LRP Shelter Sector + Site Coordination TC Annual Workplan 2025

Sector Priorities & Mainstreaming Areas	Key Priorities	Main Actions	2025 Timeline Q1	Q2	Q3	Q4	Cross-Sector Support (Choose relevant sector/s with which you will work to achieve your priority)	Responsible
Sector Priority	Coordination	Maintain close coordination and communication with the SMC	x	x	x	x		Shelter Sector Coordinators + Site Coordination Lead
		Update the service mapping and referral monitoring for Shelter and SMC activities.	x		x			Shelter Sector Coordinators + IM Officer
		Maintain a drop box folder to include all Guidance and tools/materials to SWG and SMC TC.	x	x	x	x		Shelter Sector Coordinators
		Ensure cross attendance and participation in the other sector's working groups and provide important Shelter sector updates.	x	x	x	x		Shelter Sector Coordinators
		Update the Minor Repair in non-residential buildings technical guidelines.		x	x			Minor Repair Temporary Technical Committee + Core Group
		Update the guidelines and assessment of Weatherproofing in informal settlements and revise eligibility criteria.		x				Weatherproofing Temporary Technical Committee + Core Group
		Develop guidelines on minimum standards to produce and report multi-sectoral area/ neighborhood profiles.			x	x		Shelter Sector Coordinators + UNHabitat + NRC + Inter-Sector
		Update, in coordination with the Protection/SOST sectors, the cross-sector response guidance document to collective evictions.		x	x		Protection and SoST sectors	Shelter Sector Coordinators + Protection Sector + SoST sector
		Standardize with DRM and MOIM the protocol for referring structurally unsound buildings.		x	x			Shelter Sector Coordinators + UNHabitat + DRM
		Monitor the rental market to revise the cash for rent transfer values on a quarterly basis.	x	x	x	x		Shelter Sector Coordinators + Field coordinator + IM Officer
		Update and launch the Collective Site Mapping Assessment (COSIMA).	x	x	x	x		Shelter Sector Coordinators + Field coordinator
		Maintain up to date site level service mapping	x	x	x		OCHA	Site Coordination lead
		Maintain up to date site profiles to inform sector response to cover gaps at the site level	x	x	x		All sectors	Site Coordination lead
		Maintain updated site coordination partner geo-split	x	x	x			Site Coordination lead
		Develop and disseminate a guidance note on Minor and Moderate Repairs following the escalations of hostilities	x					Minor and Moderate Repair TTC + Core Group
		Revise and update the guidance note on the Upgrade of Common Areas in Buildings		x				Shelter Sector Coordinators + Core Group
		Review and update the Site Management Guidance to ensure it's operational and adapted to the Lebanese context		x				SMC TC and MoSA
		Map the roles and responsibilities of stakeholders involved in the SMC emergency response + develop a list of recommendations for future emergencies		x				SMC TC and MoSA
		Develop National-level Site Closure Plan involving Shelter, Protection and SMC		x			Protection sector	SMC TC and MoSA
	Advocacy	Conduct joint advocacy between the Shelter and the Protection sector to increase funding for cash for rent as a mean to respond to and mitigate eviction.	x	x	x		Protection sector	Shelter Sector Coordinators + Protection Sector Coordinators
		Advocate for continued winterization support to families living in informal settlements	x	x	x	x		Shelter Sector Coordinators
		Advocate to increase funding for urban shelter interventions where the needs are high across all population groups	x	x	x	x		Shelter Sector Coordinators
		Advocate for funding of shelter activities required to respond to the needs of those affected by the escalation of hostilities (minor and moderate repairs, cash for rent).	x	x	x			Shelter Sector Coordinators
		Advocate for funding of shelter activities required to respond to the needs of the displaced from the cross-border response.	x	x	x	x		
	Sector Situation Analysis	Update the funding and needs mapping per governorate	x	x	x	x		Shelter Sector Coordinators
		On a quarterly basis, review the priority activities to make sure site coordination interventions meets the requirements of the changing context and needs	x	x	x	x	Inter-sector	SMC TC
	Monitoring & Evaluation	Develop core indicators at the sector level to measure the impact of shelter and SMC interventions		x	x			Shelter Sector Coordinators + Core Group
		Ensure regular partner reporting on ActivityInfo	x	x	x	x	Inter-sector	Shelter Sector Coordinators + Site Coordination Lead
		Maintain a Site Management Capacity Building Support Report and Tracking system to enhance coordination and mitigate duplication	x	x				SMC TC
		Conduct ERNA+ Site Monitoring in active collective sites to identify needs and operational challenges and gaps	x	x				SMC TC
	Emergency Preparedness & Response	Ensure availability and prepositioning of shelter kit to respond to emergency events across Lebanon.	x	x				Shelter Sector Coordinators + Field coordinator
		Advocate for funding of site improvement activities to prepare informal settlements for winter		x	x			Shelter Sector Coordinators
		Maintain a list of assessed collective shelters as contingency to be used in case of mass displacement		x			Site Coordination + WASH sector	Shelter Sector Coordinators + Field coordinator
		Support the GoL with Site Management Support through the mobilization of Site Coordination partners to cover site management gaps	x	x				SMC TC
		Enhance GoL and the Humanitarian Community's emergency preparedness and response capacities through tailored Site Management and Coordination capacity building support	x	x			All sectors	SMC TC
Mainstreaming Area	Protection	Develop/ organize a national level protection training for shelter partners on safe identification and referral of protection cases by field staff.		x	x		Protection sector	Shelter Sector Coordinators + Protection Sector Coordinators
		Ensure protection is mainstreamed in the SMC response through the coordination of safety audits	x	x			Protection sector	SMC TC
	Accountability for Affected Population	**AAP - Complaint & Feedback:** Share and promote the Inter-Agency Minimum Standards on Complaints and Feedback Mechanisms and the sharing of Complaint & Feedback trends through sector WGs	x	x	x	x	Protection sector	Shelter Sector Coordinators + Protection Sector Coordinators
		AAP - Referrals: update shelter sector services in the Inter-Agency Eligibility PPT, promote partners to attend Inter-Agency referral orientation sessions, report on the Inter-Agency service mapping and their referral trends quarterly. Discuss referral bottlenecks and priorities based on the referral trends quarterly in the Sector WG		x	x		Protection sector	Shelter Sector Coordinators + Protection Sector Coordinators
		Ensure functional complaints and feedback mechanism or two-way communication channels at the collective sites	x	x			Inter-sector	SMC TC
	Gender & GBV	Support the Gender/ GBV FP on GBV mainstreaming, risk mitigation and GIHA by the Gender/ GBV WG chairs and FPs to lead on the roll-out of a GBV mainstreaming workshop for shelter sector members		x			Protection sector	Shelter Sector Coordinators
		Promote the participation of women, especially vulnerable groups such as female-headed households, women with disabilities, and survivors of GBV, in Shelter and SMC activities. Provide them with support for capacity building	x	x	x	x	Protection - GBV	Shelter Sector Coordinators + SMC TC
	Conflict Sensitivity	Training & Capacity Building: Regularly share with partners updates and training opportunities	x	x	x	x	SoST sector	Shelter Sector Coordinators
		Analysis & Data: regularly conduct presentations in WG on tensions analysis and trends. To include CS mainstreaming considerations in planning	x	x	x	x	SoST sector	Shelter Sector Coordinators + SoST sector
	PSEA	Assign a PSEA focal point to mainstream PSEA activities in the shelter sector strategy			x	x	Protection sector	Shelter Sector Coordinators
		Develop and organize a training for Shelter and SMC TC partners on PSEA tailored to the sector activities			x	x		
	Environment	Training & Capacity Building: management including disposal of used shelter material as part of the solid waste management trainings			x	x		Shelter Sector Coordinators + ETF
		Collaborate and coordinate with the inter-sectoral Environmental Task Force (ETF) based at the Ministry of Environment to mainstream environmental considerations and seek their guidance on environmental policies, application of the environmental marker guide, and ensuring the response to all complaints that may rise.			x	x		Shelter Sector Coordinators + ETF
	Energy	Promote the installment of legal electrical connections to the national grid in line with guidance from the Energy task force across all shelter types	x	x	x	x		Shelter Sector Coordinators