>Cluster Partners are actively participating in Cluster meetings/events</td>
<td>Based</td>
<td>Partners</td>
<td>are actively participating in Cluster meetings/events</td>
<td>assess the participation of its Partners.</td>
<td>- Organization Name - Job title - Contact Number - Email Address - Signature</td>
<td>gatherings</td>
<td>the Cluster Meeting/Event Minutes</td>
<td>FP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cluster meeting/event PPT</td>
<td>It includes all discussion points of the meeting and updates on the previous meeting action points.</td>
<td>Cluster Partners are actively participating in the Cluster and other issues concerning the humanitarian community.</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster highlights emerging issues in the Cluster and other issues concerning the humanitarian community.</td>
<td>Cluster Partners to use the PPT as a reference for the meeting discussions</td>
<td>Agenda of the meeting/event - Action point of previous meeting with updates - Issues to be discussed</td>
<td>MS PowerPoint</td>
<td>3 days in advance of any meeting/event</td>
<td>Meeting/Event PPT to be projected to guide the discussion during the meeting</td>
<td>Cluster Coordinator</td>
<td></td>
</tr>
<tr>
<td>Meeting / Event Agenda</td>
<td>It captures the proposed agenda points for the meeting.</td>
<td>Cluster Partners are engaging its Partners in emerging issues.</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster Partners to participate in the discussion to share their prospective in issues discussed.</td>
<td>Agenda points</td>
<td>MS Word</td>
<td>3 days in advance of any meeting/event</td>
<td>Agenda to be attached in the invitation email and printed to be circulated during the meeting</td>
<td>Cluster IM FP</td>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Meeting / Event registration form</td>
<td>A form where partners can register to attend cluster meetings / events to facilitate their entry to the facility.</td>
<td>Cluster Partners are aware about the number of participations expected to attend the meeting.</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster Partners to confirm their participation to facilitate their entry.</td>
<td>- Name - Organization Name - Organization Type - Job title - Contact Number - Email Address</td>
<td>Google Form</td>
<td>Invitation with a link to be shared 7 days in advance of any meeting or event</td>
<td>Participants List</td>
<td>Cluster IM FP</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Cluster Meetings / Events Calendar</td>
<td>Keep Cluster partners well informed on Cluster coordination meetings at the National and Sub-National levels.</td>
<td>The Cluster has regular meetings.</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster Partners to use this reference to check Cluster related activities</td>
<td>MS Word and in the Cluster Website</td>
<td>Shared once a year in PDF format and updated in the Cluster website</td>
<td>Cluster Meetings/Events Calendar</td>
<td>Cluster IM FP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
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</tr>
<tr>
<td>Outputs</td>
<td>Cluster meeting / events minutes</td>
<td>Document the proceedings of Cluster meetings / events</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>The Cluster is functional and members remain active.</td>
<td>Cluster Partners to refer to meeting minutes for meeting/event highlights and agreements.</td>
<td>MS Word</td>
<td>Maximum of 5 days after the meeting proper</td>
<td>Meeting/ Event Minutes</td>
<td>Cluster IM FP</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cluster PPT</td>
<td>Provides Cluster coordination team with readily-available information for external audiences</td>
<td>Cluster Based</td>
<td>Humanitarian community, senior management</td>
<td>Clusters are well prepared to present its key achievements to various audiences</td>
<td>Cluster coordination team to refer to this presentation for every presentation requests</td>
<td>MS PowerPoint</td>
<td>Ad-hoc</td>
<td>Cluster PPT</td>
<td>Cluster IM FP</td>
<td>Planned for 2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donor Brief</td>
<td>Aims to provide snapshot of Cluster’s achievements and impact to target donors to increase accountability</td>
<td>Cluster Based</td>
<td>Donors</td>
<td>Cluster is making an impact to the lives of affected population.</td>
<td>Donors to maintain interest and sustain their support to the Cluster</td>
<td>- Crisis highlight - Key achievements - Funding status - Gaps - Maps and statistics</td>
<td>MS Publisher</td>
<td>Ad hoc</td>
<td>Donor Brief Product</td>
<td>Cluster IM FP</td>
<td>Planned for 2019</td>
<td></td>
</tr>
<tr>
<td>Cluster Sub-National Structure</td>
<td>It provides update on the Cluster Coordination Team at the National and Sub-National level.</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster has active human resources that are present in regional locations</td>
<td>CCT to provide support to Partners across the country</td>
<td>Contact information of all CCT Staff</td>
<td>Adobe Illustrator</td>
<td>Monthly</td>
<td>Map</td>
<td>Cluster IM FP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leaflets / Brochures</td>
<td>It aims to present the Cluster and its achievements.</td>
<td>Cluster Based</td>
<td>Cluster Partners and Donors</td>
<td>Cluster is providing updates about its activities and progress of reaching its target.</td>
<td>Targeted audience are well aware of all updates from the Cluster.</td>
<td>- Basic Info about the Cluster - Key achievements - Funding status - Gaps - Maps, graphs and statistics</td>
<td>Adobe Illustrator and MS Publisher</td>
<td>Ad-hoc</td>
<td>- Leaflet introducing the Cluster - Yearly/Mid-Year Report</td>
<td>Cluster IM FP</td>
<td>Hard Copy</td>
<td></td>
</tr>
<tr>
<td>Advocacy</td>
<td>Advocacy is a set of activities</td>
<td>Cluster</td>
<td>Humanitarian Community</td>
<td>Cluster advocacy</td>
<td>Cluster advocacy</td>
<td>Cluster to Narrative and Map</td>
<td>MS Word</td>
<td>Ad-hoc</td>
<td>Advocacy</td>
<td>Cluster IM</td>
<td></td>
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</tr>
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</table>
Objective: Ensure an effective coordination platform for all Cluster partners to facilitate an enabling environment for integrated response

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<tbody>
<tr>
<td>Messaging</td>
<td>aimed to highlight particular subject of interest to the Cluster to be brought to the attention of the international humanitarian community and donors.</td>
<td>Based</td>
<td>an Community and Donors</td>
<td>messaging raising important issues</td>
<td>consider issuing advocacy messaging on behalf of its Partners.</td>
<td>graphs to advocate for specific issue</td>
<td>Messaging Document</td>
<td>FP and CCT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Datasets</td>
<td>Partner Profile - Database</td>
<td>It serves as a mandatory step to be part of the Cluster and it provides organizational profile of each Partner to increase visibility and enhance collaboration.</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster Partners are known for their individual expertise</td>
<td>Cluster Partners to contribute to the development of their profiles</td>
<td>ActivityInfo (MS Excel as a backup)</td>
<td>Quarterly -- Survey opens for two weeks</td>
<td>Partners Profile Database and Cluster Mailing List</td>
<td>Cluster IM FP</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Cluster Contact/Mailing List</td>
<td>Store all contact information of Cluster Partners</td>
<td>Cluster Based</td>
<td>Cluster IM FP</td>
<td>Contact details of Cluster Partners are properly stored and updated regularly</td>
<td>CCT to refer to this database to contact Cluster Partners</td>
<td>All Cluster Partners</td>
<td>MailChimp (MS Excel as a backup)</td>
<td>Regular</td>
<td>Cluster contact directory</td>
<td>Cluster IM FP</td>
<td>MailChimp Contact List</td>
<td></td>
</tr>
<tr>
<td>Initiatives</td>
<td>Cluster IM Working Group</td>
<td>Group of IM focal points of all Cluster Partners who regularly meet to address IM technical issues</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster IM projects and issues are collectively being planned and addressed by IM focal points.</td>
<td>Cluster Partners to maximize this forum to raise IM issues.</td>
<td>Cluster Partners IM FPs</td>
<td>Face to Face / Email Communications</td>
<td>Ad-hoc</td>
<td>Meeting Minutes</td>
<td>Cluster IM FP</td>
<td>Active - TOR to be developed</td>
</tr>
<tr>
<td>Cluster IM Discussion Group</td>
<td>An online discussion platform that provide avenue for all Cluster Partners to discuss Cluster-related subject matters with more emphasis on IM</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Cluster Partners collaborates effectively in various platforms</td>
<td>Cluster Partners to refer to this platform to be informed on any IM-related matters</td>
<td>Cluster Partners IM FPs</td>
<td>Online Platform - Hangout</td>
<td>Available all the time</td>
<td>Cluster IM FP</td>
<td>Planned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slack</td>
<td>An online discussion platform that provide avenue for Clusters IM FPs to interact and discuss inter-sectorial IM issues</td>
<td>Inter-Cluster</td>
<td>Clusters IM FPs</td>
<td>Cluster IM FPs can collaborate in ad-hoc basis and address emerging issues</td>
<td>Cluster IM FPs to raise issues that require discussions at the Inter-sectorial level</td>
<td>Cluster Partners IM FPs and OCHA IM Unit</td>
<td>Slack</td>
<td></td>
<td>OCHA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMWG</td>
<td>It is a group that functions as a</td>
<td>Inter-</td>
<td>Clusters IM</td>
<td>IMWG support to</td>
<td>IMWG to</td>
<td>Cluster</td>
<td>Face-to-</td>
<td>Ad-hoc</td>
<td>Meeting</td>
<td>OCHA</td>
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Ensure an effective coordination platform for all Cluster partners to facilitate an enabling environment for integrated response

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<tr>
<td></td>
<td>Cross-cutting coordination structure to discuss, coordinate and implement IM activities related to data standards, compatibility, information sharing, pooling of technical resources, and other issues related to IM.</td>
<td>Cluster</td>
<td>FPs and IM FPs of UN/NGOs</td>
<td>safeguard the principles of information sharing in humanitarian emergencies</td>
<td>promote and support coordinated Information Management</td>
<td>Partners IM FPs and OCHA IM Unit</td>
<td>Face</td>
<td></td>
<td>Minutes</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Yemen Shelter/NFI/CCCCM Cluster  Twitter: @YEShelterCCCM  www.sheltercluster.org  www.globalcccmcluster.org
### Section 5: Information Dissemination

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<tbody>
<tr>
<td>Forums</td>
<td>Websites</td>
<td>Regular uploading of cluster-related materials and updates for online access among partners.</td>
<td>Cluster Based and Inter-Cluster</td>
<td>General public</td>
<td>Clusters are active and functional and is making an impact to the people it intends to serve</td>
<td>Cluster Partners to refer to this sites for regular publications</td>
<td>All cluster-related publications</td>
<td>Online</td>
<td>Daily basis</td>
<td>Documents and Tools</td>
<td>Cluster IM FP</td>
<td>&lt;</td>
</tr>
<tr>
<td></td>
<td>Social Media</td>
<td>It supports the Cluster to have more reach to wider range of audience.</td>
<td>Cluster Based</td>
<td>General public</td>
<td>Cluster updates are available to the public.</td>
<td>Cluster to ensure regular updates through social media</td>
<td>All Cluster products and updates</td>
<td>Twitter</td>
<td>Regular</td>
<td>Tweets related to Cluster updates</td>
<td>Cluster IM FP and CCT</td>
<td>Twitter Account (@YEShelterCCCM)</td>
</tr>
<tr>
<td>Databases</td>
<td>Cluster Filing and Photo Library</td>
<td>Provides easy file sharing platform for all Cluster and external documents and tools</td>
<td>Cluster Based</td>
<td>CCT</td>
<td>Cluster files are systematically organized and can be accessed anytime anywhere.</td>
<td>Cluster Partners to use this platform and maximize its use.</td>
<td>All Cluster-related and external files</td>
<td>Dropbox</td>
<td>Regular</td>
<td>All files</td>
<td>Cluster IM FP</td>
<td>Active</td>
</tr>
<tr>
<td>E-SAFE</td>
<td>Cluster Lead Filing platform.</td>
<td>Cluster has a back-up to its folders</td>
<td>Cluster Based</td>
<td>Cluster Coordination Team and UNHCR as Cluster Lead</td>
<td>Cluster to maintain updating its filling.</td>
<td>All Cluster-related and external files</td>
<td>UNHCR E-SAFE</td>
<td>Regular</td>
<td>All files</td>
<td>Cluster IM FP</td>
<td>Planned to populate the platform in 2019</td>
<td></td>
</tr>
<tr>
<td>Guidelines</td>
<td>IM Manual</td>
<td>A document that includes all operating guidelines per IM system set in place for Cluster related coordination.</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>The Cluster has proper documentation of guidelines, lessons learned and best practices all IM systems.</td>
<td>Cluster Partners to refer to this document to review operating guidelines of established IM - Introduction to all IM systems or tools and guidance on how to use them -Lessons Learned and</td>
<td>MS Word</td>
<td>Updated on yearly basis or earlier if needed</td>
<td>IM Manual</td>
<td>Cluster IM FP</td>
<td>Guidance of reporting tools in Activityinfo is available. Comprehensive manual is planned for 2019</td>
<td></td>
</tr>
</tbody>
</table>
**Objective:** Enhance accountability and increase awareness of target humanitarian stakeholders on the Cluster's contribution and impact by ensuring partner's access to well-publicized information platform timely circulation of Cluster-related products / data;

<table>
<thead>
<tr>
<th>Category</th>
<th>IM System / Activity</th>
<th>Purpose</th>
<th>Type</th>
<th>Target Audience</th>
<th>Key Message</th>
<th>Call to Action</th>
<th>Content</th>
<th>Specifications</th>
<th>Operating Time</th>
<th>Output</th>
<th>Lead</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Style / Branding Guide</td>
<td>Provide guidelines to maintain the Cluster brand in all its communication products</td>
<td>Cluster Based</td>
<td>Cluster Partners and donors</td>
<td>Clusters is consistent on its communication styles.</td>
<td>Cluster Partners and donors to maintain good retention of Cluster’s work and brand</td>
<td>Key points on the Cluster styles and branding including logo, colouring grades, symbols to be used.</td>
<td>MS Word</td>
<td>Guideline</td>
<td>Cluster IM FP</td>
<td>Planned to be developed in 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communication Guideline</td>
<td>Provide guidelines</td>
<td>Cluster based</td>
<td>Cluster Partners</td>
<td>Cluster partners to refer to this guideline to maintain effective communication</td>
<td></td>
<td>PDF</td>
<td>2019</td>
<td>Guideline</td>
<td>Cluster IM FP</td>
<td>Planned to be developed in 2019</td>
<td></td>
</tr>
</tbody>
</table>
**Objective:** Sustain information management initiatives by building Cluster partners capacities to efficiently collect, process, analyze and disseminate information, using the Cluster reporting tools and templates

<table>
<thead>
<tr>
<th>Category</th>
<th>IM System / Activity</th>
<th>Purpose</th>
<th>Type</th>
<th>Target Audience</th>
<th>Key Message</th>
<th>Call to Action</th>
<th>Content</th>
<th>Specifications</th>
<th>Operating Time</th>
<th>Output</th>
<th>Lead</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 6: Capacity Building</td>
<td>Trainings</td>
<td>IM Basic and Technical Training Module</td>
<td>Contains various session topics on information management to varying types of target audience</td>
<td>Cluster Based</td>
<td>Cluster Partners</td>
<td>Different target audience requires different training approaches</td>
<td>Cluster to refer to the right type of module to target participants.</td>
<td>- Basics of IM - Data Collection - Data Processing - Data Analysis - Dissemination</td>
<td>- Face to face - Online tutorials</td>
<td>Ad-hoc</td>
<td>Training Materials</td>
<td>Cluster IM FP</td>
</tr>
</tbody>
</table>
### Annex 3: Priorities for 2019

<table>
<thead>
<tr>
<th>Activity</th>
<th>Action Point</th>
<th>Planned Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact Monitoring</td>
<td>Follow up with the TPM company to ensure the conducting of the exercise in the proposed time frame</td>
<td>End of 2018</td>
</tr>
<tr>
<td>Cluster Interactive Dashboard</td>
<td>Develop interactive dashboard using Tableau software</td>
<td>1st Quarter of 2019</td>
</tr>
<tr>
<td>Cluster PPT</td>
<td>Develop a PPT to make it available upon request</td>
<td>1st Quarter of 2019</td>
</tr>
<tr>
<td>Cluster IMWG ToR</td>
<td>Discuss with Cluster IMWG members</td>
<td>2nd Quarter of 2019</td>
</tr>
<tr>
<td>IDPs Hosting Sites Monitoring</td>
<td>Develop a mechanism to update the baseline assessment</td>
<td>1st Quarter of 2019</td>
</tr>
<tr>
<td>Monitoring and Reporting Guideline</td>
<td>Discuss with Cluster AMW members</td>
<td>2nd Quarter of 2019</td>
</tr>
</tbody>
</table>
Background

Displacement and structural damage related to the escalation of conflict in Yemen in March 2015 has led to widespread shelter issues. Even prior to the conflict, rapid urbanization and a lack of affordable housing had led to severe overcrowding for low-income groups in Yemen's cities, with 50-75% of households in Sana’a, Aden, and Taizz living with more than two people in one room. Close to 2 million people are estimated to have been displaced from their homes, and the protracted nature of the crisis has left many households without the resources to secure access to adequate shelter. In total, the 2018 Humanitarian Needs Overview (HNO) reported that 5.4 million people are in need of shelter and non-food item (NFI) support, 2.6 million of whom are in acute need.

As the provision of accurate, complete and credible information of the affected population is a prerequisite for the humanitarian community to respond in a timely and effective manner, this Secondary Data Review (SDR) aims to review whether the existing cluster Information Management (IM) tools are able to effectively inform key program objectives: (1) provide life-saving and life-sustaining shelter solutions and non-food items support to the most vulnerable in liveable and dignified settings; (2) ensure access to basic services for the most vulnerable living in collective centres and spontaneous settlements; (3) strengthen accountability towards affected populations through seeking feedback, and addressing concerns about the response and; (4) enhance the capacity of authorities, communities and humanitarian actors in Shelter, NFI and CCCM programs; conforming to essential core indicators relating to the relevant population groups and geographical areas. The purpose of this SDR is, in fine, to inform the Cluster new IM strategy as well as the HNO and the Cluster partners’ planning and indicators guidelines, which ultimately feed information into for the Yemen Humanitarian Response Plan (YHRP).

Methodology

To compare the existing data streams to the planned program objectives of the Shelter/NFI/CCCM Cluster in 2018-2019 this SDR first provides an overview of the main sources of information referenced in the Cluster 2017-2018 IM strategy as well as in the HNO of 2018 and 2019. These include the Task Force on Population Movement (TFPM) Area Assessments and Multi-Cluster Location Assessments (MCLA); the Site Management and Coordination IDP Hosting Site Assessment; satellite-based building damage analyses; HNO Delphi analyses; Yemen Central Statistical Organization (CSO) population projections and Shelter/NFI/CCCM Cluster tool reporting. To provide an accurate picture of these assessments (including their characteristics, purposes and limitations), the tools, datasets, and reports of each study were examined for details on the population group, geographical coverage, and thematic focus areas.

The second part of this document link each of the Cluster HNO 2019 indicator with its data source, so as to highlight data sources’ key information gaps and issue recommendations on that basis. The third section proposes additional indicators, aligned with the Global Shelter Cluster’s, so as to further assess Shelter/NFI/CCCM needs. This section was developed in reference to partners’ planning and indicators guidelines. The last section of this SDR gives an insight of the available non-Shelter-NFI-CCCM specific data sources, which could help provide an understanding of the implications of larger economic factors on Shelter/NFI/CCCM activities.

1/ Data Sources

This section highlights the characteristics, objectives, limitations and use that is made of the primary sources of information referenced in the Cluster 2017-2018 IM strategy as well as in the HNO of 2018 and 2019. This constitutes a first step toward assessing the capacity of Cluster IM tools to inform the Cluster key program objectives and core indicators.

Assessments

Task Force on Population Movement (Area Assessment)

Characteristics: The Task Force on Population Movement (TFPM) is a technical working group that falls operationally under the Inter-Cluster Coordination Mechanism (ICCM) but is under the general oversight of the Humanitarian Country Team (HCT) and works in close coordination with the National Authority for the Management and Coordination of Humanitarian Affairs (NAMCHA).

Objectives: It aims at tracking and monitoring population movements in Yemen so as to constitute a comprehensive baseline information on internally displaced persons (IDP) and returnee populations including numbers, area of origin, current location, duration of displacement, shelter types, top priority needs, and movement trends, and in fine, provide guidance for operational response.

Limitations: Though TFPM Area Assessment reports are meant to be released every other month, this schedule was disrupted in mid-2017. The most recent data collection (Round 17) occurred in August 2018, with the data set released in September 2018. Due to operational constraints and difficulty of
access, the 17th TFPM report includes data from 4 different sources which were gathered at different times. While most of the data has been collected through assessments conducted in 2018, figures for the governorates of Sana’a, Hajjah and Amran have not been updated since the UNHCR Population Movement Tracking project was completed in May 2017. Further, the data collected in Round 16 included information on the year of displacement of IDPs and returnees, primary identified needs, and shelter type—these are no longer included in the dataset of TFPM Round 17.

**Use by Shelter/NFI/CCCM Cluster:** Data gathered through the TFPM Round 17 is intended to be used to support both the 2019 HNO cluster specific needs analyses and needs severity scoring at the district level, as well as the determination of population in need (PIN).

**TFPM Multi-Cluster Location Assessment (MCLA)**

**MCLA 2016**

**Characteristics:** In addition to the Area Assessment Reports, TFPM conducted a Multi-Cluster Location Assessment (MCLA) in coordination with OCHA and the ICCM. The MCLA was jointly conducted by IOM and UNHCR in August and September 2016. The MCLA findings report was released in February 2017.²

**Objectives:** The MCLA 2016 sought to gather more in-depth data on the displacement dynamics and priority needs of IDPs, returnees, and non-displaced populations (host communities and non-host communities).³

**Limitations:** The MCLA 2016 included data from 3,292 locations with populations of IDPs or returnees across Yemen. These locations encompassed the top 20% most populated locations with IDP and returnee populations in each governorate (as assessed in June 2016 for the TFPM report). As a result of this limitation, identified locations were not spread across the entire country but only across 250 of 333 districts in Yemen. Further, as the MCLA relied on a key informant-based approach, findings were only indicative of the IDP, returnee and non-displaced community needs in the locations surveyed.

**Use by Shelter/NFI/CCCM Cluster:** Data gathered through the MCLA was used to support both the 2018 HNO cluster specific needs analyses and needs severity scoring at the district level, as well as the determination of population in need (PIN), which translated into a strengthened evidence base for the YHRP 2017.⁴

**MCLA 2018**

TFPM is in the process of launching another round of the MCLA, with the participation of IOM, UNHCR, and OCHA, with support from REACH. This year, the assessment will have nation-wide coverage, with a set of 7,715 locations spread throughout all 333 districts of Yemen’s 22 governorates. It will use the same target population as the 2019 HNO, including IDPs, returnees, refugees, migrants and non-displaced populations.

Data collection is planned to start at the end of October 2018, with a dataset available by late November in order to inform the HNO 2019, with a final publication to follow by the end of the year.

**CCCM IDP Hosting Site Assessment**

**Characteristics:** The IDP Hosting Site Baseline Assessment, that is now complete, was organised and supported by the Shelter/NFI/CCCM Cluster coordination team and cluster partners engaged in the activity. Data collection has been carried out by IOM, UNHCR, ADO, and SRA and data has been processed and analysed with the support of REACH.

**Objectives:** The baseline assessment aimed to inform the site management and coordination support offered to the local authorities and humanitarian actors in charge of IDP hosting sites, as well as the support provided to IDPs to establish self-governance, community participation and communication processes within IDP hosting sites.

**Limitations:** This assessment was divided into four rounds and data was collected through Key Informant (KI) interviews. Three rounds occurred in 2017 and one in 2018. This means that comparability of data between governorates is limited, as data collection occurred at different times. The assessment covered all IDP hosting sites of five or more IDP households across 20 governorates.

**Use by Shelter/NFI/CCCM Cluster:** Findings from the first three rounds have been published in publicly accessible reports, while findings from the fourth round are still being finalized and should be published by the beginning of November 2018 so as to inform the 2019 HNO.⁵ Data gathered through the CCCM IDP Hosting Site Assessment is meant to be used to support the 2019 HNO Shelter/NFI/CCCM and WASH clusters specific needs analyses and needs severity scoring at the district level, as well as the determination of PIN.

**Satellite-Based Building Damage Analysis**

**Characteristics:** REACH produces, in cooperation with the Shelter Cluster, maps illustrating damage sites and density of building damage in specific cities, based on remote damage analysis conducted by UNITAR-UNOSAT using satellite imagery. So far, REACH has published three rounds of maps in July 2017, October 2017, and April/May 2018 on the scale of structural damage in the cities of Aden, Sana’a, Hajjah, Lahj, and Taizz. These maps were developed based on satellite imagery taken in December 2016 for areas of Sana’a and Aden; September 2017 for areas of Taizz; and March/April 2018 for the remaining areas of the cities of Sana’a and Taizz, as well as Lahj and Hajjah.⁶

**Objective:** These maps aim to provide a basic overview for humanitarian actors on damage to both residential and non-residential buildings in targeted areas.

Shelter Cluster Secondary Data Review, October 2018
The Yemen Central Statistical Organization (CSO) Population Projection

The Yemeni Ministry of Local Administration’s Central Statistical Organization (CSO) produces annual population projections for all governorates and districts, disaggregated by sex and 5-year interval age groups. These projections are based on 2004 census data, and do not consider IDP and returnee movements. The most recent projections are for the year 2017, and projections for 2018 should be released shortly.

Humanitarian Needs Overview Delphi Analysis

Characteristics: As part of the process of drafting the 2018 HNO in September 2017, sector-specific Delphi analyses were conducted.

Objectives: This is a structured process of a consensus-building for gathering the opinions of experts, which are then used to estimate the severity of needs in areas with insufficient assessment data.

Limitation: Findings from Delphi Analyses can only be considered indicative, with varying degrees of accuracy depending on the specific sectoral and geographic knowledge of the technical experts included in the exercise.

Use by Shelter/NFI/CCCM Cluster: Delphi analyses were used by the Shelter/NFI/CCCM Cluster to feed into the following indicators HNO 2018 indicators:

- % of partially damaged, or completely destroyed houses per location (owing to conflict / natural disasters)
- % of people in need for Shelter
- % of most vulnerable population resides in IDPs hosting sites
- % of sites with self-management Committee structure established
- % of people in need for NFIs
- % of finished/skeleton/unfinished collective centres with shelter issues
- % of IDPs hosting sites under threats of eviction and IDPs hosting sites that have a formal complaint mechanism including protection against sexual exploitation and abuse (PSEA).

Reporting

Shelter/NFI/CCCM Cluster Tool Reporting

Characteristics: The Shelter/NFI/CCCM Cluster has a Completed Activities Form (CAF) for cluster partners to document their activities, including where they work, who was assisted, and the type of activity conducted.

Use by Shelter/NFI/CCCM Cluster: The data collected using this monitoring tool feed into the Regional Coordination Team Report, the Inter-Cluster Dashboard7 and the Periodic Monitoring Report.8

2/ HNO 2019 SHELTER/NFI/CCCM Cluster Indicators

As of September 2018, the Shelter/NFI/CCCM Cluster has selected nine cluster-specific indicators to inform the HNO 2019, which are used to measure the severity of needs across the 333 districts of Yemen. High quality, timely data on all districts is necessary to inform these indicators, and accurately specify where and how humanitarian assistance should be delivered. The data source for each of the Cluster HNO indicators was reviewed in this perspective in the section below, so as to (1) identify data sources’ information gaps and (2) provide suggestions on how to address these shortcomings and offer alternatives for the HNO indicators whose data sources are still under discussions.9

See table 1. HNO 2019 SHELTER/NFI/CCCM Cluster Indicators (page 4).

3/ Proposed Shelter/NFI/CCCM Indicators

Though not included in the HNO 2019, additional indicators could be useful for informing Shelter/NFI/CCCM response actors in Yemen. The following are key indicators used by the Global Shelter Cluster; aligning with the Yemen Shelter Cluster data collection with these global standards could be beneficial, so long as they are relevant to the local context.

Program indicators outlined in the partner reporting guidelines mainly focuses on assessing partners responses. The following indicators offer suggested breakdowns to further assess Shelter/NFI/CCCM needs. Clear alignment of indicators can support the cluster to identify the gap between needs vs. implementation (i.e. gap assessment).
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Sources</th>
<th>Key data source limitations</th>
<th>Action points</th>
</tr>
</thead>
</table>
| #01 Ratio of IDPs and returnees over total affected population           | The ratio of IDPs to host community for each district can be calculated in two different ways: using values from the TFPM 17th report and CSO 2018, or MCLA 2018. | **Geographical information gap**  
TFPM 17 has data for the IDPs for all districts in the country, nonetheless data for Sana’a, Hajjah and Amran governorates are outdated.  
**Limited statistical precision**  
• CSO population projections for 2018 should be available shortly. Given that the last population census in Yemen was conducted in 2004, population projections for 2018 may not be fully accurate.  
• MCLA follows a methodology centred on KI interviews in geographic locations (villages and neighbourhoods) across all districts in Yemen. While the findings will allow for a representative coverage of districts and offers data on the needs of affected populations at the district level, it will not provide the statistically precise findings that a household-level survey would be able to provide. | Alternative to the indicator #02  
Relying on the MCLA 2018, the following indicators could be used to inform the percentage of households living in precarious conditions:  
Percentage of households who:  
• don’t have a shelter (open air or no structure present)  
• are living in a spontaneous settlement (a set of tents or other type of dwellings created by households themselves)  
• live in makeshift shelter (typically built from waste and temporary materials). |
| #02 % of the population living in locations with extensive damage to homes is a major shelter issue | Currently, there is no data source available to fully inform this indicator. Though the satellite-based building damage analysis captures information on the number of houses that have been damaged (as well as the scale of the damages) in selected areas of Sana’a, Taizz, Hajjah, and Lahj governorates, the total number of buildings per location remains unassessed.  
As an alternative, the number of damaged or destroyed houses in each district, as categorized on a scale from zero to six, can be determined from the Delphi analysis. | **Limited statistical precision**  
Delphi methodology should only be used as a last-resort option, as the accuracy of the findings it provides cannot be verified - as opposed to direct assessment techniques. |  |

Table 1. HNO 2019 SHELTER/NFI/CCCM Cluster Indicators
<table>
<thead>
<tr>
<th>Indicator</th>
<th>Sources</th>
<th>Key data source limitations</th>
<th>Action points</th>
</tr>
</thead>
</table>
| #03 Percentage of people in need of shelter assistance                    | This indicator will be informed by the MCLA 2018. The question related to this indicator in the MCLA questionnaire specifically enquires about the percentage of males and the percentage of females in need of shelter assistance. The demographics data collected during the assessment will then be used to compute the percentage of people in need of shelter assistance. | Limited statistical precision  
The MCLA 2018 will not be statistically precise findings as it relies on KI interviews.  
Single source of information  
MCLA is, at the time of writing this document, the only large-scale population needs assessment undertaken in Yemen. That is not to say however that it is the only source of information on population needs, as partners might gather data on population needs on their own. Due to the fact that publicly available databases are almost non-existent, it is unclear what type of information on population needs is gathered where and by whom. | While a Cluster Rapid Needs Assessment tool does exist, it is not clear whether this tool corresponds to partners’ expectations and is put to good use. As a first step, partners should be consulted on what tool(s), if any, they use to gather information on population needs so as to lay the foundation of the creation of a standardised data collection tool. As a second step, partners should be encouraged to use this standardised tool and to consolidate their data into a common dataset so as to (1) share needs assessment information and avoid assessment fatigue and (2) allow spatial and temporal comparisons to be made. |
| #04 Percentage of people in need of NFI assistance                       | This indicator will be informed by the MCLA 2018. As for the indicator above, the question related to population needs in terms of NFIs is disaggregated by gender. The demographics data collected during the assessment will thus be used again to compute the percentage of people in need of shelter assistance. |  |  |
| #05 Percentage of persons with vulnerabilities/specific needs            | This indicator will be informed by the MCLA 2018. The MCLA question related to individuals’ vulnerabilities is disaggregated by gender and age range. The same logic as the one applied to calculate indicators # 3 and 4 will be applied to calculate indicator #5. |  |  |
| #06 % of people who know how to present submit complaints / feedback     | This indicator will be informed by the MCLA 2018.                       |  | In the medium-term, a mechanism should be set up for partners to systematically report whether they set up formal complaints and feedback mechanisms in their areas of intervention and/or if such mechanisms were already existing in these areas before they start their programs. |

Table 1. HNO 2019 SHELTER/NFI/CCC M Cluster Indicators
### Indicator | Sources | Key data source limitations | Action points
--- | --- | --- | ---
#07 Percentage of IDP hosting sites under threats of eviction | The percentage of IDP hosting sites under threat of eviction can be calculated from the CCCM IDP Hosting Site Assessment Baseline. | **Obsolete data**
The CCCM IDP Hosting Site Assessment is becoming outdated, and the year-long gap between Round 1 and Round 4 limits the comparability of the data across governorates. **Limited statistical precision**
The CCCM IDP Hosting Site Assessment Baseline follow a methodology centered on KI interviews, which only provides indicative findings. | A standardized tool for partners to assess needs during their visits to IDP hosting sites should be developed. Given the lack of GPS points available, P4 codes/UID can be used to identify the hosting sites, and the updated data can be stored in a centralised data-base. Simultaneously, the conduction of household surveys should be promoted so as to provide statistically significant findings. Harmonized assessments and data sharing between partners would avoid the duplication of assessments and mitigate the risk of assessment fatigue. |
#08 Percentage of IDP hosting sites in critical needs for assistance | The percentage of IDP hosting sites in critical needs for assistance can be calculated from the CCCM IDP Hosting Site Assessment Baseline. | | |
#09 Percentage of IDP hosting sites in need of management and coordination support | The percentage of IDP hosting sites in critical needs of management and coordination support can be calculated from the CCCM IDP Hosting Site Assessment Baseline. | | |

Table 1. HNO 2019 SHELTER/NFI/CCCM Cluster Indicators
Information on the indicators mentioned below could be gathered either through the use of a standardised needs assessment tool or by promoting the systematic inclusion of those indicators into the Cluster partners’ own tools.

**Vulnerable HHs requiring rental subsidies (to move from emergency shelter to more dignified dwelling)**

To compare against program data on "# of families received cash assistance for rental subsidies."

**HHs in IDP hosting sites requiring shelter upgrades**

To compare against program data on "# of families benefited from the upgrade of their shelter."

**HHs requiring basic maintenance of their shelter**

To compare against program data on "# of families benefited from the basic maintenance of their shelter." This could be aligned with the criteria used to assess whether HHs require shelter upgrades.

The CCCM IDP Hosting Site Assessment currently collects information of ongoing issues with finished and unfinished buildings (e.g. broken windows, leaking roof, etc.) which can be used to identify the number of HHs requiring maintenance support.

**HHs requiring new transitional shelter**

To compare against program data on "# of families received new transitional shelter." The newly built transitional shelters are designed based on the building norms in the area of implementation and are families in protracted displaced families who are residing in IDPs hosting sites.

**HHs requiring rehabilitation of new transitional shelter**

To compare against program data on "# of families benefited from the rehabilitation of their transitional shelter." Therehabilitation of the transitional shelters will be required as a result of damages incurred due to flooding or other factors. This indicator could be cross-referenced to the damage assessments counting the number of residential shelters that are damaged or destroyed.

**HHs requiring emergency shelter needs & HHs requiring long term shelter needs**

Review this indicator against the HNO indicator “HHs living in collective centers and spontaneous sites” in order to assess emergency/long term shelter need in relation to shelter type that HHs currently occupy.

Harmonizing needs/assessment indicators with program/activity indicators can support the cluster’s gap analysis between needs and response. In order to do this, the Cluster should clarify criteria for ‘emergency’ and ‘long term’ shelter needs.

**Emergency needs: review data on the proportion of each population group living in different shelter types; highlight any increase in the % of population group living in emergency shelters over time; review rapid assessments to identify IDP movements and resulting emergency shelter needs.**

**Long-term needs: informed by the population’s current shelter types, identify gaps where the Cluster can support families to obtain more sustainable shelter solutions by (i) analyzing the proportion of population group living in different shelter types (e.g. schools, religious buildings, rented accommodation); (ii) if available, review existing data on % of collective centers and spontaneous sites at risk of eviction. This can help draw inferences as to the shelter needs of each population group, specifically for IDPs - and gaps in providing more sustainable shelter conditions.”**

Priority NFI needs identified, per population group

NFI needs are currently gathered by the CCCM IDP Hosting Site Assessment, but only for IDP populations living in collective centres and spontaneous settlements, not those living in rented accommodation or with a host, or the NFI needs of returnees or host community.

The current data is broken down by IDP per site rather than on a household (HH) level, limiting the ability to evaluate whether there are different levels and types of need for NFI items per population group, including host communities.

**IDP intention to stay / return / onward movement**

Factors preventing IDP return are currently collected by the CCCM IDP Hosting Site Assessment, but more-in-depth assessment of intentions (including locations where IDPs intend to move to and when) could be useful for predicting the scale and location of future needs.

**Shelter and NFI prices**

Although not indicators per se, monitoring the prices of shelter and NFIs would inform the design of the grants set up by the Cluster and allow to harmonize the cash transfer programming across various organizations at the district/governorate level.

**4/ Proposed Non-Shelter-NFI-CCCM Specific Data Sources**

Other non-shelter-specific data sources could also be useful for understanding the implications of larger economic factors on shelter.

**Integrated Phase Classification (IPC)**

The IPC studies by WFP, FAO, the government, and humanitarian partners are multi-sectoral analyses for understanding...
levels of food insecurity, and how it is affecting poor households, including IDPs and returnees. Food insecurity could impact further displacement, the ability of IDPs to return, the ability of the host community to cope, livelihood options available, etc. The next iteration of the IPC is planned for the last semester of 2018.

**Food Security Monitoring Databank**

Mobile Vulnerability Analysis and Mapping (MVAM) by WFP collects food security data remotely, providing data on food insecurity across large areas of Yemen. Food insecurity can affect displacement patterns.

**Market Functionality**

The REACH Inter-Agency Joint Cash Study looked at market functionality to gain an understanding of the experiences of vendors at a district level, and to build a picture of the products which are currently available, from where they are sourced, and how price levels vary between districts and governorates. It also explored the constraints for vendors in conducting their business, and the extent to which they are able to access any financial services.

**Conflict tracking**

Acled Conflict Location & Event Data (ACLED) is a disaggregated conflict analysis and crisis mapping project that captures the forms, actors, dates and locations of political violence and protest. Thus, the latest dataset has been published in September 2018. ACLED data could help identifying the areas in need of urgent priority action on the part of the Shelter/NFI/CCCM Cluster.

**Price and market monitoring**

REACH, in cooperation with eleven partner organizations, has conducted a monthly Joint Market Monitoring since March 2018. A dataset and a factsheet are published monthly and include prices for eight NFIs (petrol, diesel, bottled water, treated water, soap, sanitary napkins, laundry powder and water trucking). Count ratio, mortality rate, population density, etc. Shelter specific items could potentially be included into this initiative.

**Conclusions**

This Secondary Data Review (SDR) reviews the cluster IM tools capable of effectively informing key program objectives, conforming to essential core indicators related to the relevant population groups and geographical areas. While the great majority of the Cluster HNO indicators this year should be informed by primary data collection, this review revealed the following critical data sources limitations: gaps in the assessments’ geographic coverage, limited statistical precision of the data that is currently being collected and presence of obsolete data. These information gaps have a negative impact on the relevance and accuracy of the HNO indicators that rely on these data, which in turn ultimately feed information into the Yemen Humanitarian Response Plan and guide the Shelter/ NFI/CCCM response. Further, program indicators outlined in the partner reporting guideline could be complemented so as to form a strong basis for informing the gap between needs vs. implementation. REACH has identified several specific issues caused by the cluster’s information gap and proposed potential solutions.

**A lack of data on specific target population groups**

Core issue: The MCLA is the only source of information on the needs of non-displaced population, migrants and refugees, a situation that restricts the essential ability to triangulate measurements and limits the possibility to compare the needs of IDPs to other population groups (non-displaced population, migrants and refugees).

**Non-harmonized data collection tools**

There is a general dearth of data on population needs due to the relatively low number of publicly available assessments; further, the data gathered does not allow for spatial and temporal comparisons as data collection tools used by partners are not harmonized.

Recommendation: Developing a standardised population needs assessment tool, available for all partners, would enhance joint-data collection that could help gathering information on a larger number of population groups, while allowing for spatial and temporal comparisons.

**A poor evaluation of the Cluster interventions**

Core issue: Shelter interventions have so far not been well-evaluated and this could be partly due to the fact that the Cluster partners’ planning and indicators guidelines includes primarily basic outcomes/output indicators (as opposed to impact indicators).

Recommendations:

- Adding further Shelter/NFI/CCCM-needs-related indicators into partners’ reporting guidelines (refer to Section 3 of this SDR) and promoting the systematic inclusion of some core indicators on population needs into the Cluster partners’ own tools, would allow to identify the gap between needs vs implementation.

- As the CCCM IDP Hosting Site Assessment baseline is now considered to be complete, developing an informal settlement standardised monitoring tool would enable partners to record, monitor, and analyse the dynamic needs of beneficiaries and the effectiveness of interventions.
Endnotes

3. “Non-host communities” is defined as non-displaced population of a location where there is a low density (less than 8%) of displaced individuals.
5. CCCM Cluster, Yemen: IDP Hosting Site Baseline Assessment Site Profiles, June - August 2017.
6. All maps are publicly available on REACH Ressource Centre, here.
7. Inter-Cluster Dashboard can be accessed here.
8. The last publicly available Periodic Monitoring Report was published in June 2017 and can be accessed here.