GLOBAL SHELTER CLUSTER
Emergency Terms of Reference

A. EXECUTIVE SUMMARY

Emergency	Natural Disaster ☒	Conflict ☐	Complex Emergency ☐
Sector	Shelter	**Cluster Lead**	IFRC
Donor	IFRC		
Country	Vanuatu		
Regional Focus	Provinces with high damage as per Government-led Initial Rapid Assessments (IRA)		
Mission Timeframe	Arrival in country: 29/03 Recruitment & training: Week 1 Primary data collection: Week 2 - 3 Analysis and reporting: Week 4 (+ post deployment support)		
Description of Context	Cyclone Pam is widely regarded as one of the worst disasters in the history of Vanuatu. On March 13th the Category 5 Cyclone arrived in Vanuatu, crippling the Country's infrastructure and leading to widespread shelter damage. It has been estimated that 166,000 people have been affected by the Cyclone, 62% of the pre-crisis population of Vanuatu. Of this affected proportion of the population, available assessment data collected to date indicate that some 75,000 people are in critical need of emergency shelter assistance. Regarding the geographical extent of the crisis, airborne assessment missions conducted by UNDAC, in coordination with the Government of Vanuatu, have identified severe damage on approximately 23 of the nation's 83 islands; however this number continues to be revised as new damage reports are received. With this in mind a flash appeal has been launched by the humanitarian community and the Government of Vanuatu for a total of $29.9 million to support relief operations until 24th June 2015; of which $5.1 million has been committed to date.		
Main objective	To contribute towards the development of a comprehensive shelter & settlements strategy in the aftermath of Cyclone Pam		
Specific objectives	1. To verify emergency shelter & NFI coverage assumptions and gap analysis 2. To enable the shelter cluster to define a comprehensive shelter & settlements recovery strategy 3. To inform the Cyclone Pam revised flash appeal (expected end June) 4. Establish a baseline and method for potential longitudinal study of recovery		
Data Sources	PRIMARY DATA COLLECTION: Household surveys of households resident in severely affected islands SECONDARY DATA COLLECTION: OCHA, IFRC, Government of Vanuatu National Disaster Management Office, and humanitarian actors		
Targeting	Representative random sample (90% confidence with a 10% margin of error) at the household level of 25 most affected islands / island groups (incl. Shepard Islands)		
Period of assessment	4 weeks		
REACH Resources	1 x Assessment Coordinator (international) 1 x GIS Officer (international) Ongoing technical backstopping from Geneva HQ		

REACH Informing more effective humanitarian action

Expected Results	1. Collection and collation of secondary data (including from OCHA, IFRC, Government of Vanuatu National Disaster Management Office, and humanitarian actors); 2. A representative random sample of affected households in 25 islands / island groups (incl. Shepard Islands) 3. Detailed information regarding shelter needs and vulnerabilities amongst affected households is analysed and mapped.
Expected Deliverables	1. Individual island profiles; 2. Thematic static maps displaying primary and secondary data; 3. Preliminary results presentation; 4. Final assessment report (incl. recommendations for ongoing monitoring by shelter cluster partners); 5. Interactive dashboard; 6. Draft tools for monitoring impact of shelter cluster interventions based on REACH baseline – remote support 7. Cleaned dataset – uploaded to Humanitarian Data Exchange

B. OBJECTIVES OF THE ASSESSMENT

The overall objective of the deployment is to contribute towards the development of a comprehensive shelter & settlements strategy in the aftermath of Cyclone Pam.
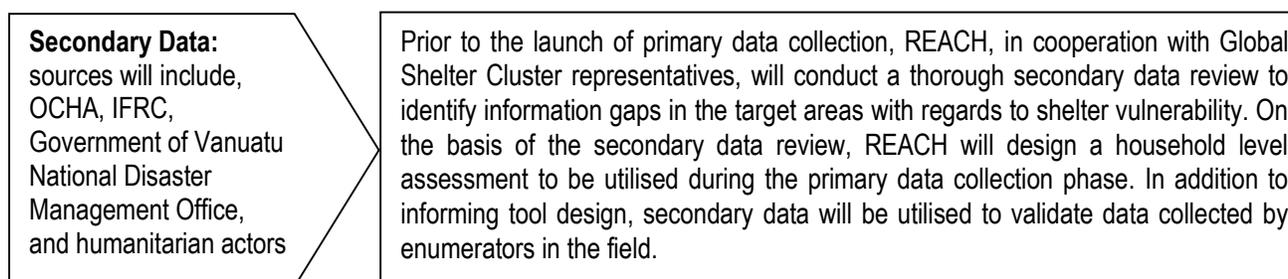
B.1. Specific Objectives

The objectives of the rapid assessment will be:

- To verify emergency shelter & NFI coverage assumptions and gap analysis;
- To enable the shelter cluster to define a comprehensive shelter & settlements recovery strategy;
- To inform the Cyclone Pam revised flash appeal (expected end June);
- Establish a baseline and method for potential longitudinal study of recovery.

C. METHODOLOGY

Two sources of data will be used: Field Data Collection (household assessments) and secondary data. The figure below outlines the tools to be used and the data expected from each technique:

Secondary Data: sources will include, OCHA, IFRC, Government of Vanuatu National Disaster Management Office, and humanitarian actors	Prior to the launch of primary data collection, REACH, in cooperation with Global Shelter Cluster representatives, will conduct a thorough secondary data review to identify information gaps in the target areas with regards to shelter vulnerability. On the basis of the secondary data review, REACH will design a household level assessment to be utilised during the primary data collection phase. In addition to informing tool design, secondary data will be utilised to validate data collected by enumerators in the field.

| Primary data collection: household assessments | Enumerators will be deployed throughout the target area to conduct a representative random sample of affected households to establish a shelter vulnerability and needs profile. Household assessments will be conducted with an assessment tool built on the Android smartphone based ODK platform. Data collected in the field will be validated by the team leader before being updated to the central database, after which a final data quality check will be conducted by the REACH GIS/DB Manger.

Target islands: Lelepa   Moso, Emau, Nguna, Pele, Ambrym, Aneityum, Aniwa, Efate, Efate, Port Vila, Epi, Erromango, Furuna, Maewo, Mere Lava, Paama, Pentecost, Tanna, Buninga, Emae, Makira, Mataso - Matah Alam, Tongariki, and Tongoa (NB: a number of islands have been grouped for operational purposes) |

C.1. Sampling Strategy

Building on the Government of Vanuatu-led Initial Rapid Assessments (IRA), REACH will target the 25 most affected islands / island groups (including the Shepard Islands) for a representative random assessment of households. The desired sampling strategy will provide a confidence level of 90% and a 10% margin of error, representative at the island level.

Stage 1: Selection of target islands

Government of Vanuatu-led Initial Rapid Assessments (IRA), conducted between 17 – 20 March, in addition to ongoing UNDAC assessments, have identified 25 islands / island groups which sustained significant damage as a result of Cyclone Pam. As a follow up to the IRA, the Government of Vanuatu, in cooperation with the Assessment Working Group, is currently finalising an interagency post disaster needs assessment (PDNA) which will also be implemented in the 25 most affected islands / island groups. The PDNA will utilise a key informant methodology to provide the humanitarian community with a multi-sector data set of needs and vulnerabilities at the community level.

With this in mind, REACH will conduct household level data collection in the 25 most affected islands / island groups to compliment both the IRA and PDNA, as well as ongoing humanitarian interventions.

Stage 2: Random selection of households

The number of households to be assessed in each Area Council on selected islands will be based on the 2015 population projections. Starting at a central point within the selected Area Council, enumerators will be instructed by their team leader to conducted a randomised (transect) field walk skipping an appropriate number of households before assessing the next (low number of skipped households in rural areas, higher number of skipped households in urban areas).

Number of households to be targeted per Area Council, providing a representative sample at the Island level with a confidence of 90% and a margin of error of 10%, is as follows:
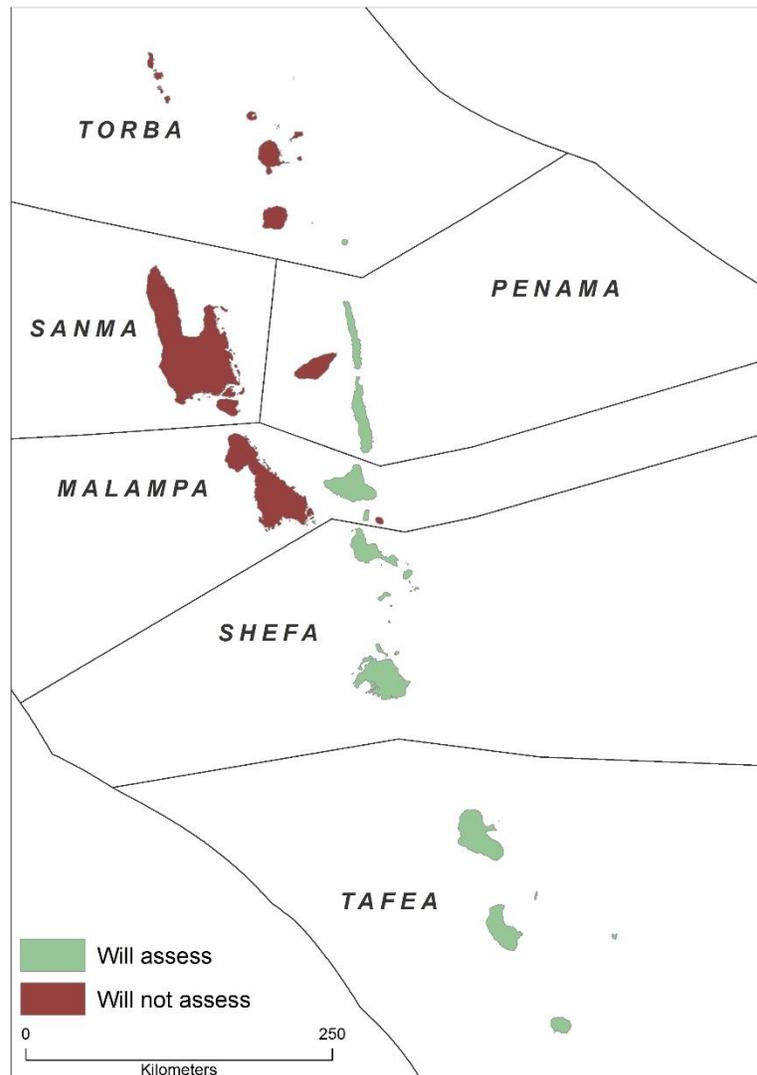
Island Name	Grouping	Sample Total
Lelepa	Group	46
Moso		
Emau	Group	59
Nguna		
Pele		
Ambrym	None	65
Aneityum	None	50
Aniwa	None	38

Efate (Peri-Urban)	None	66
Efate (Rural)	None	64
Port Vila	None	67
Epi	None	64
Erromango	None	56
Furuna	None	42
Maewo	None	62
Mere Lava	None	45
Paama	None	58
Pentecost	None	66
Tanna (Urban)	None	65
Tanna (Rural)	None	66
Buninga	Shepherds	62
Emae		
Makira		
Mataso - Matah Alam		
Tongariki		
Tongoa		
Total		**1041**

Recognising the multiple contexts on Efante Island (Shefa Province), home to the capital Port Villa, REACH will include three stratifications by land usage; urban, peri-urban, and rural. A number of islands have been groups for operational purposes including; the Shepard Islands, Lelepa-Moso, and Emau-Ngau-Pele.

Update 02/04/15: At the request of shelter partners, we have included an additional urban / rural split on the island of Tanna, the cost of which will be covered by UN-Habitat.

C.2. Target locations

Legend:
- Will assess (green)
- Will not assess (dark red)

0 — 250 Kilometers

Provinces shown: TORBA, SANMA, PENAMA, MALAMPA, SHEFA, TAFEA

C.3. Preliminary Work plan

Week 1: Arrival in country, initial consultations, ToR / indicator endorsement, identification of data collection staff, development of training modules, delivery of training to first teams
Week 2: Data collection launch in Shefa Province
Week 3: Data collection launch in Tafea and Penama
Week 4: Analysis and reporting

C.4. Data Collection

Where possible, data collection will be conducted using staff seconded by humanitarian actors for the purposes of the assessment. At present, potential staffing contributions are being secured by the shelter cluster coordinator from shelter cluster partners and All Hands Volunteers. Potentially REACH will leverage upon Peace Corps resources to conduct assessments in Southern Islands.

Upon arrival in selected area, the team leader will be responsible for introducing the local authorities to the objectives of the assessment to ensure acceptance. Data collection teams will then, under the supervision of their respective team leader, conduct a random selection of households before moving on to the next area selected for assessment.

All household level assessments will be conducted using an assessment tool built on the Open Data Kit (ODK) android smart phone based platform. With completed assessment forms being uploaded directly to the offline ODK server on a daily basis for preliminary ongoing analysis.

The ODK platform significantly improves data quality as a result of:
- Reducing human error as a result of loss of forms, data collection mistakes, and data entry mistakes thus improving the accuracy of collected data;
- Increases the speed at which mapping products and analytical reports can be produced through reducing data cleaning time and removing the for data entry;
- Ensuring the protection of data as a result of completed forms being removed from the data collection tool upon upload to the centralised database.

C.5. Analysis

The Shelter and Settlements assessment will focus on two primary areas of analysis:

- Pre-crisis shelter situation;
- Immediate post-crisis situation (i.e. adequacy of emergency shelter interventions in facilitating self / early recovery).

As a result of the data collected through the assessment REACH, in consultation with Shelter Cluster partners, will put in place draft tools for ongoing monitoring of the shelter response.

At a mid-point in the assessment, REACH will hold a preliminary analysis workshop with shelter cluster partners and other relevant actors (including the Government of Vanuatu). During this workshop, REACH will receive input from relevant actors to facilitate the production of the final analytical report. *See annex 2 for indicator list*

C.6. Information products / outputs

Following the conclusion of data collection the following deliverables will be produced by REACH (in close cooperation with Shelter Custer partners):

- Individual island profiles;
- Thematic static maps displaying primary and secondary data;
- Preliminary results presentation;
- Final assessment report (incl. recommendations for ongoing monitoring by shelter cluster partners);
- Interactive dashboard;
- Draft tools for monitoring impact of shelter cluster interventions based on REACH baseline – remote support
- Cleaned dataset – uploaded to Humanitarian Data Exchange.

C.7. Resources

See *Annex 1 - Budget*