



WELCOME TO THE YEMEN WASH CLUSTER

(WASH = Water, Sanitation and Hygiene)

This guide is designed to assist new agencies to join the Yemen WASH Cluster. It covers the benefits, how to join, types of membership, key documents, structure and funding opportunities.

WASH Cluster coordination functions

The WASH cluster was activated in Yemen in 2010 with the objective to coordinate the WASH humanitarian response in Yemen, following the 6 + 1 cluster core functions (support service delivery, inform strategic decision making, planning and developing strategies, monitor and evaluate performance, capacity building and accountability to affected populations).

The cluster coordination mechanism functions according to the below priorities:

1. Actively coordinate the ongoing response to avoid duplication and fill gaps, through coordination meetings, assessments and planning, information management, provision of strategic and technical guidance, resource mobilization and advocacy;
2. Inform all interested stakeholders in the WASH sector of the needs and ongoing response, and build the capacity of the WASH sector.

WASH Cluster membership

The scale of the WASH needs and response in Yemen is massive, and many agencies are interested to join the WASH cluster coordination mechanism. To ensure an appropriate and effective coordination, the strategic advisory group (SAG) of the cluster advises to have 2 types of WASH cluster membership:

- **WASH Cluster active partner** (partners who are implementing WASH activities and who are reporting regularly to the cluster) – these partners will be invited for coordination and information meetings
- **WASH Cluster information member** (partners who are not yet implementing WASH activities but who have an interest in WASH) – these partners will be invited for information meetings only

[Detailed membership criteria](#) are available and upon joining the WASH cluster, an organization will be added either as active partner or as information member, depending on their activities in the WASH sector. The WASH cluster team conducts regular review of the cluster membership following the criteria, and has the right to shift organizations between active partner / information member lists whenever appropriate.

Reporting

To reduce duplication and gaps, WASH partners are required to report regularly (at least monthly) to the WASH cluster. A [standard reporting form \(SRF\)](#) and reporting guidance is available on the [WASH cluster website](#) and should be shared with the WASH Cluster Information Management Officer (IMO) each month. The information is summarised and shared with Subnational WASH Cluster coordinators each month. Regular gap analysis is presented in the WASH cluster meetings, circulated via email and available on the website. [Reporting](#) and [meeting attendance](#) for all partners is monitored and available on the WASH cluster website.

WASH Cluster Team

Organization	Position	Name	Email
National WASH Cluster team			
UNICEF	WASH Cluster Coordinator	Emma Tuck	etuck@unicef.org
UNICEF	Monitoring and Reporting Officer	Suad Al-Sulaihi	salsulaihi@unicef.org
OXFAM	WASH Cluster Co Coordinator	Ibrahim AlHaimi	IAHaimi@oxfam.org.uk
UNICEF	WASH Cluster National Coordinator	Talal Al Qadasi	alqadasit@gmail.com
UNICEF	WASH Cluster Technical Advisor	Zahid Durrani	zmdurrani@unicef.org
Subnational WASH Cluster Coordinators			
UNICEF	Sana'a Subnational WASH Cluster Coordinator	Olfat Jumaan	ojumaan@unicef.org
UNICEF	Hodeida Subnational WASH Cluster Coordinator	Riyadh Noman	rnoman@unicef.org
UNICEF	Ibb Subnational WASH Cluster Coordinator	Rania Rassam	rrassam@unicef.org
UNICEF	Aden Subnational WASH Cluster Coordinator	Alaa Sudam	asudam@unicef.org
UNICEF	Sa'ada Subnational WASH Cluster Coordinator	Anes Al Arashi	aalarashi@unicef.org

Key Websites

- [Yemen WASH Cluster](#)
- [OCHA Yemen](#)
- [Yemen Humanitarian Response](#)
- [Yemen Humanitarian Needs Overview / Humanitarian Response Plan](#)
- [Yemen Humanitarian Fund / Grant Monitoring System](#)

Benefits of the WASH Cluster

- Strengthen agencies ability to achieve their mandates
- Reduce duplication and gaps in WASH response
- All agencies represented in common WASH response strategy and plan

To join the WASH Cluster

- Email the WASH Cluster Team (contact details above) requesting to join. Share the following documents with your request:
 - Contact details of your organization and the WASH focal point
 - NGO certification / license
 - Your organization profile and latest annual report
 - WASH activities conducted (use SRF) / WASH activities planned (already funded)
- To become an 'active partner', you need to be able to share all the required documents (see above) including the SRF. Both SRF and 'active partner criteria' are on the WASH Cluster website. You can also contact the WASH Cluster IMO for support.
- After you have received go ahead to join the WASH cluster (either as information member or active partner), please ask all focal points in your organization to sign up to the email list.
- Meeting invitations and other key documents and updates will be regularly shared via email. You are encouraged to attend the national and subnational cluster meetings. Please contact the subnational cluster coordinators to introduce your organization and start the coordination.
- Specific meetings can be organized related to certain topics, such as cholera, integrated famine risk reduction or IDP response. Due to large number of partners, the meeting will be prioritized for the active partners that implement cholera activities. Therefore, it is important to indicate in your SRF if your project contributes to a specific response (cholera, integrated famine risk reduction, IDP response).

Type	Explanation	Benefits
Active partner	Agency meets the 'active partner criteria' and is regularly submitting the SRF to the cluster	Invitation to monthly national WASH Cluster coordination meetings in Sana'a. Included in the 'active partner' email list.
Information member	Agencies interested in implementing WASH projects in Yemen	Invitation to monthly national WASH Cluster information meetings in Sana'a. On wider WASH Cluster mailing list.

Structure of the WASH Cluster

WASH Cluster Committee	Objective	Guide
Strategic Advisory Group (SAG)	To support strategic direction	TOR available on website. Further guidance in SOF.
Strategic Review Committee (SRC)	To support fair selection of proposals submitted for Yemen Humanitarian Fund	As per OCHA Guide for SRC. Further guidance in SOF.
Technical working groups	To develop technical guidance for the WASH cluster	Several technical working groups can be active, depending on the requirement of the cluster. An update on the TWiGs will be provided during the cluster meetings.

Key Documents: all on the WASH Cluster Website

Type	Document	Explanation
Coordination	WASH Cluster Team contact list	To facilitate coordination at national and subnational level
	Subscribe / unsubscribe links to the WASH cluster email list	
	Overview of partner meeting attendance and reporting	
	Cluster meeting presentations and minutes	
Strategies	WASH Cluster Strategic Operational Framework	Includes key strategies, standards and references to technical guidance
	Integrated Cholera Strategic Plan	Integrated strategy for cholera prevention, preparedness and response
	Humanitarian Response Plan & WASH cluster detailed targets (including priority districts for cholera prevention, IDP response and integrated famine risk reduction)	For consistent response to the current crisis
Understanding Needs	Humanitarian Needs Overview	General needs overview, including WASH needs in Yemen
	WASH Cluster core indicators and assessment tools	Standard set of assessment tools
	Joint Market Monitoring Initiative guidance	Methodology and tools for market monitoring
Technical guidance	Basic hygiene kit content	Standard for basic and consumable hygiene kits

	Cholera WASH standard operating procedures	Guidance on WASH cholera response
	Ceramic water filter protocol	Explanation on use of CWFs
	Principles on water provision	Key guidance to ensure sustainable access to water
	Survival Minimum Expenditure Basket	Guidance on WASH items and prices to be considered in SMEB
Improved convergence between clusters	Guidance on integrated famine risk reduction (with health, nutrition, FSAC and WASH)	Technical and operational guidance for integrated approach
	Guidance on integrated IDP response (ways of working and minimum package)	
Monitoring	Standard reporting form (SRF)	Who is Working Where When
	Monitoring framework	
	WASH cluster gap analysis	
Resource Mobilisation	Local NGO registry	Facilitate funding access for local NGOs
	Funding gap of WASH cluster (per the financial tracking system FTS)	

Funding Opportunities

Type	Explanation	Reference
Bilateral Funding	<ul style="list-style-type: none"> Direct from donors. Bilateral funding is the most important funding source for many organizations. 	Direct contacts with donors
Implementing Partner	<ul style="list-style-type: none"> NGOs implement programmes for UN agencies or larger international NGOs 	Direct contacts with UN agencies or NGOs
Humanitarian Response Plan	<ul style="list-style-type: none"> Annual summary of needs – the HRP is not a funding tool but an appeal Agency advertisement for funding to meet needs This is not a request for funds, and there is no guarantee of funding Plans and targets in HRP selected by WASH Cluster team based on existing track record of the agency 	Yemen HRP Detailed targets for WASH available on the website
Yemen Humanitarian Fund (YHF) Standard Allocations	<ul style="list-style-type: none"> Open to agencies registered in the grant monitoring system (GMS) Twice a year (approx. March and September) A separate proposal is required, which must be in-line with the Standard Allocation Document (released by the Humanitarian Coordinator) Proposal submitted via OCHA YHF GMS (online) Score cards available with OCHA Strategic and technical review done by SRC 	See OCHA YHF Website for more details
Yemen Humanitarian Fund (YHF)	<ul style="list-style-type: none"> A percentage of YHF funding set aside for emergency reserve allocation Must be life-saving and time critical 	See OCHA YHF Website for more details

Reserve Allocations	<ul style="list-style-type: none"> ● Reserve allocation released by the Humanitarian Coordinator ● A separate proposal is required, which must be in-line with the Standard Allocation Document (released by the Humanitarian Coordinator) ● Proposal submitted via OCHA YHF GMS (online) ● Score cards available with OCHA ● Strategic and technical review done by SRC or by the cluster coordinator (depending on the time available for review) 	
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