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Cluster Standards and Guidelines



Shelter Cluster Afghanistan
ShelterCluster.org
Coordinating Humanitarian Shelter



@AFSheltcluster



sheltercluster.org/response/afghanistan



Acknowledgement

The Cluster Standards and Guidelines was developed by the ESNFI Cluster to guide cluster partners on how to implement Cluster related all the activities in Afghanistan. The ESNFI Cluster would like to thank the Technical Working Group (TWiG) that worked on the updates to this document as well as the cluster partners that contributed to the development of these guidelines.

The Technical Working Group (TWiG) comprised of representatives from ADRA, Afghanaid, CRDSA, DRC, NRC, IOM, UNHABITAT and UNHCR.

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1. Introduction

The present guidelines are aimed to provide a common operational framework for Shelter and NFIs practitioners in Afghanistan who are committed to ensure the best standards of assistance to population in need of this basic life-saving assistance.

As a self-imposed mandatory document it will be the basis for the technical review of project proposals that need the Cluster Technical Review. These guidelines have to be read in conjunction with the Cluster Technical Reference Documents (uploaded in the Afghanistan Shelter website <https://www.sheltercluster.org/response/afghanistan>) and are not intending to replace them but to complement with a commonly agreed approach.

This document is not (and shouldn't be taken as) a summary of the whole array of rich Global shelter reference bibliography but a complement of these. Thus, the complete read of the recommended technical references is fundamental for Cluster Partners who are seriously engaged in developing proper Shelter and NFIs assistance.

The present document should be complemented by specific training supported by the Cluster, particularly in emergency and transitional shelter and the selection and use of NFIs in relief operations.

2. Cluster technical reference documents

1: Global Cluster Shelter Technical Resources

<https://www.sheltercluster.org/resources>

2: NFIs Global Cluster References

<https://www.sheltercluster.org/References/Pages/Non-FoodItems.aspx>

3: Selecting NFIs for shelter

<https://www.sheltercluster.org/sites/default/files/docs/Selecting%20NFIs%20for%20Shelter%202009.pdf>

4: Transitional Settlement, displaced Populations

<https://ochanet.unocha.org/p/Documents/Selecting-NFIs-for-Shelter-2008.pdf>

5: SPHERE standards Shelter & NFIs

<https://ochanet.unocha.org/p/Documents/Shelter%20-%20NFI%20SPHERE.pdf>

6: Do not harm principles

First defined by Mary B. Anderson in 1999's book: "Do not Harm, How Aid can support Peace or War" has been a reference for humanitarian practitioners. Although there is no official website for downloading copyrighted material a simple search with: "Anderson Do Not Harm principle" will give access to many resources. It worth reading them!

7: Supporting Principled Humanitarian Action

<http://reliefweb.int/sites/reliefweb.int/files/resources/9662774.pdf>

8: The IFRC Shelter Kits

<http://www.ifrc.org/PageFiles/95526/publications/D.03.a.07.%20IFRC%20shelter-kit-guidelines-EN-LR.pdf>

9: Shelter case Studies, a compilation of studies, best practices and worldwide relief lessons learned

<http://www.sheltercasestudies.org/references.html>

10: The Shelter Center Library, a comprehensive compilation of more than 2,000 related guidelines and documents for shelter practitioners

<http://www.sheltercentre.org/library>

11: Shelter and cash interventions. A complete reference guide of tools and documents for programming cash interventions:

<https://www.sheltercluster.org/library/shelter-and-cash>

12: Shelter interventions of IFRC

<https://www.ifrc.org/en/what-we-do/disaster-management/responding/services-for-the-disaster-affected/shelter-and-settlement/>

13: Mandatory Guidelines for ECHO Partners

https://www.sheltercluster.org/sites/default/files/docs/echo_afghanistan_-_cash-for-shelter_guidelines_-_final.pdf

14: Shelter projects

<https://www.shelterprojects.org/>

3. Organizational technical capacity, assessment, implementation and reporting

3.1 Technical capacity

- Organizations working under the Shelter and NFIs Cluster coordination scheme and presenting project proposals under the AHF, ERF, CERF, UFE, Flash Appeals, CAP, CHAP, SRP or any other funding for what the Cluster Review is necessary, must fulfil the minimum requirements:
- Have record of participation in both cluster and technical cluster meetings.
- Strive to recruit dedicated technical staff with adequate knowledge in emergency shelter, transitional shelter and humanitarian assistance.
- Have proved record of operational capacity in relief assistance.
- Actively participate in peer reviews of cluster fellows' proposals.
- Have demonstrated capacity in the integration of cross cutting issues into Shelter & NFIs proposals.
- Have operational capacity/presence in the area of proposed intervention.

3.2 Assessments

- Actively report ongoing projects and assessments
- Undertake need assessments based in common approach (use HEAT, Rapid Assessment Mechanism (RAM) and/or ES/NFI sectoral assessment tools) and jointly with other partners providing complementary sectoral assistance where possible
- Make efforts to in-build referral pathways to refer households or individuals with need for specialized service/assistance (including Protection, Health, Nutrition, and WASH) encountered during ES/NFI assessments to the appropriate service providers
- Coordinate with Sub-clusters and actively participate in joint assessments
- Do not use for project proposals assessments that have not been shared with national Cluster, Regional Sub-Clusters and OCHA.
- Use participatory approach during assessments and include the particular needs of different gender and age groups
- Pay particular attention of people request for assistance in terms of what items, type of shelter, dignitiespaces/items, timeframe, etc.
- Evaluate environmental impact of any proposed shelter intervention, in particular the use of water, wood, competition for scarce resources, and long-term presence of new settlements
- Always ensure the adequate arrangements on land ownership and access to land for shelter assistance projects. In this regard, the Local Authorities, traditional leaders, community leaders (including Imams, Shuras and elders) should be consulted to confirm land access prior to any shelter intervention.

3.3 Implementation

- All cluster interventions should be based in the “do-not-harm” principle¹ and respect SPHERE² minimum standards.
- Implementation should always engage/include the beneficiaries (shared ownership) and aimed to provide dignified income and boost their affected self-confidence. It’s not a proper approach to sub-lease construction contractors to provide humanitarian shelter assistance.
- There should be a skill transference/training to most of the beneficiaries Heads of Household (HoH) and whenever possible basic construction tools (for construction and future repair/maintenance) should be provided.
- All shelter designs should be accompanied of Bill of Quantity (BoQs) and a detailed estimation of the construction labor/hours per each part of the shelter and the estimated total construction time per unit.
- Designs should be discussed previously with beneficiaries and there should be an open possibility for small modifications to respond to special needs. Beneficiaries’ own contribution should be encouraged and welcomed.
- People with special needs and vulnerable women should receive additional support to avoid cases of abuse and/or harassment. Communities should be actively engaged to support most vulnerable people, and ES/NFI assistance provided should be tailored as needed to accommodate the specific needs of vulnerable groups.
- Shelter interventions should always include the provision of latrines (in coordination with WASH Cluster and according its standards) unless other joint/coordinated projects will be providing this assistance.
- Shelter interventions should be sustainable and whenever possible include initiatives to improve protection and harsh beneficiaries’ living conditions, incorporating the principle of Build-Back-Better.
- Maximize the use of local materials, local designs, local procurement and beneficiary’s engagement.
- Shelter agencies shall thrive to include energy solutions for cooking and domestic use whenever possible. This can range between solar lanterns to solar panels, and passive solar verandas.

3.4 Reporting

- All implementation issues (i.e. advances, delays, constraints, best practices, lessons learned) should be reported both at sub-cluster and cluster level.
- AHF and CERF projects should not only be reported routinely to OCHA but regularly report to ESNFI cluster and sub-clusters.
- Report on a Bi-weekly, Monthly and Quarterly basis on Reporthub and other cluster developed reporting standards.
- Cluster requests for information should be always respond within the requested timeframe.

1 See this critical review of the University of Sussex that define Do Not Harm as a cornerstone of good Humanitarian Practice <http://hwc.gtc.ox.ac.uk/documents/Shivji%202012.pdf>

2. <https://ochanet.unocha.org/p/Documents/Shelter%20-%20NFI%20SPHERE.pdf>

3.5 Protection issues

All Cluster activities should take into consideration and adhere to the Gender Guidelines for Shelter³, the Shelter and NFIs Gender marker Tip Sheet⁴ and the ESNFIs Protection Check List⁵

3.6 Vulnerability criteria

The cluster has adopted seven specific vulnerability criteria for identifying the extremely vulnerable among the affected population:

- Female Headed Household;
- Child Headed Household;
- Disabled Headed Household;
- Elderly Headed Household;
- Very Large Family (8 members or more);
- Very Poor Families;
- Families with Chronically-ill members or having other pressing vulnerability.

In addition, it is necessary to take into account the potential beneficiaries assessed capacities to overcome the critical situation they are facing. In other terms, if they have sufficient material, monetary or labour resources or other coping mechanisms.

3.7 Vulnerability criteria definitions

The cluster has adopted seven specific vulnerability criteria for identifying the extremely vulnerable among the affected population⁶:

- **Female Headed Household:** This vulnerability can be defined as a family that doesn't have a male member to work and represent the family. The male member either has died or left the family and female is the only bread winner for it, and is making the decision about how to spend household income. Women are seen particularly vulnerable due to restricted access to freedom of movement and access to livelihoods opportunities.
- **Child Headed Household:** Refers to a family that children under age (below the age of 18) are the only bread winner for the family and no other adult male or female has income for this family. Child-headed households hosted by other adult-headed households shall also be considered given the increased ratio of dependency they bring to the hosting family. Where possible Shelter assistance shall be complemented with a referral to CP actors.
- **Disabled Headed Household:** Refers to the family that the head is disabled and is not able to work and doesn't have other income.

³ <http://www.humanitarianresponse.info/system/files/documents/files/SHELTER%20AND%20NFIs%202012%20Tip%20Sheet.pdf>

⁴ http://www.humanitarianresponse.info/system/files/documents/files/SHELTER_AND_NFIs_2012_Tip_Sheet.pdf

⁵ <http://www.sheltercluster.org/response/afghanistan>

⁶ The below classifications are based on an assessment of potential access to reliable resources to maintain stable and dignified living conditions, vis-a-vis the particular needs of each of these groups (i.e. disabilities, chronic illness, high dependency ratio, etc.)

- **Elderly Headed Household:** A family that the head of household is very old and is not able to work and has no other income sources. The age may not be very practical as it has to be seen directly.
- **Very Large Family (8 members or more):** Refers to the family that they have only one breadwinner considering their income and payments that either their NFIs are not covering their need or their shelter cannot accommodate them are living in overcrowded shelters.
- **Very Poor Families:** Refers to the family that have very low income considering their family members and bread winners that the income is not covering their daily essential needs.
- **Families with Chronically-ill members or having other pressing vulnerability:** Refers to families that mostly the head of household is suffering from a chronically illness that can't work or he has to spend most of their incomes for treatment of their ill family member that can't cover their essential daily needs.

4. Definition of shelter and NFI beneficiaries

In an attempt to define the beneficiaries eligible for shelter and NFI assistance the shelter cluster has developed best practices in shelter and NFI programming when identifying beneficiaries. As an overall concept beneficiaries can be divided into three categories;

Category A beneficiaries: Individuals who have lost their shelter and NFIs due to a disaster. The shelter is completely destroyed and no longer inhabitable.

This includes shelters with: No walls left standing, shelter with unrepairable foundations and which need to be demolished in order to build new.

Category B beneficiaries: Individuals with shelters that are severely damaged but still can be repaired in order to offer protection from further harm to the family.

This includes shelters with: At least one room standing which with manageable repairs will be inhabitable and ensure dignity and privacy for the affected family.

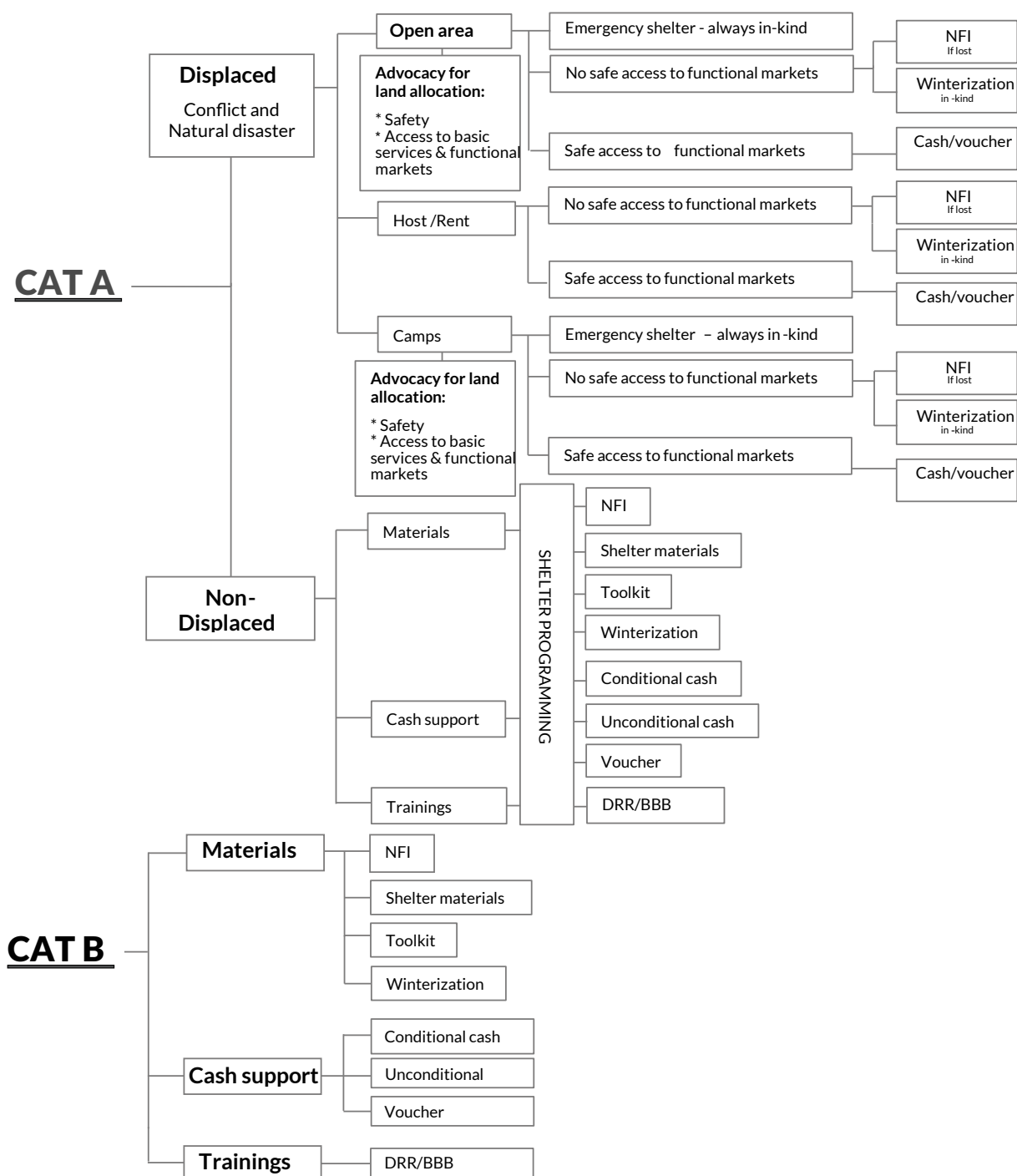
Category C beneficiaries: Individuals with shelters that have suffered minor damage due to a disaster.

This includes shelters with; damage to e.g. windows and doors and boundary walls.

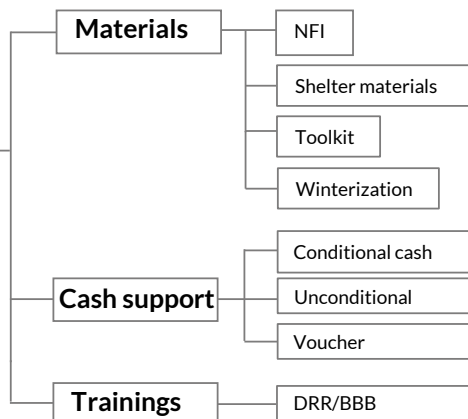
It is essential to **include a shelter engineer** in assessment teams in order to successfully categorise the beneficiaries in the field. Cracks in walls can seem minor but can in fact have eroded the overall construction making it extremely vulnerable to future shocks even after minor repairs have been made.

In the table below the standard responses according to the above-mentioned categories are mapped for reference.

4.1 Recommended responses for respective beneficiary categories



CAT B



5. Core NFIs, shelter and winterization items for emergencies

Based on well recorded experience, UNHCR defined the reference list of the **Core Relief Items** Catalogue that should be the basis for technical reference on items description and standards where possible (local procurement options may differ). For agencies providing **cash for NFIs**, a market assessment collecting prices of each item listed below from the nearest functional market, should be carried out prior to implementation in order to identify the specific amount needed to cover basic needs.

The table below is a reference of the basic items to compose an emergency NFIs package in the context of Afghanistan operation. Kerosene cooking stoves are not included as the provision of cooking fuel is extremely difficult and its use in emergencies is still controversial.

5.1 Standard NFI Kit

S.N	Type	Items	Specification	Unit	Pieces	Unit Price (USD)	Total (USD)	Re- marks
1		Cooking pot	Aluminum non-stick cookware, with two handles, 6 liters	each	1	4.44	4.4	
2		Pressure Cooker	10 liter, Net Weight 4Kg+ including lid, handle and rubber, Thickness 1cm	each	1	10.66	10.7	
3		Tea Pot/Kettle	Capacity:3 litre, Heavy Aluminum, Weight:830g - 840g	each	1	2.78	2.8	
4		Kitchen Knife	Stainless steel, medium size, strong enough for all sort of kitchen use with cover	each	1	0.68	0.7	
5		Serving spoon	Stainless steel, large size deep spoon, with strong steel handle.	each	1	0.83	0.8	
6		Stainless Steel Mugs	For drinking water, Stainless steel, 65 - 75 gr, 300ml	each	6	0.46	2.8	
7		Plates	stainless steel, medium size, round, 22-24 cm, 160-170 gr.	each	6	0.51	3.0	
8		Table size spoon	stainless steel, table size, 20-30 gr.	each	6	0.12	0.7	
9		Plastic food cover (plastic box for keeping food)	Plastic box with two handles and two side opening lid: 35cm x 30cm x 24cm (+/-5%) deep: 900 - 1,000gr.	each	1	4.00	4.0	
10		Steel Bowl	Size 25cm Diameter, weight 160g-170g, material: stainless steel	each	6	0.79	4.7	
11		Hand Soap Bar	Multipurpose regular Soap Bars, 125 gr (+/-) with minimum 2 years expiry date	each	12	0.23	2.8	
12		Laundry Soap	Ordinary Soap, 200 (+/-) gr, Laundry soap shall be free from objectionable odour.	each	6	0.23	1.4	

13		Gas Cylinder with an attached Stove	5 kg capacity, 4 Kg empty cylinder of the best quality, with robust single burner	each	1	9.38	9.4	
14	Type 1 - Locally Procured	Plastic outdoor Rug (Chetai)	size 9*12 FT, Virgin Polypropylene plastic made, three fold, rectangular	each	1	9.00		
	Type 2- internationally Procured	T a r p a u l i n -Internationally Procured	4mx6m, 250 microns. For more details spec refer to (Detail Specs Annex Available)	each	1	9.32	9.3	
15		Solar Table Lamp and Solar Flood Lamp	Plastic Table Lamp: High efficiency integrated polycrystalline solar panel, Easily replaceable, high performance Ni-MH battery, two brightness settings, (standard, High), weather resistant for sun and rain, Solar or AC charging options Solar Flood Lamp: Bright light and mobile charging in one device, Four brightness setting (Low, Medium, High, Bed), High efficiency, weather resistant solar panel, Rain resistant housing, Charge indicator showing the level of battery charge, Robust circuitry for long-life performance, Deep discharge & overcharge protection to preserve battery life"	each	2	7.35	14.7	
16		Metallic/ Stainless Bucket	Metallic/Stainless steel bucket, Durable handle, Thickness 0.4mm, Weight 536(g) Diameter 28 (cm) Height 24.5 (cm), Approx. 10 +- Liter	each	1	1.47	1.5	
17	Type 1 - Locally Procured	Single Size Blanket	Single Size: 150cmx200cm, Weight 2 kg, Double layer, 100% polyester, with plastic bag	each	4	9.6	38.4	
		"Double Size Blanket "	Double Size: 200cm x 240cm, Weight 4 kg, Double layer, 100% polyester, with plastic bag	each	1	18.7	18.7	
		Single Size Blanket	"MEDIUM/HIGH THERMAL FLEECE BLANKET WIDTH X LENGTH: 150 x 200 cm +- 1% WEIGHT: Min. 400 - max. 700 gsm / Min. 500 - max. 1000 gsm MATERIAL: 100% virgin polyester:"	each	5	5.7	28.5	
						Grand Total	130.7	Use \$ 131

Supplementary Items

1		Towel	Cotton 100%, dark color, size 40cmx75cm, Minimum Weight:160g	pcs	6	0.96	5.76
2		Jerry can	Semi-Collapsible Jerry Can made of food grade LDPE and should not contain toxic elements, 10 liter capacity	each	2	2.5	5
3		Plastic soap dish (soap case)/ Soap Box	Plastic with covering cap	each	1	0.2	0.2

4		PVC foil/ Plastic Sheet	24sq 4mx6m, 250 microns	each	1	5.77	5.77
5	Type 1	Broom	Mazari, hand made: locally available brooms, pest resistant. minimum 1.5 KG	each	1	0.7	
	Type 2	Stiff Yard Broom	Synthetic filled domestic Yard Broom with stiff polypropylene bristles making it suitable for wet and dry rough surfaces. Filled with Black and White 0.76mm polypropylene, trimmed at 89mm. Ideal for sweeping paths and patios. Dimensions: 267mm x 76mm.	each	1	2	2
6		Tava Pan (Bread Cooking Pot)	37 Cm long, made of aluminum with two handle, weight 700 Gm +/-	each	1	3	3
						Grand Total	21.73

Standard Specification for Plastic Tarpaulins Type 2 - Procured Internationally

Weight: 200 g/m² ± 5% (ISO 3801). Add 10% for reinforcement. Lighter versions that meet the material performance specifications below might also be considered.

Size: 4m x 6m

Core material: woven fabric High-Density Polyethylene (HDPE). Black color, as this provides privacy, reduces heating under the sheeting due to the sun and is the cheapest way to reduce UV degradation.

Lamination material: Low-Density Polyethylene (LDPE). This should be white in color on at least one side since white reflects heat better in hot climates.

Reinforcement: eyelets (sheets only) or reinforcement bands (rolls and sheets).

- Option 1: eyelets (on edges), one strong aluminum eyelet every 1.00 m ± 5% on edges. Sealed on all sides (or 2 sides heat sealed and two sides double stitched), with nylon or HDPE ropes in hem.
- Option 2: reinforcement bands, 6 grey bands of 7.5 cm width made from black woven HDPE laminated on both sides.

Tensile strength: outside of reinforcement bands, minimum 500 N (ISO 1421) or minimum 600 N (BS 2576 50 mm grab test, US equivalent test (ASTM D751). For reinforced tarpaulin only: inside of reinforcement bands, Minimum 700 N (ISO1421). Tear strength outside of reinforcement bands: minimum 100 N (under ISO 1421 or BS 4303 wing tear).

Bursting strength: not necessarily specified, 200 N/cm² (BS 4768).

Welding: maximum 1 welding along the middle. (This means that sheets or rolls are made from two panels). Minimum 80% of the original tarpaulin strength in the weft.

UV resistance: maximum 5% loss on original tarpaulin tensile strength (ISO 1421) after a minimum of 1500 hours UV under ASTM G53/94 (UVB 313 nm peak).

5.2 Standard Emergency Shelter Kit

No.	Item	Minimum Quantity	Item Specifications
1	Family sized tent with necessary tools for pitching	1	- Family tent of total area 23 sqm. Approximate weight 55.0 kg. - Having complete accessories, poles, beams, rope... - Poly-Cotton: (Polyester/Cotton blended Composition: fibers yarns). Cotton: 40% (± 10), polyester: 60% (± 10) = Polyester: 50% to 70%, with balance in cotton. - Specific weight: 350 g/m² $\pm 15\%$ in finished state
2	Tarpaulin (4m x 6m)	2	
3	Optional: Rope (30m)	1	- Dimensions 4 * 5 m made of woven high-density black polyethylene (HDPE) fibers, warp x weft, laminated on both sides with low density polyethylene (LDPE) coating, with reinforced rims by heat sealing on all sides, (or 2 sides heat sealing and 2 sides double stitching), and a 5 millimeters diameter PE or PP rope on the edge, inside the hem. 1000 denier minimum. - minimum 190 gr/m² $\pm 20\%$g/m².

To be used in cases of beneficiaries residing in an open area without protection from the weather. Only category A beneficiaries should receive emergency shelter in order to immediately provide protection and ensure the dignity and privacy of the families. Other solutions, such as Cash for Rent and hosting possibilities should be explored before distribution of larger numbers of emergency shelters. Please note that the cluster do not endorse large distributions of emergency shelter without complimentary WASH intervention and general development of camp infrastructure.

Category B and C beneficiaries will normally have the possibility to repair their shelters when provided with resources to do so.

In cases of large scale disasters where beneficiaries have lost the majority of their resources a tool kit for repairing of an existing shelter can be distributed in order to protect the family from the weather and further harm.

5.3 Emergency shelter self-construction/Repair tool kit

S.N	Items	Specification	Unit	Pieces	Unit Price (USD)	Total (USD)	Remarks
1	Tarpaulin	4m x 6m (24 sq.m $\pm 2\%$)	pcs	2	9.5	19	
2	PVC foil	4mx6m, 250 microns.	pcs	1	5.5	5.5	
3	Woven Materials (Rope)	Polypropylene; 8mm diameter; Twisted 3-strand minimum; Synthetic material, no recycled fibres. UV stabilized, abrasion resistant, rot and water resistant; Black colour; Tensile strength for 8mm: 1040 kg (limit of use 350kg)	3 0 meter	1	1.575	1.575	

4	Shovel (with handle)	Shovel weight between 840-850 gr, Size in large two sides 23.5 x 31 cm +/- 5 %, Iron made, the handle should be dry, hard and rounded 155cm wooden without cracks , circumference wooden handle no less 13 +/- 5 %, cm in narrow side	pcs	1	2.7	2.7	
5	Hammer	Hammer with plastic handle (hammer which are usable for shuttering). Iron Wight 480-500 grs, and plastic handle 27-28 Cm	pcs	1	2.25	2.25	
6	Nails	3 different size Nails sizes: 3, 4 and 5 inches	Kg	1	2	2	
7	Pick AXE (Without handle)	long handled, 1.5 kg head	each	1	2.95	2.95	
8	Pliers, with wire cutters	Metal cutter with proper fixing length 6cm, and metal handle cover by superplastic	each	1	1.5	1.5	
9	Thick work gloves	Accidents and occupational hazards. metallic materials, para-aramid, high-modulus polyethylene materials, and high-density structure material, the supplier should provide the sample before supply to technical committee approval ; large size, pair	each	2	1	2	
10	Hand-held Saw	Hand held saw with iron blade of 1mm thickness and 60 cm length	each	1	2.5	2.5	
11	Plastering Trowel	Plastering Trowel with Plastic Handle size 280*130 mm"	each	2	1.5	3	
12	Water Level Tool	Precision aluminum alloy water level indicator digital scale horizontal length measurement capability spirit bubble level too, 50cm length "	each	1	1.6	1.6	
13	Packing Bag	Terylene or nylon material with handles strongly stitched and one zip that are strongly stitched at both ends, size that accommodate all the above items	each	1	2.5	2.5	
					Grand Total	49.075	USD 50

Supplementary Items (Sealing Off Kit)

1	Wooden pole	Round wooden poles 4m length, narrow side of pole diameter is not less than 6cm , Damp wooden pole, splits and cracks both in length and perimeter is not acceptable. (local name in Afghanistan is Safid Dall),	Pieces	12	5	60
2	Woven Materials (Rope)	Polyethylene rope yellow color, 8mm diameter for outdoor applications specifically camping and construction, with following specs: Twisted 3-strand, synthetic material ,abrasion, UV, rot and water resistant, retains shape when wet, no loss of strength when wet, floats and does not absorb water, good shock absorbcency	Meters	100	0.15	15
3	Carpet (3m x 4m)	Grey Polyester Non-Woven carpets width 3m and 4 length , sample should provide before supply	Piece	1	50	50
4	Wooden board for roofing	Made of dry local Afghanistan wood, or of dry Russian timber or an equivalent approved source. 2cm thickness wooden board, size 20cm wide by 200 cm length without splits and cracks or, The shearing strength of wood is 10-15% of its tensile strength, it should be straight and should not have knots and faults and cracks. It should have acceptable elasticity and durability strength . The size should be 20cm*2. cm. With a dimensional tolerance of +/- 2%	Square meter	12	5	60
5	Empty sandbag	Sandbags W/ Ties 35.56 cm. x 66.04cm. Should provide up to 1600 hours of UV Protection and resistant to sun and wind, this item has multi-purpose usage such as put around tarpaulin or around the exterior walls of shelter. The sandbags should last for 6 months in hot, sunny weather.	Pieces	20	0.3	6

6	Stiff Yard Broom	Synthetic filled domestic Yard Broom with stiff polypropylene bristles making it suitable for wet and dry rough surfaces. Filled with Black and White 0.76mm polypropylene, trimmed at 89mm. Ideal for sweeping paths and patios. Dimensions: 267mm x 76mm.	Piece	1	2	2	
7	Heavy duty 100 litre steel pan wheelbarrow	Galvanised steel pan. Rigid, fully welded steel frame - powder coated. H x W x L: 580 x 595 x 1405mm. 85L puncture-proof tyred wheel, with PVC centre.	Piece	1	35	35	
						Grand Total	193 USD \$ 193

Note: (The “nails”, “hammer” and “shovel” should be packed separately ensuring these items are not spread and that it will not tear and damage other items and bag).

The suppliers to suggest their options for this package.

Standard Specification for Plastic Tarpaulins

Weight: 200 g/m² ± 5% (ISO 3801). Add 10% for reinforcement. Lighter versions that meet the material performance specifications below might also be considered.

Size: 4m x 6m

Core material: woven fabric High-Density Polyethylene (HDPE). Black color, as this provides privacy, reduces heating under the sheeting due to the sun and is the cheapest way to reduce UV degradation.

Lamination material: Low-Density Polyethylene (LDPE). This should be white in color on at least one side since white reflects heat better in hot climates.

Reinforcement: eyelets (sheets only) or reinforcement bands (rolls and sheets).

- Option 1: eyelets (on edges), one strong aluminum eyelet every 1.00 m ± 5% on edges. Sealed on all sides (or 2 sides heat sealed and two sides double stitched), with nylon or HDPE ropes in hem.
- Option 2: reinforcement bands, 6 grey bands of 7.5 cm width made from black woven HDPE laminated on both sides.

Tensile strength: outside of reinforcement bands, minimum 500 N (ISO 1421) or minimum 600 N (BS 2576 50 mm grab test, US equivalent test (ASTM D751). For reinforced tarpaulin only: inside of reinforcement bands, Minimum 700 N (ISO1421). Tear strength outside of reinforcement bands: minimum 100 N (under ISO 1421 or BS 4303 wing tear).

Bursting strength: not necessarily specified, 200 N/cm² (BS 4768).

Welding: maximum 1 welding along the middle. (This means that sheets or rolls are made from two panels). Minimum 80% of the original tarpaulin strength in the weft.

UV resistance: maximum 5% loss on original tarpaulin tensile strength (ISO 1421) after a minimum of 1500 hours UV under ASTM G53/94 (UVB 313 nm peak).

*Items are optional but their inclusion will support immediate recovery in cases of damaged houses reconstruction / repair and will also substantially improve the hygiene and sanitary conditions of displaced population.

5.4 Winterization package

Winterization package is considered by the cluster to only include items for heating as the items listed below and only distributed when the weather is cold, and when the beneficiaries have been affected by a natural or manmade disaster and thus have lost all of their assets. Clothing and blankets should not be distributed on a yearly basis in preparation for winter as these items are considered to have a life-span of more than one year and can for a minimum amount of money be purchased in local markets⁷.

Considering the large impact that household heating in Afghanistan can have on the environment, the cluster strongly recommends providing gas as the main source of heating during winter months. Gas creates less pollution, minimize deforestation and is to a certain degree the safer choice in heating options. If gas balloons are distributed in-kind, they should be empty during transportation and distribution.

People living in rural areas might have limited access to filling and re-filling their gas balloons whereas wood is widely used and available throughout the country. Where gas is the main item in the winterization distribution awareness raising on the benefits of switching from wood to gas should be done in parallel to ensure that the assistance is used in a sensible manner.

Winterization support should always be planned according to the availability of heating options in the market, thus, the two following packages are recommended by the cluster depending on market availability.

Where gas is available

Item	Unit	Unit cost	Minimum Quantity	Total cost
Gas cylinder	PCS	USD. 20	1	USD. 20
Cash/voucher for gas	Monthly	USD. 60/month	3	USD. 180
TOTAL per month				USD. 200

***Additional months of support should only cover costs of gas**

7. For more information, please refer to the KIS winter relief guidelines 2014-2015

Where gas is not available

Item	Unit	Unit cost	Minimum Quantity	Total cost
Wood	Kg	20 AFN	200	4000
Kindling	Kg	6 AFN	20	120
Fuel gel	liters	60 AFN	2	120
TOTAL				4,240 AFN

5.5 Cash assistance modalities for NFI and winterization interventions

Providing beneficiaries with cash allows them to;

- Feel empowered by being given the responsibility to make their own decisions on how to cover their most basic needs.
- Buy products from local vendors and markets and services from their local community to stimulate the local economy and creating livelihood activities at multiple levels.
- Flexibility to buy the exact items that the family needs.

A thorough market analysis prior to cash distributions is essential to ensuring that items are available in the market and that supply chains will remain open for an extended period of time. Moreover, safe access to markets for all groups should be confirmed. The Afghanistan Joint Market Monitoring Initiative (JMMI) provides relevant monthly updates on market supply and access and can be referenced by ES/NFI partners. In areas where temporary settlement are too far from existing markets, global studies indicate that local entrepreneurs have the potential to fill the gap in the market by setting up temporary small shops to address the demand of the beneficiaries. However, this will not serve as a viable option in the first days of displacement and immediate emergency in-kind assistance will in many cases be the most suitable option.

5.5.1 Technical quality of items

Most items are available locally and the quality of items that the beneficiaries can obtain with in-kind vs. cash support will often be the same. It is recommended to confirm the quality of the items available in the market via market assessments and refer to the specifications indicated in the Cluster standard NFI packages.

Cash transfer modalities tested and used in Afghanistan include; direct cash, hawala, Mpesa, and bank transfers.

5.5.2 Post distribution monitoring

Cash interventions as well as in-kind interventions should be followed by PDMs to capture the exact expenditure of the cash distributed. More on PDMs can be found in a later section of this document.

6. Shelter assistance

Although the primary aim of the ESNFIs is the provision of emergency shelter solutions, in Afghanistan, shelter interventions have been taking the form of the following three types of interventions, depending on funding resources, implementation time/urgency and humanitarian access:

- **Emergency Shelters:** including Tents, plastic sheets and basic emergency shelter items
- **Transitional Shelters:** To provide urgent assistance while bridging the gap between emergency shelters and permanent shelter assistance and supporting the repair/rebuilding of damaged housing.
- **Permanent shelters:** Assistance aimed to build, repair and in some cases rebuild lost houses/dwellings or supporting IDPs settlement once land access/rights are obtained.

Type of Shelter	Description	Targeted beneficiary groups (Vulnerability criteria should be applied)
Emergency shelter	Any easily to assemble, mobile, climate resistant small covered area that can provide immediate protection from climate inclemency and safety for affected people It's provided as the immediate assistance solution and can be later reinforced with additional shelter support if funds are available. Possible responses are: Tents and/or the Basic Emergency Shelter Self Construction/Repair Tool Kit (See Table 3 in page 7 above)	• People affected by natural disasters • People affected by armed conflicts • People evicted of forcibly displaced

Transitional shelter	Transitional shelters are an intermediate housing solution for HHs in need until durable long-term housing solution is achieved. It also implies the gradual transition from emergency shelter assistance to more suitable shelter solution. In general it could be applied when urgent shelter assistance is needed but land ownership is an issue or when the beneficiaries may return to their original houses and re-use the provided transitional shelter materials. Examples can be found in later sections of this document.	• IDPs with no access/rights to land • People affected by armed conflict or natural disasters that can rebuild or repair their houses • Displaced people with pressing housing needs in temporary land use arrangements
Durable shelter	Are all types of shelters that are designed to last for at least 5-10 years and are made of durable and affordable materials, respecting local customs and providing appropriate covered living space. Generally made of solid mud or cooked bricks, with strong durable doors and windows and light & insulated roofing. Durable shelters should be constructed with a family latrine. DRR mainstreaming / build-back-better should be ensured, while remaining cost-effective. Different types of durable shelters can be found in a later section of this document.	• IDPs affected by natural disasters or by armed conflicts that have land access/rights for settling down. • Houseless people who are returning to their areas of origin where they have land rights. • Vulnerable houseless people granted land access.

6.1 Emergency Shelters

A practical definition of emergency shelter is: **“any easily to assemble, mobile, climate resistant small covered area that can provide immediate protection from climate inclemency and safety for affected people”**. It provided as immediate assistance solution and can be later reinforced with additional shelter support.

Shelters provide lifesaving protection to families in distress by safeguarding them from harsh climate conditions, from external aggressions related to conflict or natural disasters, protecting from diseases and providing minimum privacy and dignity living spaces.

The significance of emergency shelters is laid on its critical importance to determine the survival capacity in the initial phase of disasters or armed conflicts. Harsh climate conditions and the absence of shelter materials in the area are of the ultimate concern for relief practitioners as those elements would shape the emergency shelter assistance programs. These aspects should be always considered together with the **core items proposed in Table 2, Page 5**.

Shelter support should also be aligned with WASH and if possible with early recovery interventions. In particular, the site designs, site selection, availability of water and toilets, access to markets, and the coordinated way to assist women, girls and people with special needs.

Emergency shelters, should provide shield from adverse climate, preserving health, dignity and protection while increasing the possibilities of people to recover from shocks. These interventions should be always linked with future transitional solutions aimed to self-sustainment and building resilience. As an example, we

refer to the IFRC shelter kit designed for natural disasters⁸ this can provide useful information, not only in materials, design and applicability but in coordination and decision making processes.

In Afghanistan high quality tents are difficult to find in local market and would in most scenarios be distributed in-kind directly to the beneficiaries.

Large scale distribution of tents

As a principle large scale distributions of tents have been discouraged by the ES/NFI cluster for several years due to the existence of the wide variety of more suitable shelter options available in Afghanistan, however, in the event of large-scale displacement beyond available shelter options, tents will be used to accommodate the large amount of people on the move.

Previously, IDPs had the possibility of seeking refuge with neighbours, relatives and friends in line with the country's cultural norms of hospitality. With the increased pressure on host communities and populations in urban centres to accommodate IDPs and returnees resources have reached a level of close to depletion. Rented accommodation can be difficult to find even for families with financial resources as empty houses in safe areas with access to basic services and functional markets are becoming more difficult to find. Beneficiaries are reporting to put themselves in sometimes boundless debt in order to provide for their families, and with limited opportunities to find job opportunities in an instable economic environment the chances of beneficiaries to rebuild their own lives with little beyond emergency support seem slim.

As a result conflict and natural disasters are more regularly resulting in large numbers of families finding themselves in open areas with no place to go, or in overcrowded and undignified shelter situations, when communities and urban centres have reached their maximum absorption capacity. In situations like these, immediate emergency shelter must be provided to ensure protection from the weather and provide families with a dignified shelter solution. Tents will not necessarily be the first option – see section on camps, but it might be the only option.

In short, below mentioned criteria should be followed when distributing tents;

- Families in overcrowded living situations (more than 7 people in a room)
- Families living in open areas (under trees, rocks, or make-shift shelter (tarpaulins, straw etc.)
- Also consider ownership status of the land. Families should be allowed to temporarily occupy the land.

8. <http://www.ifrc.org/PageFiles/95526/publications/D.03.a.07.%20IFRC%20shelter-kit-guidelines-EN-LR.pdf>

Camps

This section is supposed to provide agencies and various stakeholders, including local authorities with guidelines on how to adhere to minimum standards to ensure safety, dignity and privacy for individual in camps and informal settlements.

First and foremost, **camps should always be the last option** when other alternative shelter options are explored and no suitable solution has been found. Alternative shelter options to consider before large scale distribution of tents include;

- Host families
- Support for rented accommodation
- Vacant public buildings and private buildings where a temporary agreement has been signed between the owner and the government
- Construction of transitional shelter on temporarily allocated land

Land has to be allocated by the government for both temporary settlement and a more prolonged camp situation. The government should be given support to ensure that the land allocation process is swift, transparent and involving the municipality. Land allocated for settlement of a large amount of people should have as a minimum; 1) Safety (also from natural hazards) 2) Access to basic services 3) Access to markets. In situations where not all of the three minimum requirements are in place, an agreement between humanitarian actors and the government should be in place for supplementary activities to support upscaling of e.g. basic service in the camps or ensuring that basic infrastructure is in place prior to arrival of the beneficiaries. Ensuring that beneficiaries accommodated in the camp will have access to all basic services also promotes coexistence with potential host communities as it decreased the fight for natural resources in the proximity of the camp.

A collective decision at ICCT level should be made on multi-sectoral activities to be carried out in the camp and clear division of roles including overall management of the camp. Deployment of site-planners and consultation with the CCCM Working Group should be considered prior to initiating any large scale tent distributions.

Camp closure should be considered in the early steps of initiating the process of setting up camps, and durable solutions strategies should be planned in coordination with local authorities, the reintegration and resettlement working group, other relevant longer term development stakeholders and the beneficiaries.

Considerations to be made when distributing large amount of tents for a camp-like situation

Spacing for privacy and fire hazards

- Tents pitched should be according to sphere and cluster standards (3,5 m²/person as a minimum).

- Tents should be pitched with minimum 2m of spacing in between – preferably more to allow for cooking outside of the tent
- For every 300m of area of pitched tents, allow for an empty space of 50m to decrease the risk of fire spreading to more sections of the camp.

NFIs + winterization

- Each tent should be equipped with the standard NFI package or beneficiaries provided with cash support to buy the necessary items in the local market (where available) with the addition of winter NFIs during cold weather months.
- Winterization should be considered to be an add-on when needed and should always be accommodated by awareness raising on fire hazards of winterization equipment.

6.2 Transitional Shelters

Transitional shelter is an incremental process which supports the shelter of families affected by conflicts and disasters, as they seek to maintain alternative options for their recovery.

Through its five characteristics, transitional shelter can be:

- upgraded into part of a permanent house;
- reused for another purpose;
- relocated from a temporary site to a permanent location;
- resold, to generate income to aid with recovery; and
- recycled for reconstruction.

The process starts with the first support offered to families and extends over the period of securing land rights and reconstruction, which may take several years. For tenants, the process is appropriate only when land rights and safe shelter close to their livelihoods cannot be achieved immediately. For owners, the process should be considered only when repairs or reconstruction cannot start immediately. The process should only be considered as part of the ongoing development and maintenance of a coordinated, integrated and comprehensive inter-sector strategy for shelter, settlement and reconstruction.

In our website (<https://www.sheltercluster.org/response/afghanistan>) there are references of technical documents and guidelines to be used as orientation in terms of planning and designing transitional shelters that can be successfully adapted to Afghanistan environment and to the different needs of displaced population

Transitional shelter guidelines⁹ have been developed to guide partners on implementation of transitional shelter construction projects.



Transitional shelters are an intermediate solution for HH in need until durable-long term housing solution is achieved.

It also implies the gradual transition from emergency shelter assistance to more suitable shelter solution.

In Afghanistan context, access to land and the chronic nature of the armed conflict are real obstacles to the implementation of durable housing solution. Besides, the Cluster Partners should be able to identify and/or evaluate main possibilities to assist people in need of transitional shelter support: by upgrading their current dwelling, by the construction of transitional shelters or by the provision of cash assistance (or a combination).

Upgrading works are required for sub-standard shelters that are not fit-for-purpose such as:

- Shelters that cannot withstand strong rain and winds (including rainstorms and landslides)
- Shelters that do not have adequate foundations or floor slab to meet agreed standards,
- Shelters that have structural deficiencies (unsafe),
- Shelters that are prone to flooding/landslides, or
- Shelters that do not have access to adequate water and sanitation.

The upgrade works should be closely supervised by trained personnel of the involved organization/s and the assistance should always be accompanied of construction items in the shelter tool kit. Repairing costs assistance per HH should never exceed the cost of a transitional shelter construction; otherwise the latter should be the option. Construction of transitional shelter should respect local accepted building practices and safety regulations. Land permits should be obtained before submitting any project proposal. In general terms, there are few variations of transitional shelters that are prevalent and culturally accepted in Afghanistan:

⁹ ESNFI Cluster, 2022. Transitional Shelter Guidelines. Afghanistan

- Houses made of mix of blocks, bricks and mud with combination of wood walls and straw roofs
- Houses made of stones with wood and straw roofs
- Mud Brick houses with mud plastering (round or square)

It's important to highlight the respect of the minimum covered space per person of 3.5 square meters (without counting latrines or kitchens). This means that a family of 7 people will not be provided with less than 24.5 m² (living + room space). The aim of these technical guidelines is to set up a common agreed minimum standards.

The shelter cluster recommends that implementing organizations should strive to provide more space than the minimum SPHERE standards as they are a bare minimum.

6.3 Durable solution shelters

Although the concept of long-lasting solutions is not in line with relief ESNFI interventions, in reality, most cluster partners have been engaged in the provision of durable shelter assistance. This is in part due to the absence of National Housing programs and the common understanding that if funds are available these type of interventions (i.e. Building Back better = BBB) are helping the most vulnerable people to build up resilience while receiving a dignified and safe shelter assistance.

The main issue has been the misunderstanding of the government authorities that durable shelter assistance is what humanitarians should provide instead of immediate shelter relief assistance. In fact, the duration of medium to big durable shelter programs can be up to one year or more, depending of the weather conditions, availability of skilled labour force, availability of funds, construction materials and accessibility to implementation areas.

Taking into consideration the complexity and cost of durable shelters and based on Cluster Partner's experiences, there are some key considerations to take into account on developing and implementing these programs:

Land tenure: Mechanisms to ensure that the beneficiaries have the right to use the land plot where shelters will be constructed. On this regard, a standard form has been developed and should be jointly signed by relevant Government and Civil Society stakeholders to recognize and grant land access to shelter project's beneficiaries.

Phased Construction: It's imperative to provide not only material (or Cash) assistance altogether with technical support in a phased manner. This means that before the construction, beneficiaries and supporting masons should get sufficient training and understanding on the modality of the construction program; once one phase of the construction is completed, it must be inspected and cleared before next stage support (material or cash) is provided. This will avoid deviation from planned program; assist in budget management, diminish corruption and/or runaway risks while facilitating the interaction with beneficiaries and communities.

Engagement of Beneficiaries: It is important to secure the cooperation and acceptance of beneficiaries in durable programs because of the long term objectives of providing a participative, dignified and safe solution. In many cases, the most vulnerable people in need of housing solution have no income (i.e. FHoH, elderly), or are among the poorest (making a living from begging or from very low income informal activities). Thus, the labour costs should be quantified and integrated to each stage of the shelter construction, in other words, beneficiaries would have the possibility to either pay skilled labour or to save the equivalent cost by doing the work themselves.

It is unrealistic to think that the most vulnerable displaced people will be able to contribute significantly to shelter construction while the assertion would be valid for refugees/returnees. In large scale disasters implementing agencies should consider the fact that reaching out to the community for support in reconstruction might not be a viable option as each member of the community will most likely be preoccupied with reconstruction of own shelters. On this regard, these standards are focusing on the assistance modalities for the most vulnerable IDPs, HHs affected by natural disasters or host population cases.

Community Considerations: Whenever possible for large group of shelters to be repaired, reconstructed or build; the needs of community services (i.e. schools, clinics) should be considered as well as proper urbanization plans. Cluster partners should always coordinate with government authorities and ensure that shelter programs are in line with future development plans (if any) as well as coordinate with relevant clusters for large response programs (i.e. WASH, Health, Education). It happens that Cluster Partners integrate shelter assistance to larger livelihood or recovery programs, in such case, it's necessary to ensure coherent, coordinated and sustainable responses.

Proper Vulnerability Assessment: All shelter interventions have to prioritize the most vulnerable people in need among any affected population group. The cluster has adopted seven specific vulnerability criteria for identifying the extremely vulnerable among the affected population which to a large extend is in line with vulnerabilities endorsed by the protection cluster in country: Female Headed Household; Child Headed Household; Disabled Headed Household; Elderly Headed Household; Very Large Family (8 members or more); Very Poor Families; Families with Chronically-ill members or having other pressing vulnerability. Under no condition should these vulnerabilities be disregarded in favour of other groups or compromised by external pressure.

Table 10: Reference matrix for inclusion of Beneficiaries for Shelter Assistance according to vulnerabilities

Vulnerability	Able to contribute with Labour	Unable to Contribute with labour	Have re-sources	House/ Shelter Lost or Seriously Damaged	House/Shelter Partially Damaged	Have land rights/ access	Don't have land rights/ access
Extremely vulnerable household*	YES	YES (+ support)	NO	YES (Full assistance)	YES (Partial assistance)	YES	Advocacy

*Female/Child/Elderly headed household, large families, households with chronically ill members, and very poor families.

7. Shelter design recommended by the cluster

Before commencing shelter programming there are several considerations to take;

Regions

Afghanistan has a diverse subsoil which influences the construction materials available in large scale shelter programming. The north-east region predominantly consists of rocks with very limited access to timber and large amount of soil for e.g. mudbrick construction. Other regions can to some degree find supply of several construction materials with mudbricks being the cheapest option. Undertake a thorough market analysis of the construction materials available in the region before deciding on a shelter design. Make sure to confer with skilled labour in the villages that have been affected. Moreover, considerations should be taken to the statistical snow persistency and low temperatures in the area in order to ensure that the construction will be able to withstand harsh winters with low temperatures (insulation, inclination of roof etc.).

Cultural traditions

Shelter construction is a skill transferred from generation to generation. Understanding how shelters have been constructed in the past can help improve designs to enhance the acceptance of the programme itself. Roofs shaped as domes are e.g. in many areas the traditional way of ventilating the shelter in hot summer months. Any incorporation of the traditional designs should be approved by a shelter engineer prior to starting construction.

Main hazards

Afghanistan is subject to a wide range of natural and manmade disasters. The most prominent being floods, landslide/mudslide/avalanche and earthquakes. The shelter cluster recommends mapping the most probable hazards in the area of intervention before deciding on a shelter design.

Flood: Shelters located in flood prone areas should have a strong foundation and plinth to not only withstand occasional large scale floods but also recurrent seasonal flash floods.

Minimum height of foundation should be 50 cm above the ground.

Foundation materials recommended are: cooked mudbricks, quarry stone, gambion construction (should be enforced with adequately strong mortar and possibly cement plastering). Consider the fact that even in urban hubs like Kabul and Mazar-e-Sharif, the seasonal flood risk is high in certain months due to poor drainage in several areas of the cities.

Amo river in the north region of Afghanistan has continuously been overflowing to such a degree that several villages are suffering loss of livelihoods and damage to their existing shelters. Several shelters have been rebuilt by a variety of agencies in the past, but the majority of them suffered damage the following year. Reallocation of villages in the high flood risk areas including permanent landownership agreement is the sustainable solution for these specific communities and advocacy at a provincial and national level is the recommended way forward for all cluster members.

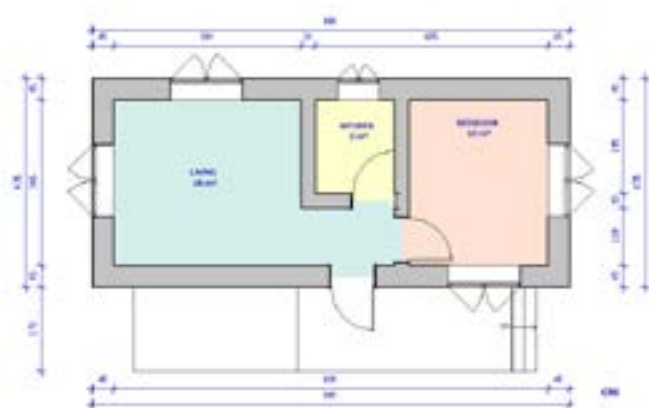
Earthquake: Provinces located in and around the Hindu Kush mountain range are in high risk of being affected by recurring earthquakes.

Shelters built in earthquake prone areas should include a minimum of Disaster Risk Reduction (DRR) measures.

Corner bracing and enforced roof construction is the main measures to incorporate.

7.1 Shelter designs

Transitional Shelter Designs come in 2 sizes depending on family size (29/39 m²) and adjusted to either earthquake or flash flood prone areas.



29 sq m of living space for households made of up to 7 members

39 sq m of living space for households made of above 7 members



7.2 Cash assistance modalities for shelter reconstruction (extracted from Transitional Shelter Standards)

The standard adapted for cash-for-shelter interventions was designed on the basis of field experience and proven cost-effectiveness. Lessons learned with regard to DRR and innovative techniques have been incorporated as well. It is expected that the agreed standard will adequately cover basic needs in most cases. However, should strong specific needs and/or constraints (related to climate, materials availability, disaster risks...) be identified by Cluster partners, amendments to the standard should be agreed upon on an ad-hoc basis.

Cash-for-shelter (“CFS”) is advantageous for the following reasons:

- CFS is the most flexible option with regard to skilled and unskilled labor availability.
- CFS allows greater ownership by involving beneficiaries in the construction process.
- CFS requires limited project teams and thus improves the cost-effectiveness of the action.
- CFS does not require heavy procurement and avoids related delays in project delivery.
- **Technical standards:** Two standard variants are proposed and are considered adequate to most disaster related emergencies in Afghanistan. These standards take into consideration the following aspects:
 - **Costs constraints:** The ES/NFI cluster’s priority is to ensure high needs-coverage while providing culturally and qualitatively acceptable shelters to beneficiaries.
 - **Comprehensive costs assessment:** All shelter construction costs are provided in attached BOQs, to be updated in each targeted area.

Instalments’ plan: To each shelter size & related BOQ corresponds an instalments plan, defining the amount of cash to be transferred according to set completion thresholds. The first instalment shall be transferred upfront the construction start, once the initial beneficiaries’ training is completed.

When relevant and possible, simple low cost measures allowing the protection of food stocks and other essential items should be looked at in order to reduce the impact of possible future disasters (e.g. elevated storage space...). Similarly, low cost measures to improve pest control and increase the durability of wooden elements (roofing) should be promoted by the partners.

The proposed BOQs only reflect systematic costs related to the construction of shelters. Other costs may be incurred to customize or improve the shelters; these should be borne by the beneficiaries. Should specific constraints make additional project support necessary, this will be discussed on an ad hoc basis, depending on the project’s modalities and constraints.

Instalments’ payment: A safe and secure instalment payment method should be selected that takes into consideration beneficiary protection issues and preferences

8. Post distribution/post construction participatory evaluation

All ES/NFI interventions should be followed up by post distribution monitoring in order to measure impact and ensure accountability to donors and more importantly beneficiaries.

The ES/NFI cluster has developed a standardized PDM format as a reference for partners for future programming planning. It reflects both in-kind and cash interventions and is designed to inform future improvements of cluster standards, partner programming and reporting against indicators and targets of the cluster strategy. The ES/NFI cluster will continue to facilitate interagency lessons learned exercises for large scale shelter programming to further develop standard shelter

9. Tips Sheet: Summary of ES/NFI cash assistance packages

Definition: Cash transfers are the provision of assistance in the form of money (either physical currency/cash or e-cash) to people affected by a crisis (individuals, households or communities). Cash transfers could be for multisectoral purpose (or MPC) or to meet sectoral objective (e.g. Cash for Shelter and NFI). Cash transfers as a modality are distinct from both vouchers and in-kind assistance.

Purpose of guidance: This summary of Cash assistance packages for ES/NFI aims to provide consistent information on Shelter Cluster and CVWG recommended standard cash packages to harmonize Shelter/NFI interventions. Note that the amounts indicated are the 2018 version amounts valid for the year 2019, which will be reviewed and updated by the clusters on an annual basis.

Please note that all package are designed for a household of 7 people. It is advised for the context in Afghanistan to NOT customize package according to the household size. For all cash assistance, PDM is mandatory (see tips sheet M&E cash for ES/NFI).

Package	Description
Cash for Emergency NFI (Validated by Afghanistan ES/NFI Cluster)	• Amount: USD 131 for full package • Cash + component: None if delivered in timely fashion • Delivery mechanism: Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues. • Modality: Unconditional, unrestricted • Frequency of distribution: One-off • Target or category: Based on needs and vulnerability of natural disaster affected, Natural disaster IDPs, Conflict affected, conflict-displaced IDP, Category A¹⁰ • Emergency phase: Phase 1 (first 3 weeks), Phase 2 (< 3 months) • Remarks: Non-standard cash for emergency NFI package would be provided but will not be considered as a standard response. Intend to cover NFIs (2 pcs blanket, 1 pc solar lantern, torch with battery, or table lamp, 1 pc cooking pot or pressure cooker (7 lit), 1 pc frying pan, 7 pcs glasses for tea, 1 pc bowl, 2 pcs teapots, 7 pcs spoons, 4 pcs peeling knife, 1 pk soap for hand washing, 2 pcs jerry cans (10L), 1 pc match box, 1 pc big spoon for serving/cooking) or intends to cover the heating materials need during the winter for three months.
Emergency Shelter Cash for rent (Validated by Afghanistan ES/NFI Cluster)	• Amount: USD 55 maximum per month for 3 months¹¹ • Cash + component: None if delivered in timely fashion • Delivery mechanism: Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues. Use of Mobile money is preferred over Hawala when coverage and for multiple cash transfers. • Modality: Unconditional/unrestricted • Frequency of distribution: One-off, multiple • Target or category: Based on needs and vulnerability of Natural disaster affected, Natural disaster IDPs, Conflict affected, conflict-displaced IDPs, Category A • Emergency phase: Phase 1 (first 3 weeks), Phase 2 (< 3 months) • Remarks: Actual amount is likely lower and should be based on rental market assessment. Rental assistance for less than three months cannot be considered as a standard response. Cash for Rent for more than three months will be considered under the Transitional Shelter package. Cash for rent will only be used where other emergency shelter options are not feasible

¹⁰ **Category A beneficiaries:** Individuals who have lost their shelter and NFIs due to a disaster. The shelter is completely destroyed and no longer inhabitable. This includes shelters with: No walls left standing, shelter with unrepairable foundations and which need to be demolished in order to build new.

Category B beneficiaries: Individuals with shelters that are severely damaged but still can be repaired in order to offer protection from further harm to the family. This includes shelters with: At least one room standing which with manageable repairs will be inhabitable and ensure dignity and privacy for the affected family.

Category C beneficiaries: Individuals with shelters that have suffered minor damage due to a disaster. This includes shelters with; damage to e.g. windows and doors and boundary walls

¹¹. Below 3 months is considered sub-standards

**Winterization
(heat/fuel)**

(Validated by Afghanistan ES/NFI Cluster. The winterization assistance for 2019/2020 will be informed by the PDM result of the 2018/2019 winterization response harmonized with Emergency Response Mechanism-ECHO)

- **Amount:** USD 200
- **Cash + component:** None if delivered in timely fashion; Cash for repair/upgrade for extremely vulnerable family if resources available.
- **Delivery mechanism:** Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues.
- **Modality:** Unconditional, unrestricted
- **Frequency of distribution:** One-off
- **Target or category:** Based on needs and vulnerability Natural disaster affected, Natural disaster IDPs, Conflict affected, conflict-displaced IDP, Prolonged IDPs, Documented Returnees, Undocumented Returnees, Vulnerable host communities, Cat. A, Cat. B, Cat. C, Person vulnerable with special protection concern, other
- **Emergency phase:** Phase 1 (first 3 weeks)
- **Remarks:** Cash amount calculate based on 2 in-kind packages. Option 1 (preferred) with One Gas Cylinder 5kg capacity, 60kg gas/month for 3 months. Option 2 (as a last resort, given environmental and health implications of using firewood) with One Bukhari Stove, Firewood (200kg/Month for 3 months). The cash amount/ BoQ might change based on PDMs from 2017 cash-for-winterization interventions.

**Cash for rent for
relocation
(winterization)**

(Validated by Afghanistan ES/NFI Cluster)

See Emergency Shelter Cash for rent

**Cash for rent
(Transitional
Shelter)**

(Validated by Afghanistan ES/NFI Cluster)

- **Amount:** USD 55 maximum per month for 3 months up to 12 months
- **Cash + component:** Livelihoods referral, protection monitoring referral system
- **Delivery mechanism:** Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues. Use of Mobile money is preferred over Hawala when coverage and for multiple cash transfers.
- **Modality:** Unconditional, unrestricted
- **Frequency of distribution:** One-off, multiple
- **Target or category:** Based on needs and vulnerability Natural disaster affected, Natural disaster IDPs, Conflict affected, conflict-displaced IDP, Prolonged IDPs, Cat. A
- **Emergency phase:** Phase 3 (3-months to 1 year)
- **Remarks:** The rented housing unit should meet minimum technical standards and internal or external referrals to livelihoods initiatives should be also explored (often referred as Cash Plus)

**Cash for upgrade/
repair**

(Validated by Afghanistan ES/NFI Cluster)

- **Amount:** USD 330 for minor damage and maximum transfer value of USD 550 for severe damage
- **Cash + component:** Technical Support on quality material and construction, monitoring, WASH integration
- **Delivery mechanism:** Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues. Use of Mobile money is preferred over Hawala when coverage and for multiple cash transfers.
- **Modality:** Unconditional/conditional, restricted/unrestricted
- **Frequency of distribution:** one-off/multiple
- **Target or category:** Based on needs and vulnerability Natural disaster affected, Natural disaster IDPs, Conflict affected, conflict-displaced IDP, Prolonged IDPs, Documented Returnees, Undocumented Returnees, Vulnerable host communities, Cat. A, Cat. B, Person vulnerable with special protection concern, other
- **Emergency phase:** Phase 3 (3-months to 1 year), Phase 4 (>1 year)
- **Remarks:** Cash can be provided as one-off but the cluster highly encourages two or three instalments to ensure proper monitoring and achieve the desire outcomes. No fixed BoQ. This depends on the condition of the shelter. Repairs/ additions could cover the roof, doors, windows, cracks in the walls, partitioning, creation of additional space, etc. Cash should also cover cost of tools. A latrine squat base and water storage tank (min 100 Liters) can sometimes also be provided (in-kind, not in cash), in coordination with the WASH cluster. All shelter programmes must be supported with technical guidance and monitoring. Cash for Shelter upgrade/repair can also support hosting family arrangement

Cash for transitional Shelter Construction

(Validated by Afghanistan ES/NFI Cluster)

- **Amount:** USD 1,375
- **Cash + component:** Technical support on quality material and construction, monitoring, WASH integration
- **Delivery mechanism:** Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues. Use of Mobile money is preferred over Hawala when coverage and for multiple cash transfers.
- **Modality:** Conditional/unrestricted/restricted
- **Frequency of distribution:** Multiple
- **Target or category:** Based on needs and vulnerability of Natural disaster affected, Natural disaster IDPs, Conflict affected, conflict-displaced IDP, Prolonged IDPs, Documented Returnees, Undocumented Returnees, Vulnerable host communities, Cat.A, Person vulnerable with special protection concern
- **Emergency phase:** Phase 3 (3-months to 1 year), Phase 4 (>1 year)
- **Remarks:** Amount is for one room with corridor (intended to be upgraded by HH later). BoQ is being finalized by the global and Afghanistan ESNFI cluster. Latrine preferred to be added as a separate structure, additional amount USD 250. Bath space, if added, additional amount USD 250.

Occupancy Free of Charge

(suggested by NRC to Afghanistan ES/NFI Cluster)

- **Amount:** USD XXX
- **Cash + component:** Technical support on quality material and construction, monitoring, WASH integration
- **Delivery mechanism:** Subcontract landlord to finish to upgrade/repair shelter in exchange of a IDP or refugee to live in it for 6 months to 1 year
- **Modality:** Conditional/unrestricted
- **Frequency of distribution:** One-off/multiple
- **Target or category:** Based on needs and vulnerability of Natural disaster affected, Natural disaster IDPs, Conflict affected, conflict-displaced IDP, Prolonged IDPs, Documented Returnees, Undocumented Returnees, Vulnerable host communities, Cat. A, Person vulnerable with special protection concern
- **Emergency phase:** Phase 3 (3-months to 1 year), Phase 4 (>1 year)
- **Remarks:** Amount and term of contract with landlord (including protection/exclusion rules) to be discussed with ES/NFI cluster.

Other cash assistance package from other coordination mechanism with a ES/NFI component included
Multipurpose Cash (MPC)

(Validated by Emergency Response Mechanism-ECHO funded ERM8, based on the SMEB for Afghanistan. Please note that ERM8 ends in March 2019 - and this package will very likely be revised after that. Some non-ERM partners are using the same package, but it is not mandated by the CVWG. There is no standard, agreed upon MPC Package for all partners.)

- **Amount:** USD 420 for 2 months for most vulnerable, USD 255 for 1 month for less vulnerable
- **Cash + component:** None if delivered in timely fashion
- **Delivery mechanism:** Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues.
- **Modality:** Unconditional/unrestricted
- **Frequency of distribution:** One-off
- **Target or category:** Only for displaced people – mostly conflict IDPs, and to a lesser extend natural disaster IDPs and recent undocumented returnees (not conflict or natural disaster non-displaced people)
- **Emergency phase (recommended time of intervention after the crisis):** Phase 1 (first 3 weeks), Phase 2 (< 3 months)
- **Remarks:** Note that MPC is under CVWG, but Shelter Cluster recommend using it for ES/NFI purpose in emergency settings when needed.
 - The USD 420 package is including: food (2x90 USD), NFI/Kitchen Kits (60 USD), Shelter/WASH (shelter with access to WASH, 30 USD), fuel (2x30 USD), Health expenditures (2x30 USD) and Transport (2x15 USD)
 - The USD 255 package is including: food (90 USD), NFI/Kitchen Kits (60 USD), Shelter/WASH (shelter with access to WASH, 30 USD), fuel (30 USD), Health expenditures (30 USD) and Transport (15 USD)

Cash for emergency NFI and transportation for returnees from Pakistan and Iran

(IOM for undocumented)

- **Amount:** USD 100 per household for NFIs and USD 175-350 per household for transport from the transit center to their destination
- **Cash + component:** Protection monitoring referral mechanism
- **Delivery mechanism:** Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues.
- **Modality:** Unconditional, unrestricted
- **Frequency of distribution:** One-off
- **Target or category:** Undocumented Returnees, Person vulnerable with special protection concern
- **Emergency phase:** Phase 1 (first 3 weeks)
- **Remarks:** Post-arrival humanitarian assistance at the border

MPC for undocumented returnees from Pakistan and Iran with protection concerns

(UNHCR for documented)

- **Amount:** USD 405
- **Cash + component:** Protection monitoring referral mechanism
- **Delivery mechanism:** Cash in envelop; hawalas; mobile money. Direct cash in envelop distribution by implementing partners is strongly discouraged because of security and liability issues.
- **Modality:** Unconditional, unrestricted
- **Frequency of distribution:** One-off
- **Target or category:** Documented Returnees AND Person vulnerable with special protection concern
- **Emergency phase:** Phase 1 (first 3 weeks)
- **Remarks:** Vulnerable persons with specific protection concerns, such as unaccompanied migrant children, single females and those with medical emergencies, will receive additional cash grants of USD 405 per person to cover emergency shelter, medical assistance and psychosocial assistance, among other needs, in addition of Cash for emergency NFI for undocumented returnees.

10. Tips Sheet: Monitoring and Evaluation

Definition: Assessments that allows to measure systematically and objectively indicators to help with the decision and planning on delivery of ES/NFI humanitarian assistance. We distinguish ex-ante, ongoing or ex-post assessments, to measure one or multiple of the following variable: relevance or feasibility, efficiency, cost-effectiveness, impact, sustainability.

Purpose of guidance: As per Shelter Cluster minimum requirement, all ES/NFI response should be guided and informed by assessments. This guidance presents the range of assessment tools that could be uses in the following sections: needs assessments, market assessments, FSP or local partner capacity assessment, risks assessments, monitoring and evaluation of S/NFI interventions. When deciding about the optimal intervention strategy and delivery mechanisms, when considering relevance or feasibility, efficiency, cost-effectiveness, impact, sustainability, please pay attention on timeliness, scale, preference of people affected, minimum ES/NFI SPHERE standards and respect of Humanitarian Law Principles (HLP) when deciding about S/NFI response options.

Type of assessment	Assessment tool
Needs assessment <i>To be used in combination with market, FSP capacity, risks assessments for ES/NFI response analysis</i>	Household Emergency Assessment Tool (HEAT) • Multisectoral, sectoral • Rapid assessment • Conflict and returnee • ES/NFI variable measured: HH demographic profile, HH Status, HH vulnerability, WASH, damage/loss of assets (including Shelter and NFI) and on people, Shelter current accommodation, financial profile, access and availability of market, beneficiaries' priorities, protection concerns • Multisectoral household survey, Individual Protection Assistance form, IPA referral form, Shelter household survey • Template recommended by ES/NFI Cluster: HEAT Rapid Assessment Mechanism (RAM) • ESNFI specific sectoral assessments to understand the location, size & scope of affected & displaced populations following sudden-onset conflict or natural-disaster events • Identify & prioritize the key ESNFI needs of disaster & displacement populations following conflict or natural-disaster events • Support the ESNFI cluster to establish a structure through which rapid assessments may be implemented and inform emergency response and empower localized coordination through the ESNFI provincial focal point system RAF • Multisectoral • Rapid assessment in line with the government agreed natural disaster data management • Natural disaster • ES/NFI variable measured: incident profile, demographic and humanitarian HH profile, WASH, damage/loss of S/NFI • Structured interviews normally within 24-48 hours after a disaster has occurred and should be followed by a detailed household assessment • Template recommended by ES/NFI Cluster: RAF's Multi Sector Rapid Assessment Form Winterization assessment tool • ES-NFI specific sectoral assessments • Assessments will commence in October subsequently with the delivery of assistance • Population affected by winter • ES/NFI variable measured: HH profile, vulnerability profile, shelter living condition, winterization critical needs, protection/eviction concerns, • HH winterization score card • Template recommended by ES/NFI Cluster : UNHCR winterization assessment form Shelter upgrade assessment tool • ES/NFI specific sectoral assessments • Detailed assessment • Conflict and returnee, natural disaster • ES/NFI variable measured: HH profile, income/expenditure profile, , NFI profile, Shelter profile, shelter copying mechanism strategy, land tenure profile, beneficiary preference • Beneficiary selection score card • Template recommended by S/NFI Cluster: UNHCR Shelter upgrade assessment tool Shelter needs • ES-NFI specific sectoral assessments • Detailed assessment after initial emergency phase assessments (HEAT/RAF) • ES/NFI variable measured XX • Questionnaire to population in affected areas, score cards, other? • Template recommended by ES/NFI Cluster: shelter specific district level tool
Beneficiary vulnerability assessment <i>To be used in combination with market, FSP capacity, risks assessments for ES/NFI response analysis</i>	Shelter beneficiary selection score card • ES-NFI specific sectoral assessments • Rapid assessment • Conflict and returnee, natural disaster • ES/NFI variable measured : Checklist for relief items and shelter materials, Vulnerability criteria for priority assistance, Social and economic characteristics of the family, Family Capacity to Construct Shelter • Questionnaire to population in affected areas • Template recommended by S/NFI Cluster: NRC Shelter beneficiary selection score card

Market assessment

To be used in combination with market, FSP capacity, risks assessments for ES/NFI response analysis

Shelter/NFI material or labour market assessment

- ES-NFI specific sectoral needs assessments
- Rapid or detailed assessment depending of the emergency phase
- Conflict and returnee, natural disaster
- ES/NFI variable measured: quality and quantity of supply, price, stock, preference of owners, business environment, market chain; demand livelihoods profile, needs, resilience strategy, solvability, people affected preference, access to market ; protection concerns.
- Questionnaire to S/NFI vendors/traders, KII with local authorities and market representative or service providers (FSPs, etc.), FGD with people affected, mapping.
- No template recommended by ES/NFI Cluster but suggest to look at [RAM](#), [QUACK](#), [LMA](#), [EMMA](#)

Rental housing market assessment

- ES-NFI specific sectoral assessments
- Rapid or detailed assessment depending of the emergency phase
- Conflict and returnee, natural disaster
- ES/NFI variable measured: quality and quantity of supply, price, stock, preference of owners, business environment; demand livelihoods profile, needs, resilience strategy, solvability, people affected preference, access to market; protection concerns.
- Questionnaire to S/NFI vendors/traders, KII with local authorities and market representative or service providers (FSPs, etc.), FGD with people affected
- No template recommended by S/NFI Cluster but suggest to look at [Drought situation in Herat Rental Market Assessment_HH](#)

Financial Service Providers capacity assessment

To be used in combination with market, FSP capacity, risks assessments for ES/NFI response analysis

Use it preferably jointly and led by CVwG in emergency preparedness phase as assessment and following prepositioning of cash intervention for ES/NFI could be a lengthy process

Financial Service Providers capacity assessment

- Cash specific intervention assessment
- Rapid or detailed assessment
- Conflict and returnee, natural disaster
- ES/NFI variable measured: FSP profile, product details (payer and payee), pricing, coverage, liquidity and financial health, internal procedures, transaction monitoring, compliance with AML-CFT regulations, data protection and people affected privacy, experience with humanitarian assistance, interoperability, FSPs shock mitigation and resilience,
- Questionnaire to FSP, KII with FSPs, scoring matrix, desk review
- No template recommended by ES/NFI Cluster but suggest to use and adapt the [Cash Transfer Resilience tool](#), [Service Provider Capacity assessment tool](#), [Assess financial service providers' capacity checklist](#)

Risk assessment

To be used in combination with market, FSP capacity, risks assessments for ES/NFI response analysis

Risk assessment

- Cash specific intervention assessment
- Rapid assessment
- Conflict and returnee, natural disaster
- ES/NFI variable measured: Diversion, Fraud, Inclusion/ exclusion, Inflation/ indirect people affected impact, Loss, Security/ protection
- Primary and secondary data analysis from need, market and FSP capacity assessments as well as desk review of other relevant documents; scoring.
- No template recommended by S/NFI Cluster but suggest to use and adapt for ES/NFI
 - [Protection risks and benefits analysis tool](#), [Rapid Risk Checklist](#), [Risk Management Checklist](#),

Price monitoring

Price monitoring allows to adapt the cash assistance package to structural (e.g. inflation, season) or conjunctural (e.g. shock) price changes

ES/NFI commodities and labour price monitoring

- Multisectoral or S/NFI sectoral specific assessment
- Rapid assessment
- Conflict and returnee, natural disaster
- ES/NFI variable measured: price of ES/NFI commodities, rent or labour depending of what is included in S/NFI package and/or (S) MEB regardless of delivery mechanism. According to NRC, markets in Afghanistan are well organized and resilient to shock. Cash injection has also little to low impact on markets. S/NFI commodities and labour price can be collected on a monthly, seasonal to monitor inflation or detect seasonal pattern, and/or ad hoc (data price collection) in case of structural shock. Price must be collected in different district of intervention or provenance of ES/NFI commodities or labour to reflect any major regional difference.
- Questionnaire to vendors/traders (could be administered by phone)
- No template recommended by S/NFI Cluster but suggest to use and adapt for ES/NFI XX

Survival) Minimum Expenditure Basket (S-MEB)

(S)-MEB helps calculating amount cash to people affected according to the formula Cash transfer= (S)-MEB – (resilience of Household + humanitarian assistance delivered in-kind)
 Different methodology to calculate S-MEB:
 -Right based approach= itemization and price collection of of in-kind assistance (disaggregated one-off/multiple)
 -Expenditure profile approach: what people actually spend
 -Hybrid right based and expenditure profile approaches.

ES/NFI (Survival) Minimum Expenditure Basket (S-MEB)

- Multisectoral or S/NFI sectoral specific assessment
- Rapid assessment
- Conflict and returnee, natural disaster
- ES/NFI variable measured: price of S/NFI commodities, rent or labour depending of what is included in ES/NFI package and/or (S) MEB regardless of delivery mechanism. According to NRC, markets in Afghanistan are well organized and resilient to shock. Cash injection has also little to low impact on markets. ES/NFI commodities and labour price can be collected on a monthly, seasonal to monitor inflation or detect seasonal pattern, and/or ad hoc (data price collection) in case of structural shock. Price must be collected in different district of intervention or provenance of ES/NFI commodities or labour to reflect any major regional difference.
- Questionnaire to vendors/traders (could be administered by phone)
- No template recommended by ES/NFI Cluster but suggest to use and adapt for ES/NFI XX

On-site Monitoring
On-site monitoring shelter upgrade or repair monitoring

- Shelter specific assessment
- Daily monitoring and supervision
- Conflict and returnee, natural disaster
- ES/NFI variable measured: quality and progress of construction according to minimum Shelter Standards and specifications of upgrade or repairs
- Site visit
- No template recommended by ES/NFI Cluster

Post Distribution Monitoring (PDM)

Reporting to Shelter Cluster and CVWG implementing partners should at minimum report on indicators from the Shelter Sector and MPC identified in the HRP 2018

Post-Distribution Monitoring

- Multisectoral or ES/NFI sectoral specific assessment
- Rapid assessment
- Conflict and returnee, natural disaster
- ES/NFI variable measured: quality of the assistance delivered, expenditure, impact, lessons learned, satisfaction, protection issues
- Questionnaire to people affected, questionnaire to implementer/field visit(?), FGD (?)
- Template recommended by S/NFI Cluster: [ES/NFI Cluster PDM Form](#), Winterization PDM, [Shelter repair and Transitional shelters construction PDM](#) (should be administered 1 month after upgrade/repair), [Quick Monitoring Guide for Focal Points or Cluster Representative \(?\)](#)

11. Tips Sheet: Safe and dignified cash distribution

Definition: Cash distribution is the actual physical or digital distribution of cash either by the implementing partner and/or a third party at a point of payment. Therefore cash distribution applies for all cash delivery mechanisms, namely cash-in-hand (in envelop or over the counter), smart card (pre-paid card, e-voucher), mobile money or remittance (hawalas, other). We are referring in general to the Humanitarian Law principles, and Protection Mainstreaming approach and Do No Harm principles when we are referring to safe and dignified cash distribution.

Purpose of guidance: This guidance aims to make sure cash distributions offer a safe access and dignified assistance to people of concern whatever their age, gender, vulnerability, race, ethnicity, religion, political affiliation or sexual orientation.

Checklist	Description
Location	Distribution of cash should be done at pre-determined safe Point of Payment (PoP), and the security context beyond PoP should allow safe distribution of cash. Point of Payment can be an ad-hoc distribution site created for the purpose for one-off/multiple distribution to groups of People of Concern, a physical space in and existing facility (from the service provider, implementing partner or not) for one-off/multiple, but also on-going distribution to avoid crowds for example. For mobile money or e-voucher we talked about point of redemption as the cash transfer is dematerialized and People of Concern cash out or spend their money. Feasibility, timeliness of distribution, protection concerns, security threat level both for humanitarian workers and PoC, cost-efficiency among others consideration should all be carefully examined to decide what the best Point of Payment option is to carry out cash distributions. Distributions should not be held in government offices (governor's office, DoRR office etc.) in order to respect neutrality, impartiality and operational independence of the overall humanitarian effort. Travel time for PoC: PoC should not have to travel for more than 1 hour (one way – either by foot or by transport) to reach the distribution point. Because some PoC can't access location because of unavailability at time of distribution, age, disability or other reasons, a system of proxy should be systematically put in place. Additionally, an alternative distribution mechanism should be offered on a case by case basis (it is not a favor, it is PoC's rights, and this include also alternatives options when technology is not "accessible" to PoC) Note that UNHCR have encashment centers for distribution of cash that partners can use.

Organization of distribution	Shelter beneficiary selection score card PoC should be informed of the distribution 1-2 days before the distribution about the location, date and time of distribution; ID documentation needed (for instance original tazkera/ voter registration card and/or Humanitarian assistance Card, token). For those without ID, the phone number should be used as identification, and the identity of the beneficiary should be confirmed by the community/ IDP leader present at the distribution. Due to security reasons, in some areas it might be necessary to only inform them on the day of distribution, or the evening before. Prior distribution, agree that there will be staff, volunteers or community representatives present to verify the ongoing operation. Volunteers or Community leader (Malek/ shura leader/ IDP representative); DoRR or other government official (depends on the context – only if required by the local government) is critical as they know the local context and people. Their role and responsibility within the cash distribution (e.g.: crowd management outside ID verification point to let only enter in waiting area PoC selected, communication outside distribution site, translator, etc.) should be clear prior the beginning of the distribution, and implementing partner cash distribution lead should have its counterpart within the volunteers or community representatives in order to establish a clear chain of communication. All volunteer and/or community leaders should be sensitized on safe and dignified cash distribution practices in a short brief and they should be under supervision at all time by implementing partner staff to insure safe and dignified distribution principles are applied by all parties involved in the distribution. Moreover, minimum implementing partners staff required at PoP in order to respect segregation of duty when Cash is hand-over by implementing partner is: at least one emergency/ program staff or more as needed depending on caseload size (at least one female, to deal with distributions to women); One M&E staff (at least one female) to monitor the distribution process and register complaints/ feedback from PoC or non-PoC; One finance staff (to ensure checks and balances within the partner organization, as finance staff are not involved in the selection of PoC – unlike program staff) and/or cash hand over to PoC; If the cash is hand over by a third party, the third party take the role of the finance staff to hand over the cash distributed, and the other roles and responsibilities remain in place. It is recommended that S/NFI Cluster partners distribute cash through delivery agents (e.g. hawala agents, mobile money agent), who bring the cash to the distribution point and hand the cash to the beneficiary (in the presence of partner staff). This is to reduce the potential diversion of cash that can occur through cash-in-envelope (i.e. where partner staff brings and distributes the cash themselves), and to transfer the liability of transporting the cash to the distribution point to the delivery agent. The PoP should include shade and seating for waiting areas as well as special waiting areas for groups with special considerations (women, the elderly). There should always be a fast-tracking process for extremely vulnerable groups such as pregnant and lactating women, the elderly and people with disabilities to receive payment as quickly as possible. For people with disabilities, consider physical and sensorial access to PoP. Other consideration for the PoP are: • When delivering cash in hand, use small cash denominations. Ask PoC to count the cash as they receive it to ensure that they receive the right amount. Placing the cash in envelopes allows for easier distribution. In some contexts, this may also provide more dignity to PoC. However, in some contexts delivering cash openly may increase transparency and deter diversion of funds. • Consider staggering payment times and dates when dealing with high numbers of PoC to reduce waiting time and stress. • Develop security management plan that minimizes risk to PoC, staff and the delivery agent. This may include varying transportation routes, payment times, and staff. If using a delivery agent, ensure that relationship with the delivery agent is maintained. Several tips on how to work with a delivery agent: • Agree on how many PoC they are willing to pay each day (e.g. 300 PoC each day) and stay within that limit. • Stagger the distributions over several days and over several hours. • Provide staff and volunteers at the PoP to help with communication and crowd control. • Agree on how the delivery agent will report on the payments that are made (preferably using a spreadsheet for easy reconciliation) At point of redemption of participating vendors (mobile money only), make sure that: • The shops are easily accessible and safe to access • Stagger the distributions over several days so that shops and/or service providers do not get overwhelmed. • If necessary, staff and volunteers could assist with crowd control at the shop. • If necessary, arrange extra 'temporary shops', at points nearer to the PoC. • Organize secret customer visits and quality spot checks by the implementing partner to ensure that items provided by the vendors are in line with agreed quality/specifications Finally set up a complaint and feedback mechanism with awareness on how the population can make use of the system (see tips sheet on CwG)
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Civil-military cooperation

If a major activity is being planned and organized where there is military presence or if a military asset (in case of natural disaster) or security (in case of conflict or complex emergency) support is required with the project implementation, it is best to share the information/plan with the United Nations Humanitarian Civil-Military Coordination cell. If any support from the military or security services, they should be at least one step remove from activities performed (they cannot conduct the activity) and collaboration should at all time respect neutrality, impartiality and operational independence of the overall humanitarian effort.

12. Tips Sheet: Communication with Community and Accountability to Affected Population

Definition: Communication with Communities (CwC) refers to activities where the exchange of information is used to save lives, mitigate risk, enable greater accountability and shape the response, as well as supporting the communication needs of people caught up in conflicts, natural disasters and other crises. Accountability to Affected Population (AAP) refers to the process of using power responsibly, taking account of, and being held accountable by, different stakeholders, and primarily those who are affected by the exercise of such power.

Purpose of guidance: The success of Cash for S/NFI is contingent of a good collaborative participation and communication between both community and PoC. Communication with communities and PoC should rely on participation, feedback and information sharing at every stage of the Cash for S/NFI project cycle. It also allows PoC to influence decisions about the help they receive and can give feedback and complain if they feel the Cash for ES/NFI.

Key steps	Description
Critical accountability considerations	• Anticipate protection risks and benefits for individuals, households and communities related to Cash for S/NFI • Consider data protection and privacy when collecting data on PoC • Monitor protection risks • Train implementing partners and third parties on Protection of Sexual Exploitation and Abuse (PSEA)
With who sharing the CBI for ES/NFI program information and when?	• Information should be shared with communities' leaders and people living within the community prior to implementation. If possible, meeting with PoC should be gender disaggregated as it might help the implementing partners anticipate potential protection issues related to the Cash for ES/NFI. Information will be shared on a "need to know basis".
Information to share with PoC	• What are the selection criteria to participate into CBI for ES/NFI • Who has been selected and why; • What will they receive (cash or the value of the transfer or coupon) and what for; • When will they receive it? • For how long? • How will they receive it? • What to do if there are problems?
Information to share with non-PoC	• What are the selection criteria to participate into CBI for ES/NFI • Programme duration
Information to share with FSPs/ Vendors	• When the programme will begin; • How long it will run; • How many recipients there are; • What goods they are expecting to buy. • For a voucher programme: their roles and responsibilities, process and timeframe for redeeming vouchers.

Local and national authorities	• Project objective • Program location and duration; • Number of recipients; • Selection criteria; • Modality and payment method; • Their role in the programme
How to communicate	When communicating with communities and PoC, use various Education Information and Communication (EIC) methods including information sessions and communication materials (posters, information sheets) to communicate. Instead of a written material, it is recommended to use pictogram because of the low literacy rate of the targeted population. If written material is used, it is recommended to use the services of Translators without Borders. If messaging relies on the use of PoC, it should be done on a voluntary basis only.
Feedback and complaint mechanisms	Community and PoC should be listened to and their concerned responded to. There should be a clear approach to processing PoC' concerns and refer them onwards. Awaaz Afghanistan is the humanitarian helpline connecting Afghans (IDPs, returnees) and refugees affected by conflict and natural disaster with the assistance they need. The 410 is toll-free, confidential hotline that anyone with access to a mobile phone in Afghanistan can call for free to access information on and register feedback about the response. Open seven days a week, it has female and male agents available speaking Dari, Pashto, Urdu, English, and more. It is recommended to have a multichannel complaints and feedback mechanism and not relying exclusively only a hotline platform because of the poor coverage of cell phone in hard to reach area. Distribution site should also include distribution of complaint card to each PoC and to non PoC asking for it with hotline phone number, oral, written and pictogram messaging posted at strategic area of distribution site the waiting area, and a complaint and feedback desk at after PoP but within distribution site in location that allow respect of PoC confidentiality. A helpdesk personnel set up by implementing partners should record the complaints, issues and questions raised by PoC at point of payment. Helpdesk registers individual complaints that requires case management or individual follow up. Every other complaints, issues and questions not meeting these criteria should be referred to a Frequently Asked Questions (FAQ) document that should be developed with Communication with Communities (CwC) team to provide guidance for the helpdesk personnel to answer most common queries and concerns. PDM (see tips sheet #2 on M&E for Cash for S/NFI) should also be used to measure level of satisfaction of PoC and could be completed with FGD to gather more qualitative information at PoC and community level

13. Sources

13.1 Tip Sheet: Summary of ES/NFI cash assistance packages

- Emergency Response Mechanism 8 (ERM8) – Afghanistan Multi-Purpose Cash (MPC) Assistance Package Based on the Survival Minimum Expenditure Basket (SMEB) approach, 31 May 2018
- Afghanistan Cash & Vouchers Working Group – Cluster Standards for Cash Transfers – December, 2017
- OCHA, 2022. Humanitarian Response Plan (HRP). Afghanistan
- ESNFI Cluster, 2022. Shelter Cluster Strategy. Afghanistan
- ESNFI Cluster, 2021. Joint Winterization Strategy 2021/2022. Afghanistan.
- ESNFI Cluster, 2022. Shelter Repair/Upgrade Guidelines. Afghanistan.
- ESNFI Cluster, 2022. Cash for Rent Guidelines. Afghanistan.
- ECHO, 2015. Afghanistan Partner's Cash-for-Shelter Guidelines.
- NRC, 2018. ERM Standard Operating Procedures (SOPs) for Emergency Cash Transfers.
- ESNFI Cluster, 2022. Cluster Standards and Guidelines. Afghanistan

13.2 Tip Sheet: Monitoring and Evaluation

- ESNFI Cluster, 2022. Shelter Cluster Strategy. Afghanistan
- ESNFI Cluster, 2022. Cash for Rent Guidelines. Afghanistan.
- OCHA, 2022. Humanitarian Response Plan (HRP). Afghanistan
- ESNFI Cluster, 2021. Joint Winterization Strategy 2021/2022. Afghanistan.
- NRC, 2018. ERM Standard Operating Procedures (SOPs) for Emergency Cash Transfers.
- ECHO, 2015. Afghanistan Partner's Cash-for-Shelter Guidelines.
- OECD DAC. Criteria for Evaluating Development Assistance
- <http://pqtoolbox.cashlearning.org/>
- Sphere Handbook, 2018. Minimum standards in shelter, settlement and non-food items.
- SEEP, 2017. Minimum Economic Recovery Standards (MERS), V.3
- IRC, 2016. Cash Transfer Resilience Tool.

13.3 Tip Sheet: Safe and dignified cash distribution

- NRC, 2018. ERM Standard Operating Procedures (SOPs) for Emergency Cash Transfers.
- UNHCR, 2015. Guide for protection in cash-based interventions.
- <https://www.humanitarianresponse.info/en/operations/afghanistan/un-humanitarian-civil-military-coordination-un-cmcoord>
- <http://pqtoolbox.cashlearning.org/Delivery>
- CALP/Hi. <https://reliefweb.int/sites/reliefweb.int/files/resources/cash-disability-calp-hi.pdf>

13.4 Tip Sheet: Communication with community and accountability to affected population

- <http://awaazaf.org/>
- <https://corehumanitarianstandard.org/files/files/Core%20Humanitarian%20Standard%20-%20English.pdf>
- <http://www.cdacnetwork.org/tools-and-resources/i/20151214145316-xg70r>
- <http://pqtoolbox.cashlearning.org/>

13.6 Tip Sheet: Summary of ES/NFI cash assistance packages

- <http://awaazaf.org/>
- <https://corehumanitarianstandard.org/files/files/Core%20Humanitarian%20Standard%20-%20English.pdf>
- <http://www.cdacnetwork.org/tools-and-resources/i/20151214145316-xg70r>
- <http://pqtoolbox.cashlearning.org/>



Photo: Farhad Faizi/DMP/UNHCR



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