GLOBAL
FOOD SECURITY CLUSTER
Strengthening Humanitarian Response

Checklist for integrating energy in the Humanitarian Programme Cycle

Preface

This checklist mainly builds on experiences with the implementation of Safe Access to Fuel and Energy (SAFE) and SAFE-related projects in Africa and Asia. It has been developed by the gFSC in order to guide the Cluster Coordination team and partners on how to integrate energy in all phases of the Humanitarian Programme Cycle. In each phase three to four key minimum steps have been suggested, which are practical to implement. Links to further resources for each minimum step are also provided for easy reference to concrete examples and guidance. However, please note that these resources are not necessarily exclusive to that particular phase and may be relevant for the entire Humanitarian Programme Cycle.

This check list allows for national clusters to use this for guidance during their particular emergency phase without having to wait for the Humanitarian Programme Cycle (HPC) to begin. The following matrixes clearly outline the essential steps that need to be undertaken in each of the HPC phases below:

1. Preparedness

2. Needs Assessment & Analysis

3. Strategic Planning

4. Response Implementation

5. Resource Mobilization

6. Monitoring and Evaluation

The Global Food Security Cluster is available to provide capacity development support to assist country clusters with the practical implementation of this checklist.

For more information please contact: info@foodsecuritycluster.net

Preparedness

Preparedness makes it possible to respond faster, more appropriately and efficiently, and to take decisions on the basis of more reliable information. Staff at all levels are likely to respond more efficiently if training, analysis, planning, prepositioning, and information collection have occurred, coordination mechanisms have been established, and simulation exercises held.

Key minimum steps	Responsibility	Further resources
1. Ensure that the fuel needs and sources of energy for crisis-affected people is included in humanitarian contingency planning documents/guidelines, humanitarian policy/strategy, emergency protection assessments and emergency food security assessments.	Cluster Coordinator and partners	WFP Handbook on SAFE: (http://documents.wfp.org/ stellent/groups/public/docu ments/newsroom/wfp2529 89.pdf) Global Strategy for Safe Access to Fuel and Energy (SAFE): A UNHCR Strategy 2014-2018: (http://www.unhcr.org/530f 11ee6.html) IES/IUCN- -NL document: "Dealing with energy needs in humanitarian crisis response operations": (http://www.envirosecurity. org/fuel/Quick_Scan_FUEL_ project.pdf) Women's Refugee Commission report: http://reliefweb.int/report/ world/beyond-firewood-fuel-alternatives-and-protection-strategies-displaced-women-and-girls Resources found on Safe Access to Fuel and Energy (SAFE) website: (http://www.safefuelanden ergy.org/resources/index.cf m)
2. Ensure the collection and analysis of primary and secondary data at the cluster level for the establishment of a baseline for fuel needs and uses, fuel sources, cooking technologies and cooking practices. Baselines should take the status and use of forest resources as fuel	Cluster Coordinator, IMO and/or reporting Officer and partners	WFP Handbook on SAFE (http://documents.wfp.org/ stellent/groups/public/docu ments/newsroom/wfp2529 89.pdf) UNHCR report on Forest

into account.		Management in Refugee and Returnee situations: (http://www.unhcr.org/438724c42.html)
3. Carry out a rapid stock-taking of past and ongoing fuel interventions in humanitarian settings.	Cluster Coordinator and partners	Project database on SAFE website: http://www.safefuelandenergy.org/where-we-work/index.cfm IES/IUCN- -NL document: "Dealing with energy needs in humanitarian crisis response operations": (http://www.envirosecurity.org/fuel/Quick_Scan_FUEL_project.pdf) Fact sheets on SAFE website: (http://www.safefuelandenergy.org/resources/index.cfm?r=3)
4. Conduct capacity building (trainings) on Safe Access to Fuel and Energy (SAFE) to ensure a minimum level of skills available within the Cluster to carry out key activities throughout the HPC.	Cluster Coordinator and partners	USAID/OFDA toolkit: (http://www.ifrc.org/PageFiles/95759/USAID_FES_Toolkit_July_2010.pdf) WFP Handbook on SAFE: (http://documents.wfp.org/stellent/groups/public/documents/newsroom/wfp252989.pdf) FAO SAFE Guidance Note: (http://www.fao.org/fileadmin/user_upload/emergencies/docs/Guidance%20Note%20Safe.pdf) UNHCR/IUCN Handbook on forest management in refugee and returnee situations: http://www.unhcr.org/438724c42.html UNHCR Environmental Guidelines: (http://www.unhcr.org/cgi-bin/texis/vtx/home/opendo

		cPDFViewer.html?docid=3b 03b2a04&query=unhcr)
		Global Alliance for Clean Cookstoves toolkit: (http://cleancookstoves.org /resources/223.html)
		Training section on SAFE website: (http://www.safefuelanden ergy.org/resources/index.cf m?r=11)

Needs Assessments & Analysis

Assessment of humanitarian needs is the first step towards setting overall objectives for the Strategic Response Plan that takes shape during the first 30 days of a large sudden-onset emergency.

Key minimum steps	Responsibility	Further resources
1. Engage with specialized agencies/focal points from relevant sectors, e.g. environment and natural resources in country in the design, collection and analysis of fuel needs assessments.	Cluster Coordinator, assessment experts and/or IMO and partners	WFP Handbook on SAFE (http://documents.wfp.org/ stellent/groups/public/docu ments/newsroom/wfp2529 89.pdf) OCHA guidance on needs assessments: (http://www.unocha.org/w hat-we-do/coordination-tools/needs-assessment) Guidance on the MIRA: (https://docs.unocha.org/sit es/dms/Documents/mira_fi nal_version2012.pdf)
2. Develop a common cluster understanding and provide analysis of energy use, cooking practices and the socio-cultural context associated with cooking which takes into account the different needs of men, women, boys and girls and their specific vulnerabilities; and with a protection lens for Do No Harm analysis.	Cluster Coordinator and partners	WFP Handbook on SAFE: (http://documents.wfp.org/ stellent/groups/public/docu ments/newsroom/wfp2529 89.pdf IASC Gender Handbook (section on Gender and NFIs): (http://www.humanitariani nfo.org/iasc/documents/sub sidi/tf_gender/IASC%20Gen der%20Handbook%20(Feb% 202007).pdf)

		OCHA Guidance on protection: (http://www.unocha.org/what-we-do/policy/thematic-areas/protection)
3. Ensure that the key findings around fuel needs and fuel supply are fed into the response framework and strategic planning.	Cluster Coordinator and partners	OCHA guidance on strategic response planning: (https://www.humanitarianresponse.info/programme-cycle/space/page/strategic-response-planning) Humanitarian Response Plan 2015 for Myanmar: (https://www.humanitarianresponse.info/system/files/documents/files/HRP%20Myanmar_FINAL.pdf)

Strategic Planning

Strategic planning defines the response objectives and the key activities that need to be undertaken. Effective strategic planning cannot take place without due consideration of the different vulnerable groups to be targeted and their corresponding needs based on different predispositions.

Key minimum steps	Responsibility	Further resources
1. Engage with relevant specialized agencies/focal points in country to provide inputs to Strategic Planning (Strategic Response Plan, Crisis Response Plan) so that its objective, narrative, activities and indicators appropriately reflect and address the multi-sectoral challenges associated with access, collection, production and/or use of fuel.	Cluster coordinator and partners	OCHA guidance on strategic response planning: (https://www.humanitarianresponse.info/programme-cycle/space/page/strategic-response-planning) WFP Handbook on SAFE (http://documents.wfp.org/stellent/groups/public/documents/newsroom/wfp252989.pdf) FAO SAFE Guidance Note (http://www.fao.org/fileadmin/user_upload/emergencies/docs/Guidance%20Note%20Safe.pdf)
2. Ensure that an inter-agency SAFE strategy is developed either through the FS cluster or through	Cluster coordinator and partners	Global Strategy for Safe Access to Fuel and Energy (SAFE): A UNHCR Strategy 2014-2018

an inter-cluster thematic working group.		(http://www.unhcr.org/530f11ee6.html) Draft OCHA guidance on Inter-Cluster coordination: https://www.humanitarianresponse.info/files/Draft%20ICC_OCHA%20Guidance_Checklist%202013.pdf
3. Ensure that the resources needed to integrate fuel and energy issues during a response are routinely incorporated into project plans and proposals	Cluster coordinator and partners	OCHA funding: (http://www.unocha.org/about-us/ocha-funded) Over view of humanitarian financing: (http://www.unocha.org/what-we-do/humanitarian-financing/overview)

Response Implementation

The response puts into practices the objectives as defined in the Strategic Response Plan, further taking into account the coordination architecture of the response, showing how organizations, agencies and donors will cooperate with national authorities to achieve the response's objectives and how gaps in coverage or capacity will be filled.

Key minimum steps	Responsibility	Further resources
1. Develop a common set of vulnerability criteria for selection of beneficiaries (taking into account assessment findings) for fuel- and stove-related interventions. Encourage partners to make criteria and beneficiary selection processes public where possible. These criteria should be as consistent as possible with the vulnerability criteria developed by other clusters.	Cluster Coordinator and partners	WFP Handbook on SAFE (http://documents.wfp.org/stellent/groups/public/documents/newsroom/wfp252989.pdf) Food Security and Vulnerability Analysis guidelines: (http://documents.wfp.org/stellent/groups/public/documents/manual_guide_proced/wfp203208.pdf)
2. Engage and collaborate with research institutions at country or regional level for the purpose of identifying appropriate and innovative technologies and approaches for responding to fuel needs.	Cluster Coordinator and partners	Moving Energy Initiative: (http://www.chathamhouse.org/about/structure/eer-department/moving-energy-initiative-project)
3. Promote safe distribution and inclusive delivery mechanisms of fuels, stoves and appropriate energy technologies. Promote modalities that take into account feedback mechanisms, rights/entitlements of	Cluster Coordinator and partners	WFP Handbook on SAFE (http://documents.wfp.org/stellent/groups/public/documents/newsroom/wfp252989.pdf)

beneficiaries, training of beneficiaries and code of conduct.		IASC Decision Tree Diagrams: (http://sheltercentre.org/library/iasc-task-force-safe-decision-tree-diagram) Guidance on Accountability to Affected Populations: (http://www.fao.org/emergencies/resources/documents/resources-detail/en/c/175109/)
4. Develop common messaging protocol and common cluster messaging on the implementation of fuel-related interventions for sharing with affected communities and common cluster feedback processes to inform partners' programmes.	Cluster Coordinator and partners	WFP Handbook on SAFE (http://documents.wfp.org/stellent/groups/public/documents/newsroom/wfp252989.pdf)

Resource Mobilization

Resource Mobilization is essential to be able to effectively implement any humanitarian response.

Key minimum steps	Responsibility	Further resources
1. Advocate/highlight to donors the multi-sectoral challenges associated with the collection, production and use of fuel and the need to implement fuel-related activities as a life-saving intervention.	Cluster Coordinator and partners	WFP Handbook on SAFE (http://documents.wfp.org/stellent/groups/public/documents/newsroom/wfp252989.pdf)
2. Encourage the cluster to commit adequate resources for the deployment of staff with the necessary mandate and skills to develop and support the implementation of fuel-related activities as well as to institute and improve response quality.	Cluster Coordinator and partners	OCHA funding: (http://www.unocha.org/about-us/ocha-funded) Guidance on appeals and funding: (http://foodsecuritycluster.net/tools-and-guidance/term/71)
3. Encourage partners to incorporate budgets for SAFE activities.	Cluster Coordinator and partners	WFP Handbook on SAFE (http://documents.wfp.org/stellent/groups/public/documents/newsroom/wfp252989.pdf)

Monitoring & Evaluation

Humanitarian response monitoring is a continuous process and the frequency of data collection and reporting will vary at different stages of an emergency. All humanitarian actors involved in the response should constantly monitor the quality of the response and report failures of problems of delivery.

Key minimum steps	Responsibility	Further resources
1. Ensure that quantitative and qualitative post-distribution monitoring tools are developed.	Cluster Coordinator and partners	WFP Handbook on SAFE (http://documents.wfp.org/stellent/groups/public/documents/newsroom/wfp252989.pdf) USAID/OFDA toolkit: (http://www.ifrc.org/PageFiles/95759/USAID_FES_Toolkit_July_2010.pdf) Guidance on MIRA: (https://docs.unocha.org/sites/dms/Documents/mira_final_version2012.pdf)
2. Conduct a qualitative analysis to see how the commitments related to SAFE made by the Cluster, especially specific activities in the SRP, and the associated tools provided were operationalized by partners and how that communities were affected by it.	Cluster Coordinator and partners	OCHA Evaluation reports: (http://www.unocha.org/what-we-do/policy/thematic-areas/evaluations-of-humanitarian-response/reports)
3. Ensure the key tools, data, findings, lessons learned and good practices are shared with gFSC for further dissemination and integration within its work. The cluster should be encouraged to support independent evaluations of the effectiveness and impact of fuel interventions, especially concerning the technologies applied. Such evaluations could help design more effective projects.	Cluster Coordinator and partners	Project reports and evaluations on the SAFE website: (http://www.safefuelandenergy.org/resources/index.cfm?r=14)

Inter-Cluster Coordination

Inter sector	Key minimum steps	Responsibility	Further resources

| Coordination with other clusters | 1. Develop/update a matrix of roles and responsibilities for fuel-related interventions across various response sectors.

2. Engage with the Shelter-NFI Cluster to coordinate on logistical aspects of fuel and Fuel-Efficient Stove (FES) provision and/or local production in acute emergencies.

3. Collaborate with the Protection Cluster on assessments of protection risks associated with the collection of firewood in areas of wood scarcity and tension with host communities. | Cluster Coordinator and partners | IASC Matrix on Agency Roles and Responsibilites for Ensuring a Coordinated, Multi-Sectoral Fuel Strategy in Humanitarian Settings (http://postconflict.unep.ch/humanitarianaction/documents/02_02-04_02-03.pdf)

IASC Guidance on Inter-Cluster Coordination (http://www.earlyrecovery.info/wp-content/uploads/2013/12/Strategic-Review-Piero-Calvi.pdf) |