

Ethiopia ShelterPedia

Technical Guidance on Response Options

Version 2 (2024)





Acronyms

AGDM	Age, Gender and Diversity mainstreaming
CCCM	Camp Coordination and Camp Management
CGI	Corrugated Galvanized Iron
ESNFI	Emergency Shelter and Non Food Items
XLS	Filename Extension (Microsoft Excel spreadsheet file)
FGD	Focus Group Discussion
GBV	Gender Based Violence
HH	Household
HLP	Housing, Land and Property
IDI	In-Depth Interview
IFRC	International Federation of Red Cross and Red Crescent
IOM	International Organization for Migration
ICRC	International Committee of Red Cross
KII	Key Informant Interview
LLIN	Long Lasting Insecticidal Nets
LDPE	Low Density Polyethylene
NFI	Non Food Items
NGO	Non Governmental Organization
ODK	Open Data Kit
PES	Polyester
PE	Polyethylene
PP	Polypropylene
PDM	Post Distribution Monitoring
PCM	Project Cycle Management
PSEA	Protection from Sexual Exploitation and Abuse
SNFI	Shelter and Non Food Items
TOG	Thermal Overall Grade
OCHA	UN Office for the Coordination of Humanitarian Affairs
UNHCR	UN Refugee Agency
WASH	Water, Sanitation and Hygiene
WHO	World Health Organization

CONTENTS



1	Introduction	1
	1.1 Response Options	2
2	Program considerations	3
3	Emergency Shelter and Non Food Item	5
	3.1 Emergency Shelter and Non Food Items kits	6
	3.2 Non Food Items kit	8
	3.3 Emergency Shelter kit	9
	3.4 Emergency Shelter Repair kit	9
	3.5 Prepositioning	11
4	Construction	12
	4.1 Collective Centers / Upgrades	13
	4.2 Communal Shelter	13
	4.3 Emergency Shelter Construction	14
	4.4 HLP Support	15
5	Cash and markets	16
	5.1 Market Assessment and Support	17
	5.2 Cash for Rent	17
6	Annexes	18
	Annex 1 Specifications of Emergency Shelter and Non-food item	19
	Annex 2 Guidelines for Needs Based Targeting	27
	Annex 3 ESNFI Cluster Guidance on the Resettlement to New Sites	28
	Annex 4 ESNFI Distribution Guideline Ethiopia	28
	Annex 5 ESNFI and NFI Standard kits	28
	Annex 6 Shelter (Re)construction tools (IDPs)	29
	Annex 7 Shelter (Re)construction tools (Returnee)	29
	Annex 8 Age and Disability Inclusion Response Options	30
	Annex 9 Housing Land and Property (HLP)	30
	Annex 10 Post Distribution Monitoring (PDM) Toolkit	31
	Annex 11 Assessment Toolkit	33
	Annex 12 IEC Materials Return Response and Rehabilitation Tools	33
	Annex 13 Information Education and Communication Materials	34
	Annex 14 Shelter Cluster Theory of Change	36



INTRODUCTION

About this document

This document intends to guide humanitarian organizations in Ethiopia involved in the Shelter and Non-Food Items (NFI) responses to improve the living conditions, health, safety, privacy, and dignity of the displacement-affected population. In all contexts, careful assessment and analysis incorporating conflict-sensitive approaches is required to ensure that responses meet the diverse needs of men, women, girls, and boys.

This document accompanies the Ethiopia Shelter & NFI Cluster Strategy 2024-2026.

About the response

Responses should not exacerbate existing tensions or lead to other unwanted impacts, such as increased exposure of women to Gender Based Violence (GBV) risks, deprivation, or coercion. **Shelter and NFI assistance must avoid promoting non-voluntary population movements and not contribute to unnecessary secondary displacement or secondary occupation.**

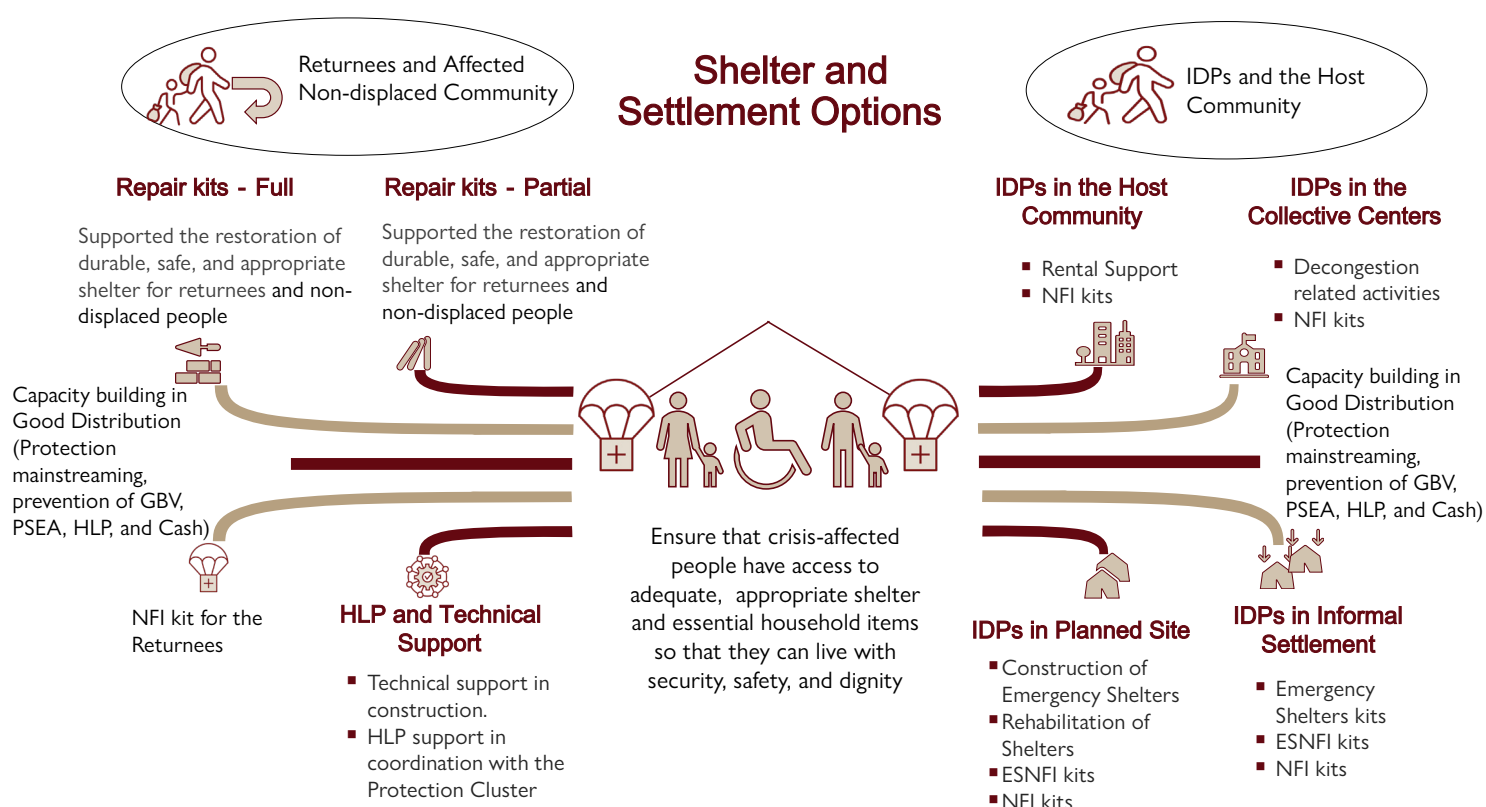
All response is based on a needs assessment. Response options should be flexible and can be adapted to the needs of a given situation.

1.1 Response options

The Shelter and NFI response is designed to address the needs of individuals at all stages of displacement, with a primary focus on the emergency phase and, where feasible, supporting long-term durable solutions. These responses will be adapted to the specific type of settlement and local climatic conditions. Effective consultation and coordination with local authorities and communities will be a key part of the process to ensure successful implementation.

For displaced individuals, the Ethiopia ESNFI Cluster recommends providing temporary shelter solutions, such as communal or individual emergency shelters, Emergency Shelter Kits (ES Kits), and rental support. This should be accompanied by the distribution of Emergency Shelter and Non-Food Items (ESNFI Kits) and Non-Food Items (NFI Kits). Training on the proper use and disposal of kit items is essential to ensure the response is environmentally sustainable. For those who have returned to their original homes, support in the form of Emergency Shelter Repair Kits, provided either through cash or in-kind assistance, along with technical guidance on safer construction practices, can significantly improve living conditions. This approach also helps address Housing, Land, and Property (HLP) issues, either directly or through referrals

Shelter and NFI Responses Options



PROGRAM CONSIDERATIONS

02



Below are some key considerations in shelter & NFI programming.

Conflict Sensitivity:

Emergency Shelter and NFI Cluster Partners should work with security analysts and conflict sensitivity practitioners on better understanding the impact of Cluster interventions before deciding on interventions.

Inclusion:

Cluster Partners should consider the needs of people from all the different groups, of different ages and genders and those living with disabilities. This includes steps to consult different groups and individuals and actively include them during each response stage, focusing on access, security concerns, and active participation.

Cross-Cutting themes:

Emergency Shelter & NFI programmes should consider cross-cutting issues such as gender, age, vulnerability and the environment, which all have an influence on the selection of any type of intervention, as well as the in kind or cash distribution process. The monitoring and evaluation system of the programs ensure that these issues are considered at every stage of the response.

Host Community:

Humanitarian responses targeting Internally Displaced Persons (IDPs) and returnees should consider the impact on host community, both regarding equal access to assistance particularly when the conflict or disaster has also directly or indirectly affected the host community, as well as the strain on limited natural resources and infrastructures. Cluster Partners should collaborate with development actors to improve public infrastructure and feed into early recovery programs.

Prevention of Sexual Exploitation and Abuse (PSEA):

Cluster Partners are accountable for making sure that all staff, implementing partners, and anyone involved in program execution are fully aware that there is a zero-tolerance policy for the abuse of power or any form of sexual exploitation and abuse in exchange for assistance. They are also responsible for taking all necessary precautions to ensure that PSEA (Protection from Sexual Exploitation and Abuse) measures are in place throughout every phase of distribution programs, including mandatory and consistent staff training and awareness-raising on PSEA.



Consider the needs of people from all the different groups, of different ages and genders and those living with disabilities.



03

EMERGENCY SHELTER AND NON FOOD ITEMS

COSTING

Suggested cost envelopes for Shelter and NFI responses are included in this guide to encourage assistance between agencies and across different geographic locations to ensure that the procured items adhere to the Cluster standard. The costs reflected in this guidance note are based on current market prices (August 2024) and should only be used as a guide for material costs, including other operational costs (procurement, transport, etc.). The operational costs can generally represent an additional 40 - 45%. The Cluster acknowledges that there might be slight price variations depending on where agencies source the materials.

3.1 Emergency Shelter and Non Food Items kits (ESNFI)

A primary principle is to ensure that the quality of items meets the needs for an adequate length of time, ideally for 12 months. The response should be implemented efficiently following initial displacement. The Shelter and NFI responses must be fit for purpose and should not pose a risk to users. The Cluster strongly recommends Cluster Partners accompany the distributions with transparent communications, technical guidance, and support on the safe and proper use of the items to avoid the risk of misunderstanding and increase durability. WASH) NFI response is also anticipated to be implemented.

3.1.1 Standard ESNFI kits

The ESNFI kit is intended for IDPs who are settled in a camp-like setting, living without sufficient protection against weather and exposed to protection and health risks. Given the large-scale needs beyond the resources and pipelines, the Cluster advocates for ESNFI responses that are adapted to the household size to upgrade or complement coverage rates increase.

ESNFI kits are divided into four broad categories:

- **Household Emergency Shelter Support Items**, such as tarpaulins and rope, which usually requires technical guidance on the proper use and installation.
- **Bedding sets**, such as blankets, sleeping mats, and mosquito net, The mosquito net requires instructions.
- **Kitchen / Household Support Items**, such as cooking sets, which can usually be distributed without additional communication activities on how to use and education.
- **Household Hygiene Items**, such as washing basins, jerrycan usually require additional instruction, promotion, and education. Whenever possible, Cluster Partners are advised to distribute a certain amount of NFI according to the household size.

For further detail on specifications, please see **Annex 1**.

The following ESNFI kits may be provided to the affected population. It is important that the specific contents of each kit are carefully tailored to the unique needs of the situation, in close coordination with the ESNFI Cluster.



Note that the exact content of the kit must be defined based on specific circumstances in coordination with the Cluster.

3.1.2 ESNFI Kits for Persons with Disability and Older people

To ensure that the Emergency Shelter and NFI responses are specifically tailored to the unique needs of persons with disability and older people, additional items such as mattresses and other essential supplies are included in this package. Recognizing the importance of addressing these specific needs is crucial, as it is estimated that at least 16% of the target population may have some form of disability. By incorporating these specialized items, we aim to provide more inclusive and supportive assistance that enhances the comfort and well-being of vulnerable groups during displacement. This approach ensures that our response is not only comprehensive but also equitable, acknowledging the diverse challenges faced by all members of the affected communities.

ESNFI Kits

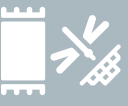
	Item	Unit	Standard	Older People & Person with Disability	
			Qty	Qty	
 Shelter	Plastic sheeting/tarpaulin	Pcs	2	3	Total price: Standard \$202
	Rope	Pcs	1	1	
 HH items	Blankets or Bed sheet	Pcs	2	2	
	Sleeping/Bed mat	Pcs	2	2	
	Mattresses	Pcs		1	
	Mosquito Net	Pcs	1	1	
 Kitchen sets	Kettle	Pcs	1	1	Total price: People with Disability and Older People \$286
	Plate	Pcs	3	3	
	Cup	Pcs	4	4	
	Cooking pot	Pcs	1	1	
	Cooking Ladle	Pcs	1	1	
 WASH items	Washing basin	Pcs	1	2	
	Jerrycan	Pcs	1	2	
	Hand washing jug and basin	Pcs	1	1	
	Multi-purpose soap	Pcs	3	3	

ESNFI kit for both the standard and for Older People and Person with Disabilities see **Annex 5 & 8**

3.2 Non Food Items kit (NFI)

The NFI kit is intended for IDPs that settled within the host community, in communal shelters, camp-like situations, or IDPs who didn't receive ESNFI kits for the past 12 months.

NFI Kits

Item	Unit	Standard	Older People & Person with Disability
		Qty	Qty
 HH items	Blankets or Bed sheet	Pcs	2
	Sleeping/Bed mat	Pcs	2
	Mosquito Net	Pcs	1
	Mattresses	Pcs	1
 Kitchen sets	Kettle	Pcs	1
	Plate	Pcs	3
	Cup	Pcs	4
	Cooking pot	Pcs	1
	Cooking Ladle	Pcs	1
 WASH items	Washing basin	Pcs	1
	JerryCan	Pcs	1
	Hand washing jug and basin	Pcs	1
	Multi-purpose soap	Pcs	3
		Total price: Standard \$107	
		Total price: People with Disability and Older People \$149	

NFI kit for both the standard and for Older People and Person with Disabilities see Annex 5 & 8



3.3 Emergency Shelter kit

The Emergency Shelter Kit (ES Kit) aims to provide materials that can be used, along with locally available or salvaged materials, to build basic Emergency Shelters for protection from the elements during the initial stages of an emergency. IDPs living in congested situations or sub-standard shelters, as well as returnees in transit, can also be supported with the ES Kit.

For Older People and Persons with Disability, the Cluster recommends constructing Shelters that can be used as a demonstration for other target groups. However, if this is not applicable due to access or other challenges, the following kits should be used for the provision of Emergency Shelter Kits.

Emergency Shelter Kits (In-Kind)

Item	Unit	Qty National	Older People & Person with Disability	Total price: National: \$199
Plastic sheeting/tarpaulin	Pcs	3	4	
Rope	Pcs	1	1	
Wooden poles	Pcs	6	8	
Roof Nails	kg	2	2	
Wire Nails	kg	1	1	
Bonda	kg	1	1	

Emergency Shelter Kits (Cash+ In-Kind)

Item	Unit	Qty National	Older People & Person with Disability	Total price: National \$199
Plastic sheeting/tarpaulin	Pcs	3		
Rope	Pcs	1		
Cash	USD	\$62	\$85	

Emergency Shelter Kits for the standard and for Older People and Person with Disabilities see **Annex 6 & 8**

3.4 Emergency Shelter Repair kit

The Shelter Repair kit is intended for IDPs who were previously displaced and have returned to their place of origin, to support them with the repair of their damaged houses. Shelter Repair kits can also be considered for displaced populations who are unable to return to their place of origin due to protracted displacement, where an agreement has been reached with the government administration regarding the allocation and use of land. The challenge with the repair kit is that the level of damages varies significantly.

For Older People and Persons with Disability, the ES/NFI Cluster recommends that the implementing organizations either carry out the repair work directly or provide additional cash assistance with a maximum amount of 330 dollars, which should be included to cover the labor costs and local materials.

Conduct a loss and damage assessment (see **Annex 10**) to define the response. It can be accompanied by support in HLP to ensure that households have the right to stay on the current land. The assistance for Shelter Repair may also be provided in cash/voucher or a combination of cash/voucher and in-kind. Furthermore the Cluster Partners may consider the following actions:

- Training of skilled and unskilled workers, and building of pilot shelters to demonstrate how the materials can be used.
- Using conditional cash assistance divided into multiple tranches, where conditions related to the overall progress of works which make use of the first tranche would need to be met before any additional tranches are disbursed.
- Grouping ten households and ensuring that all households use the first tranche correctly before receiving the second tranche. This can also reduce transport costs where cash for shelter repair is being used.

Emergency Shelter Repair Kit for the Standard and Older People and Persons with Disability see **Annex 7 & 8**

Emergency Shelter Repair Kits

Item		Unit	Qty				
			National	Afar	Amhara	Tigray	
	Iron Sheet	Sheet	12		12	12	Total price: National \$333 Afar Region \$220 Amhara Region: \$333 Tigray Region: \$333
	Locking System	Pcs	1		1	1	
	Internal door lock	Pcs	1		1	1	
	Internal window lock	Pcs	1		1	1	
	Plastic sheeting/tarpaulin	pcs		2	2		
	Eucalyptus pole 12cm	pcs					
	Eucalyptus pole 10cm	pcs	4		4	4	
	Eucalyptus pole 8cm	pcs	6		6	6	
	Senan *	Pcs		5			
	Halawa	Bundle		50			
Fixings	T- Hinge 6"	Pcs	2		2	2	
	Window T-Hinge 4’	Pcs	2		2	2	
	Nail no 12	Kg	2		2	2	
	Nail no 10	Kg	2		2	2	
	Nail no 8	Kg	2		2	2	
	Roofing Nail	Kg	1.5		1.5	1.5	
	Rope (Heavy)	pcs		1			
	Binding Wire	Kg					
Cash	Labor Cost (National)		\$85				
	Labor Cost (Afar)		\$20				
	Labor Cost (Amhara)		\$85				
	Labor Cost (Tigray)		\$85				

* In some woredas of Gabbi/Zone 3, local materials Gadeta (used for walls for protection and sleeping mats) and Daita (used for roof covering, similar to Senan) are recommended due to their market availability and convenience

3.5 Prepositioning

Prepositioning of materials or cash is key to being able to respond promptly in Ethiopia. If agencies wait for funding allocations after a crisis has occurred to begin procurement processes, critical items such as tarpaulins may take months to arrive. Assistance will consequently be delivered long after initial needs arise, and the Cluster will fail to fulfil its humanitarian mandate.

The most effective way to pre-position is to establish a common pipeline, where a single agency procures on behalf of Cluster Partners, and stocks are centrally managed in advance of crises. Items should be stocked in strategic locations in proximity to hotspots. Agencies should be able to make stock requests via the Cluster coordinator who, with the government, prioritizes requests and forwards them to the pipeline agency. This would also allow for tighter coordination and reduce the risk of duplication.

Cash can also be “pre-positioned” with agreements between partners and financial service providers in advance. However, not all items are available in local markets, so pre-positioned cash alone is insufficient to meet all emergency shelter and NFI needs.



CONSTRUCTION

04



4.1 Collective Centers / upgrades

Collective centers are pre-existing buildings and structures where a large group of displaced people stays for an undetermined period. Schools and other public buildings are commonly used.

Cluster Partners must ensure to consult and agree with the authorities that the buildings can be used for shelter and that people are safe from eviction.

Furthermore, Cluster Partners should work closely with Camp Coordination and Camp Management (CCCM) to ensure that community organizations and structures are formed and trained to enable clearer engagement with displaced people there and effective targeting of assistance. Note that collective centers and spontaneous camps can quickly become overcrowded, increasing the risk of violence against women and children. In many situations, the populations of collective centers may expand when there are registrations and distributions, and work is required to ensure that targeting remains effective.

Shelter response, in close coordination with CCCM, WASH, and other sectors, may include:

- Making minor repairs such as dealing off broken windows and leaking roofs often with tarpaulins or other appropriate materials.
- Partitioning of internal space
- Provision of locks
- Provision of NFIs, where they are lacking or need replacing,
- Working with Protection Cluster, CCCM and WASH to ensure that sanitation and cooking facilities are available.

4.2 Communal Shelter

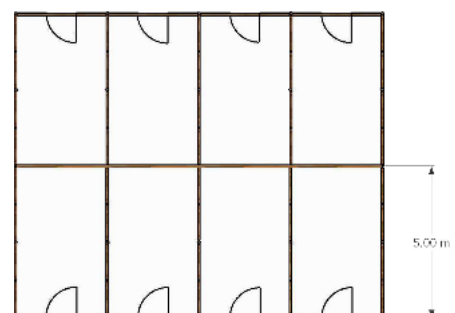
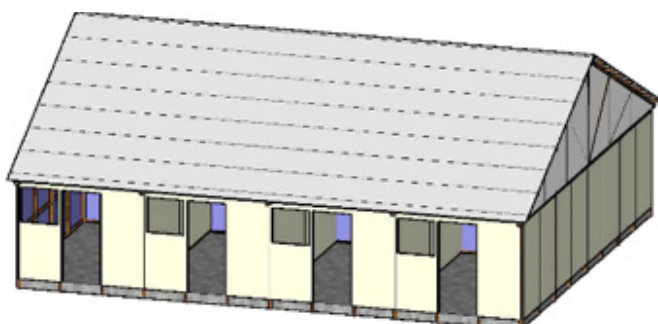
Communal shelters are usually constructed using tents or tarpaulins to accommodate IDPs in collective sites. A thorough assessment must be conducted to determine building conditions and how long it can be used as a shelter, taking into account HLP issues, CCCM approval, access to water, and other essential services.

Note that communal shelters are **not recommended for long term stays** (i.e. scenarios where occupancy is possible for more than a few months). These shelters are more suitable for people in transit or for short term stays rather than longer term occupancy. Structures are usually used longer than anticipated, and as a result, there are very rare occasions when these structures are applicable.

Also note that although they may seem more cost efficient in terms of materials usage, they need to be carefully designed so that they maximise use of materials, often with careful redesign.



Multi household collective shelter. This is not recommended as displacement sites often exist for longer than planned. They may be used in some circumstances where they can be built quickly for large scale shelter needs or as transit facilities



4.3 Emergency Shelter construction

Whenever feasible, the goal of the shelter provider should be to supply sufficient materials to enable displaced individuals to build their own shelter. However, if the circumstances do not permit this technical approach, Cluster Partners should explore the following alternatives:

For the Older People and Persons with Disability the ES/NFI Cluster has developed a specific design please check (**Annex 8**)

- When planning sites for emergency shelters, the Cluster recommends including provisions for additional space. This will give occupants the flexibility to expand their shelters as resources become available, allowing households to progress towards creating shelters that meet their required living space needs.
- Cluster Partners could readjust the design according to the local context and the size of the land. However, only one shelter design should be used in one site to allow standardization at the site level
- Cluster Partners recommended using mesh wire to reinforce the interior partitioning wall to provide stronger security between the different households
- It is recommended when having more than one piece of plastic sheet on the roof for it to be linked as shown in the drawing instead of being overlapped. This will mitigate the risk of rainwater entering the seam.

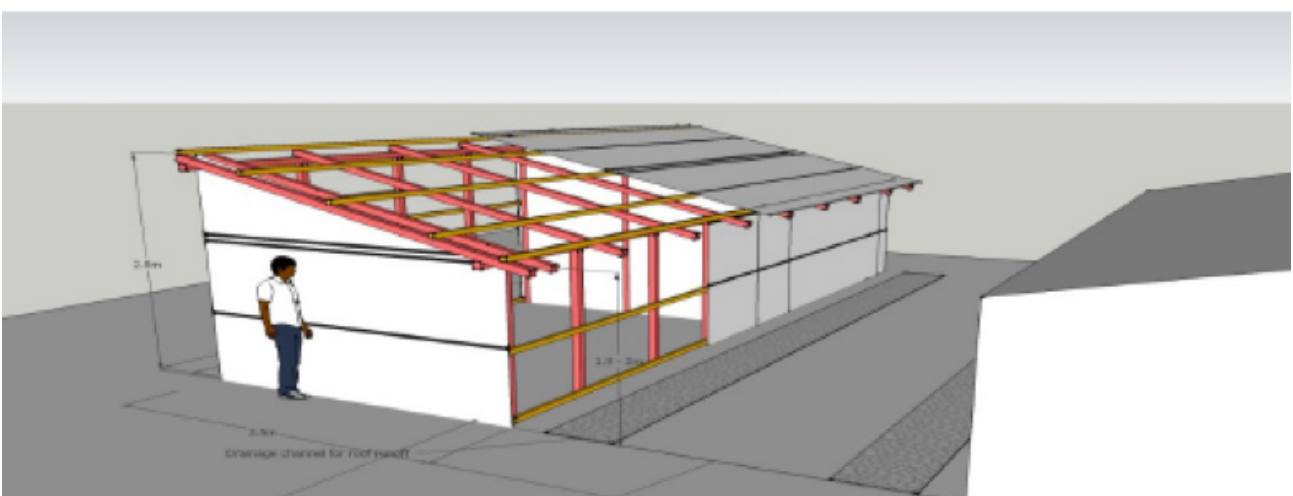
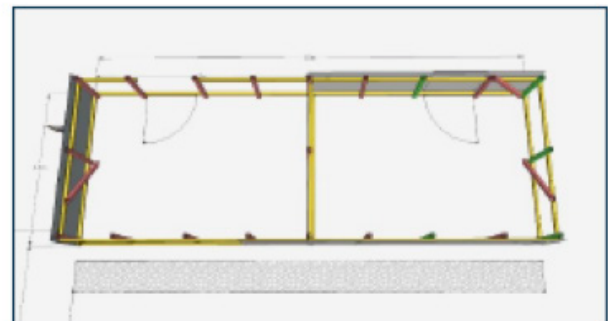
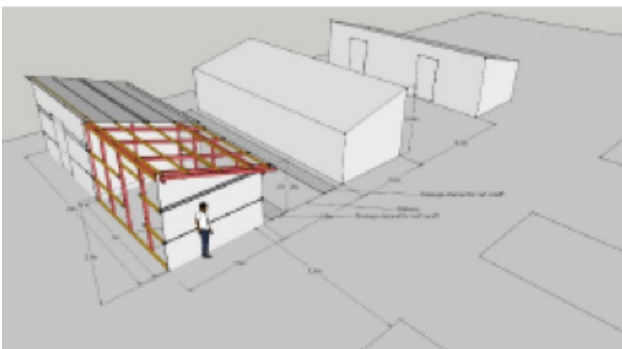


Illustration of a smaller collective shelter with party / joined wall. Where shelters with joining walls must be built, allocate plots that enable households to expand.

4.4 Housing, Land and Property (HLP) Support

To reduce the risk of eviction and/or property disputes, the Cluster recommends that shelter actors support assisted households to conduct sufficient land tenure verification (“due diligence”) prior to construction, repairs, or any other activity that requires the use of land.

Cluster Partners should follow the guidelines presented in the **Security of Tenure chapter of Sphere** (“Standard 6”), the “**Land Rights and Shelter Due Diligence Standard**”, as well as the procedures and tools developed by the HLP Working Group to facilitate the promotion of HLP information and awareness, the undertaking of land tenure due diligence, the implementation dispute resolution and referral mechanisms, as well as strategies to strengthen security of tenure for assisted households.

See **Annex 9** for further tools, background and documentation.





@ IOM

05

CASH AND MARKETS

5.1 Market Assessment and Support

Access to markets and basic social services are essential for IDPs, returnees, and host communities. Crisis-affected people must be able to resume livelihood activities to live under dignified conditions and eventually find sustainable shelter solutions.

The Cluster encourages the use of cash rather than in-kind programming for Cluster Partners with demonstrated technical capacity and strong experience with cash transfer programs. Cluster Partners must provide information on market functionality and financial service providers, must be able to demonstrate that cash will be equally accessible to men and women, and must target beneficiaries using vulnerability criteria. Modalities should encourage the transition to longer-term, sustainable shelter solutions.

5.2 Cash for Rent

Within the urban and semi-urban contexts, renting is common. The injection of rental cash into the host community can help mitigate tensions as it compensates for hosting displaced people. It is also a direct way to prevent forced eviction. While Cash for Rent is designed as a time-bound intervention that must be linked to more sustainable long-term shelter activities, it can bridge the gap to more durable solutions when complemented by rights awareness, legal tenancy documents, and livelihoods support. The following steps are necessary before implementing Cash for Rent: see **Annex 12**

- Rental market survey: determine the appropriateness of Cash for Rent. This step allows organizations to identify the risks of providing Cash for Rent to beneficiaries based on their economic, social, and vulnerability status.
- Needs assessment: Households (HHs) supported by Cash for Rent should be selected based on pre-defined criteria with priority given to HHs living in overcrowded shelters or HHs that are homeless.
- Determining the rental value, duration, and delivery mechanism: determine the cash transfer value and its duration using an evidence-based process that considers both individual household situations and the local context.
- Rental agreement support: agencies should support legal rental agreements between tenants and landowners, preferably in written form.
- Agencies should link with other organizations that have experience and competence in delivering HLP support to ensure that rental agreements protect tenants from eviction and rent inflation.



Cash for Rent can bridge the gap to more durable solutions when complemented by rights awareness, legal tenancy documents, and livelihoods support.



@ ESNFI Cluster

ANNEXES



@ ESNFI Cluster

Annex 1

Specifications of Emergency Shelter and Non-food items

The Cluster provides recommended minimum standards for quantity and specification of items. The specification can guide Cluster Partners during the procurement process and help avoid disputes where more than one Cluster Partner responds in the same area.

1. Based on standard international specifications. These specifications enable quality control against measurable indicators. Examples can be found below:
 - International Federation of Red Cross and Red Crescent (IFRC): emergency items catalogue - [Standard products catalog IFRC ICR](#)
 - International Organisation for Migration (IOM) logistics emergency catalogue - <https://emergencymanual.iom.int/emergency-relief-items-catalogue>
 - UN Refugee Agency (UNHCR) Core Relief Items catalogue <https://tinyurl.com/thtcpkkh>

OR

2. Based on agreed reference samples. When supplier provide samples these are agreed as reference samples. Deliveries can then be compared and tested against these reference samples.

Tarpaulin/Plastic sheeting

Plastic sheeting (also known as plastic tarpaulin, or tarp) is a sheet of strong, flexible, water-resistant, or waterproof material. Although different qualities exist, those suitable for humanitarian relief are made from polyethylene. A standard sheet has a black woven or braided core and is laminated on both sides. All plastic sheeting must reach minimum performance standards (see full specifications below).

Plastic sheeting is not intended for long-term use. When considering whether to use plastic sheeting, ensure that end users have the tools and information needed to build and maintain the structures that they build. In general, plastic sheeting will last longer if:

- It is tightly fixed and pulled taught so that it does not flap in the wind
- It does not rub against sharp edges or sticks

Consideration: Shelters made from plastic sheeting must be sufficiently ventilated even in cold climates. If they are not, vapor from breathing, cooking, and sweating will condense and can lead to damp living conditions and mold growth. Unless specified to contain fire retardant, plastic sheeting is flammable and produces toxic fumes; cooking inside the shelter should be avoided. Disposal: Recycling and re-use are the preferred means of disposal of plastic sheets.

	Key Specifications	Message
	6 m x 4m sheets Made from black Low Density Polyethylene (LDPE) fibres fabric laminated on both sides with white LDPE. 6 Grey bands of 7.5cm width made from black woven LDPE laminated on both sides. Pre-punched 8mm holes clinched with aluminium eyelets on the two sidebands at 0.1m +/-10% intervals, positioned in the bands' center. 190g/m² ± 20g/m² *Refer to ICRC/IFRC specification for more details	Fixing the tarpaulin ● Do not nail the tarpaulin outside of the reinforcement bands. ● Better fixing of plastic sheeting can significantly increase the plastic sheeting life as this is often the weakest point. "A guide to the specification and use of plastic sheeting in humanitarian relief" contains more details on the use and fixing of plastic sheet. Link Ensure that It does not rub against sharp edges or sticks. ● Use a Rubber or ring on the holes to protect the tarpaulin. ● Cover Edges of shelter with soft grass, old clothes, or plastic bottles to avoid damage to the tarpaulin. ● Avoid putting heavy items on the roof of the shelter to prevent causing damage. Tightly pull the tarpaulin and fix it securely so that it does not flap in the wind Keep it away from fire ● Cooking should be done outside the shelter to avoid damage to the tarpaulin.

Rope

A Rope is one of the most common fixings for plastic sheeting. For fixing plastic sheeting, a black 5mm to 14mm diameter rope is preferred. A black rope is preferred as it resists UV degradation, although other colors (such as blue polypropylene (PP) rope) may be cheaper or more available. Local markets may only be able to provide vegetal rope (as per picture below).

	Key Specifications	Message
	6 Vegetal, PP or PE, 3 strands, twisted Length: minimum 20 meters, Diameter: 6>Ø>14 mm. Tensile strength: >200 kg Note: See above catalogs for more detailed specifications	Maintenance: After cutting the rope, it will become frayed. To avoid this; For synthetic rope: Burn the ends immediately after cutting the rope, in a way that all the threads of the rope melt and fuse together For Vegetal rope tie knots in the

Wooden poles

Wooden poles are the principal element to erect a shelter. They are used as loadbearing columns, but also for walling, beams and joists. There are limited volumes of timber suitable for structural purposes. Eucalyptus is the most commonly used species. Bush Poles can be collected from fallen timber or cut for shelter purpose, structural purposes, bracing and scaffolding. They should be cleaned from leaves and branches.

	Key Specifications	Message
	Local wood, cleaned See: Timber as a construction material in humanitarian emergencies for guidance on specification and quality control, https://www.humanitarianlibrary.org/resource/timber-construction-material-humanitarian-emergencies-0 and ICRC / IFRC catalogue above.	Adequate storage (protection from sun, rain and insects) for wooden poles is crucial to maintain their quality Heat or chemical anti-rot treatment significantly increases wood lifespan. Note different donors have differing environmental requirements in terms of use of chemicals. Some treatments can be harmful. Local wood should always be chosen in priority unless deforestation is threatening the area/ environment.

Corrugated Galvanised Iron(CGI)sheets

Corrugated Galvanised Iron (CGI) is also known as corrugated iron, or zinc sheet. Corrugated aluminium sheet also exists but is rarely used as it is usually more expensive. CGI sheets are the main item used to build or repair roofs. When planning to distribute CGI, ensure that recipients also have access to the fixings and wood or steel which are necessary to build/repair the shelter.

	Key Specifications	Message
	Gauge 32 1.83m x 0.92m, Zinc coated, hot-dip galvanized, Thickness > 0.34mm Minimum weight 4kg(GovStamp) https://tinyurl.com/2k26s9k2	Verify the zinc coating thickness, by using a coating thickness gauge or a magnetometer. The supplier may try to sell electro-galvanized steel which looks like hot-dip galvanized but can have a zinc coating thickness that is up to 10 times thinner. Fixings/fasteners and sealing washers must be made of galvanized steel, with similar zinc coating thickness to avoid corrosion and breakage.

Nails

Most commonly used in emergencies are common wire nails, which have a smooth shank and a flat head. Roofing nails should always have a twisted shank and usually a wide flat or domed head to hold roofing sheets down. Roofing nails should be used with rubber washers and are commonly galvanized. Care should be taken to ensure that nails are not oversized – the thicker they are, the more likely they are to split the wood.

	Key Specifications	Message
	#8, #10, #12. Flat circular head, plain round shank and diamond point, Galvanized.	Length of and thickness of nails used should correspond to length required for particular usage. Smallest effective nail is usually the best choice to help avoid splitting the timber.
	Head Ø>20 mm, 75 x 3.6 mm twisted shank, Galvanized iron See IFRC / ICRC catalogue for further information.	Roofing nails should be used with rubber washers.



Bedding sets

Depending on ES/NFI distribution locations, either a blanket or bedsheet will be provided to a household. The Cluster recommends that displaced affected people living in lowlying areas should receive bedsheets, while those living in high altitude areas should be provided with blankets.

Picture	Key Specifications	Message
Blanket		
Woven is the recommended Blanket for Ethiopia. Where applicable, a minimum Thermal Overall Grade (TOG) value of 2.5 is suggested. Higher values may be required for colder climates. Note that many suppliers may not be able to provide TOG values, so instead check parameters such as weight, thickness, dimensions, feel and smell.		
	Woven, dry raised both sides, ISO1833 on dry weight, min 50% wool fibers, and recycled fibers. 1.6m x 2.2m; (1 to 2kg weight) min 250g/m2, TOG (Thermal Resistance of Garment) > 2.0 Note catalogues above provide standards for globally procured blankets. These may differ in specifications from what is available on the Ethiopian market.	The Blanket is to be distributed in highland areas to ensure that the displaced affected people have sufficient protection from weather and reduce the risk of respiratory infections.
Bedsheets		
	Cotton, 2m x 2.3m Highly quality, 100% durable cotton, Weight: minimum 400g/piece	Design: no images, pictures, words, or messages Can also be used for partitions.
Bedmat/Sleeping mat		
	Waterproof, assorted colors, edges secured 2 x 2.5m	See above catalogues for further details and quality control.

Mosquito Net

The most commonly used materials for Long Lasting Insecticidal Nets (LLINs) are polyester, polyethylene, and polypropylene. World Health Organization (WHO) recommendations have been developed for polyester (PES) and polyethylene (PE). Further to this, the WHO recommends a move away from polyester made nets. LLINs have an expiry date, and Cluster Partners need to bear this in mind when procuring storage time before distribution. Before distribution, Cluster Partners are advised to refer to manufacturers' guidelines for storage LLINs and disposal of expired LLINs.



	Key Specifications	Message
	Following WHO recommendation, only Long Lasting Insecticidal Nets (LLIN's) which require no further treatment during their expected life span (of average 3 to 5 years according the use, type and fabric origin) should be purchased. There are different types of netting material (polyester, polyethylene, and polypropylene). The most commonly used for LLIN, and for which WHO recommendations have been developed, are polyester (PES) and polyethylene (PE). In the WHO Position statement document for Insecticide Treated Mosquito nets, the WHO recommends a move away from polyester made nets. https://www.who.int/publications/i/item/who-hm-ntd-whopes-2017.04 Below shipment information is given for mosquito nets made of 75 denier material. All shipping volumes indicated are approximate, as they depend on number of nets per bales. It is important to keep in mind that "LLIN" does not mean "WHO approved". Many wholesalers propose LLINs which are not WHO approved, and should not be supplied. From: https://tinyurl.com/y8b2ah3f	Locations where the risk of malaria is very high and where no natural coping mechanisms LLIN's allow a better and effective protection against mosquitoes and other insects and have to be considered as part of an overall strategy related to malaria control, as impregnated nets decrease the morbidity from between 50%-70%.



Kitchen sets

Kitchen sets are combinations of pots, pans, plates, cups, and cutlery for the food preparation and serving needs of a household. They are commonly designed to enable cooking and serving food for five people.

	Key Specifications	Message
	Plate: Ø: 24cm, e > 1.00 mm for aluminum, > 0.50 mm for steel Cup: Aluminum or stainless steel with handle, 300mL (Thickness >0.5mm for stainless steel) Cooking pot: Aluminum, 7L, Thickness > 1.7 mm for aluminum, > 0.8 mm for steel Cooking Ladle: Stainless steel, V> 100mL, L > 30cm Thickness >1mm in the center of the scoop Kettle: Aluminum, 2L (estimating around 20% preference for jugs) See ICRC /IFRC catalogue for more detailed specifications. https://tinyurl.com/57vbecte	All pots and pans should be made from stainless steel of equivalent strength and durability. Handles for pots should be made of aluminum or stainless steel and attached with solid rivets or bolts. The end of the handle should be bent beyond a 90-degree angle to provide a hanging hook for the pot. Always be very careful when boiling oil as its temperature can reach 300°C, (i.e. 3 times hotter than boiling water) and prevent children from staying near the cooking area. If an oil cooking pot is in fire, do not throw water on it, but cover it with a moistened piece of fabric.

Hygiene set

The Hygiene set distribution should be accompanied by additional instruction, promotion, and/ or education.

	Key Specifications		Key Specifications
	Washing basin Ø: 60cm, Stainless Steel		Handwashing jug and basin set Plastic
	Jerrycan: Rigid Food grade plastic, 20L (Min 45mm opening), "Should resist 5 drop tests from 2m high, full of water." Color Light color only (white, yellow), UV treated for long-term outdoor use Diameter Injection molded screw cap of 50mm diameter minimum Finish A built-in carrying handle. Zipper closed top opening, 140mm. not clear- it will added up cost Injection molded screw cap of 50mm diameter minimum. Approximate weight 1kg per piece.		Multipurpose liquid soap 1L Liquid soap (Largo) Strong plastic container and product registered by Ethiopian Standard Agency labelled on the container eg (Largo)
	Multi-Purpose Bar of Soap 250g: vegetable oil (olive, cocoa, No palm).		Sun Solar LED light: AC 220-240V 50/ 60Hz, handle, Rechargeable with a solar panel or power cord, USB output, LED 60x0.1W, Operating time of 12/15 hours. The photograph is illustrative and designs may vary. Pay particular attention to battery life / number of recharge cycles.

Annex 2

Guidelines for needs based targeting



See also in the toolkit:



A.2.1

Data Sharing Protocol



A.2.2

EHCT (Position paper and parameters for engagement by the humanitarian community)



A.2.3

Selection Criteria for Shelter Repair & Reconstruction for Returnees



A.2.4

Ethiopia Emergency Shelter and NFI Cluster Targeting Approach



A.2.5

Persons with Specific Needs English and Amharic

This document defines the methods of needs-based targeting applicable to humanitarian agencies providing Shelter and NFI. All actors and organizations involved in providing humanitarian aid in Ethiopia should be held accountable and hold each other accountable for meeting these standards.

This document stresses the fundamental principles that targeting should involve humanitarian agencies based on need alone, and that assistance should prioritize the most vulnerable and urgent cases.

Registration

Beneficiary identification starts with a meeting involving Woreda and Kebele representatives. The implementing agency/non-governmental organization (NGO) should take place before listing any potential beneficiaries and before transporting food/relief and other emergency assistance to the Woreda or Kebeles. The introductory meeting should address three key points in the formation of a registration committee:

1. Explanation of the purpose of the assistance: all stakeholders should be clear on who the target group is and why.
2. Identify and agree on targeted locations within the Woreda. The meeting should prioritise and select areas for the specific registration of beneficiaries.
3. Lastly, the meeting should agree on committee members for the actual registration of beneficiaries and prepare a plan/schedule for registration in each location.

Registration: When the committee is established for registration of beneficiaries, the relevant parties should work as a team, with the assisting agency, to do the registration. This reduces challenges during verification; however, independent verification will be conducted by the implementing partner.

Verification: The final verification will be done independently by the implementing agency/ NGO.

Prior to distribution, a risk analysis should be conducted to ensure that people are not placed in greater risk of harm with the assistance being provided.

Annex 3

ESNFI Cluster Guidance on the resettlement to New Sites



- [Annex 3.1](#) ESNFI Cluster Guidance on the Settlement of IDPs to New Sites
- [Annex 3.2](#) ESNFI Cluster Site Maintenance Committees (in coordination with CCCM)
- [Annex 3.3](#) Categories of IDPs Shelter Settlements
- [Annex 3.4](#) Settlements Checklist

Annex 4

ESNFI Distribution Guideline Ethiopia



- [Annex 4.1](#) Ethiopia ES/NFI Cluster Guidance for Distributions of Shelter and NFIs

Annex 5

ESNFI and NFI Standard kits



- [Annex 5.1](#) ESNFI Kit - Standard
- [Annex 5.2](#) NFI Kit - Standard
- [Annex 5.3](#) NFI Kits for Returnees

Annex 6

Shelter (Re)construction tools (IDPs)



- [!\[\]\(bf31c37f62a737b46de7f439ee9931c0_img.jpg\) Annex 6.1 Single-Unit Emergency Shelter Design](#)
- [!\[\]\(fa2be241cd9ba4866fb88536d51282a5_img.jpg\) Annex 6.2 Double Unit Shelter Guideline](#)
- [!\[\]\(b75df758779e49cd4b87333ed7bbb698_img.jpg\) Annex 6.3 HH Communal Shelter Guideline](#)
- [!\[\]\(3cd25fa4c2514adca1466c3b551ca0eb_img.jpg\) Annex 6.4 Emergency Shelter Kit](#)
- [!\[\]\(f8d7341af56ebff000542a83f7b70015_img.jpg\) Annex 6.5 Ethiopia ES&NFI Cluster Guidance Note on Rental Support](#)

Annex 7

Shelter (Re)construction tools (Returnee)



- [!\[\]\(1732451aedae652dcc515c4cd0d44b9a_img.jpg\) Annex 7.1 Shelter Reconstruction Repair Minimum Package For National](#)
- [!\[\]\(37605c27bb3b3284876b359bed47fb9f_img.jpg\) Annex 7.2 Shelter Reconstruction Repair Minimum Package for Afar](#)
- [!\[\]\(39a76c3121ac22208a8cc131775cee6b_img.jpg\) Annex 7.3 Shelter Reconstruction Repair Minimum Package Amhara](#)
- [!\[\]\(284d8541d31da67753dce4890e59daa3_img.jpg\) Annex 7.4 Shelter Reconstruction Repair Minimum Package Tigray](#)

Annex 8

Age and Disability Inclusion Response Options



[Annex 8.1](#) Age and Disability-Inclusive Shelter and NFI Response Options Guidelines

Annex 9

Housing Land and Property (HLP)



[Annex 9.1](#) HLP Guidance - Due Diligence for Humanitarian Actors



[Annex 9.2](#) HLP Rapid Assessment Tool for Shelter Emergency Response



[Annex 9.3](#) HLP Rapid Assessment Tool - ([English](#), [Afaan Oromoo](#) and [Amharic](#))



[Annex 9.4](#) Quick HLP Reference Guide ([English](#), [Amharic](#) and [Afaan Oromoo](#))



[Annex 9.5](#) HLP WG - Guidelines for Referral intake



[Annex 9.6](#) HLP WG - Referral form

Annex 10

Post Distribution Monitoring (PDM) toolkit



[Annex 10.1](#)
Howto Use PDMPCM
Toolkit

[Annex 10.2](#)
FGD Facilitators Guide

[Annex 10.3](#)
FGD Cash PDM Adults

[Annex 10.4](#)
FGD SNFI PDM
Adolescents

[Annex 10.5](#)
FGD SNFI PDM Adults

[Annex 10.6](#)
FGD SNFI and Cash
PDM Nonbeneficiaries

[Annex 10.7](#)
PDM Methodology

[Annex 10.8](#)
Key Informant
Interview IDI Guide
SNFI and Cash PDM

[Annex 10.9](#)
Post Distribution
Monitoring Cash
Construction

A Note on How to Use the Post-Distribution and Post-Construction Monitoring Toolkit

This toolkit is a series of recommended tools for organizations and agencies to use in measuring the outcomes of their SNFI and cash interventions, as well as recommended guidelines on conducting Post Distribution Monitoring (PDM)/ Project Cycle Management (PCM)s. Cluster Partners should feel free to adapt the tools to their individual distributions and resource and time constraints. However, there are certain key questions in the quantitative surveys which must be retained, as they are necessary for measuring some of the Cluster outcome indicators, and key questions in the Focus Group Discussion (FGD)/ Key Informant Interview (KII)/ In-Depth Interview (IDI) guides for the qualitative Age, Gender and Diversity mainstreaming (AGDM) indicator; those questions are highlighted and have a comment indicating which outcome indicator they can be used to calculate. Some questions for output indicators are similarly marked.

Please note that the best way to do the quantitative surveys is using digital data collection with either smartphones or tablets. Digital data collection, when used correctly, greatly reduces time, costs, and errors (both in data collection and entry) as compared to paper surveys. The XLS versions of the surveys are used to create a digital tool in KoBo/ Open Data Kit (ODK). Cluster Partners that are not currently using ODK or KoBo should request a training from the Cluster, and if possible, include costs for devices in their new proposals.

There is a recommended methodology for using the toolkit, but again, it can be tailored to the context and constraints of Cluster Partners. For example, the qualitative data collection is recommended to be used after a quantitative survey (or after the first few days), so that preliminary findings and enumerator and supervisor observations can give guidance as to which issues and sub-populations should be the focus of the qualitative research, and which qualitative tools should be used. Although both quantitative and qualitative tools should be used, it is critical to use the quantitative survey to measure certain outcome indicators, and at minimum an abbreviated series of KIIs and FGDs to measure the one qualitative indicator.

What is envisioned as a best practice is to do a quarterly comprehensive PDM/PCM per type of activity (SNFI distribution, cash distribution, or construction activity) or quarterly PDM/PCMs per location where your organization or agency works, while doing exit surveys/rapid monitoring during each distribution (exit surveys are much shorter and are conducted while the distribution is going on, to catch issues related to process, but they do not measure outcomes of having received the items, or item quality and usage). The amount of time to conduct such an exercise depends on the quantitative sample size, number of qualitative interviews, number of locations, and number of staff to conduct the exercise.

There are no strict requirements for sampling; Cluster Partners must determine their sample sizes (both the number of quantitative

interviews and number of qualitative interviews/FGDs) by the resources they have available, as well as by the context for the PDM/PCM (e.g. if it was a blanket distribution across one area, or a small number of beneficiaries in a large population, or to beneficiaries who have moved again). Cluster Partners should use a sample size calculator (such as statulator.com) to create a sample size, and should not use a level of confidence less than 90%, nor a margin of error greater than 10%. It is recommended to use a level of confidence of at least 95% whenever possible.

An example PDM plan is given below to illustrate how the toolkit might be used:

Example Post-Distribution Monitoring Plan

An intervention was done in Jigjiga which distributed plastic sheets and dignity kits to 5,000 households by IOM. There are two IOM staff available to conduct the PDM (e.g. 1 M&E Officer to lead the training and conduct qualitative interviews and 1 program staff who was not part of the distribution and who can supervise the enumerators in the field).

Sampling parameters for quantitative survey: 95% level of confidence and 7% margin of error for a beneficiary population of 5,000 (5,000 households received items).

Quantitative sample size: 189, oversample by 10% to deal with replacement, so 208 interviews is target (calculated using statulator.com).

Household sampling plan: If detailed information to locate the beneficiaries is available, their names can be pre-selected using systematic random sampling (e.g. a list in Excel and the RAND function). If not, enumerators can deploy from different landmarks in the community and walk in a direction chosen at random, using a skip pattern (e.g. every nth household they ask to interview; households that refuse or have no one eligible to be interviewed at home, they replace with the next nth household). If there is a low number of beneficiaries in the population, it may be necessary to ask in the community for assistance in finding beneficiaries).

Enumerator training on quantitative questionnaire: 2-3 days (depending on enumerator familiarity with the tool and if there is a need to translate). Last half-day of training is to be spent piloting the survey. Any questions and/or the sampling methodology can then be fixed or revised based on feedback.

Number of trained enumerators: 4, plus 1 substitute enumerator in case one of the four is unable to work or is fired.

Number of organization or Cluster Partner staff: 2 (1 to supervise quantitative data collection, 1 to conduct qualitative)

Average number of interviews conducted per day (each interview about 30-40 minutes; depends on enumerator skill and how easy/difficult it is to locate beneficiaries): 8

Planned days for quantitative survey: 7

Qualitative sample: 2 FGDs with men, 2 with women, 1 with adolescent girls, 1 with non-beneficiaries; 1 KII with community leader or distribution committee, 1 with program manager; 2 IDIs with PSNs (e.g. one person with a physical disability, 1 with a child-headed household)

Week	1							2			
Day	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon	Tues	Wed	Thur
Enumerator training	x	x	x								
Quant. Survey Pilot			x								
Quant. Data Collection				x	x	x		x	x	x	x
KIIs					x	x					
FGDs								x	x	x	

Annex 11

Assessment toolkit



The following assessment tools are included in the Cluster toolkit

[Annex 11.1](#) Cash for Rent Feasibility Assessment Template

[Annex 11.2](#) Rapid Return Assessment Template

Annex 12

IEC Materials Return Response and Rehabilitation tools



[Annex 12.1](#) Shelter Damage Prioritization

[Annex 12.2](#) IEC Fixing Plastic Sheets

[Annex 12.3](#) SoP for Shelter Reconstruction/Repair

Annex 13

Information Education and Communication materials

Some Materials for communicating with affected people. These need to be accompanied with training and outreach.

Buildback safer: key messages

Build Back Safer – Key Messages

(1) Build strong foundations and anchor homes.

Dig and bury poles

soil level

✓ anchor poles ✓ stones at base ✓ concrete

Tukul with anchored central support pole

(2) Brace homes against the wind.

✓ diagonal bracing ✓ diagonal bracing

roof bracing corner bracing

How are homes affected?

Wind

Home leans over

Wind and rain

Separating walls

Rain

Loss of chikka coating from walls

Loss of CGI roofing

Total collapse

Poles rot underground

Insects

Poles eaten by termites

Home risks collapse

Loss of grass

(3) Connect poles well.

diagonal lash square lash bracing lash

nails at an angle more than 1 nail

additional wood to connect poles

(4) Protect against insects.

soak bamboo to remove sugars

Smoke eucalyptus to remove termites

(5) Make a strong roof

use umbrella or twisted roofing nails use a rubber washer or cover

buried tree anchor

buried stone anchor

anchor plastic sheeting roofing

(6) Protect against floods.

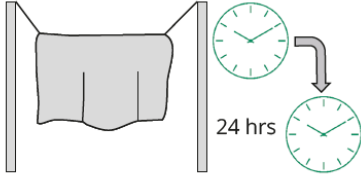
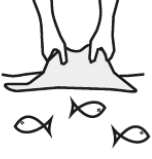
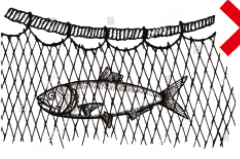
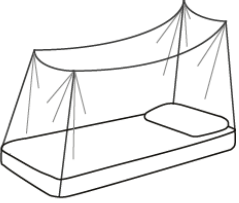
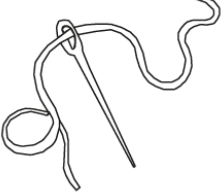
trench plinth stones

Raise your house, dig a drainage trench. Use stones to protect the plinth.

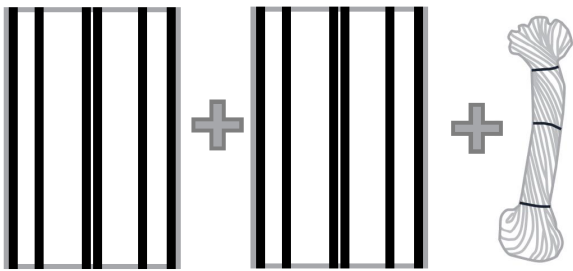
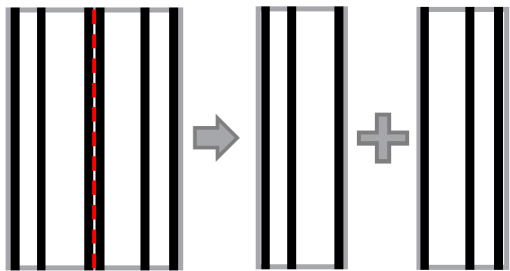
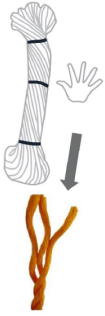
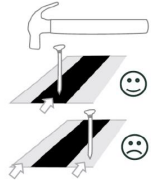
Use mud or stones to make a ring around the home.

Shelter & NFI Cluster Ethiopia
Co-ordinating Humanitarian Shelter

Mosquito net usage

MN English 11/07/19 MOSQUITO NET 			
	Mosquito nets are covered in a chemical which can be harmful to the skin and kill fish and plants	Hang nets in the shade for 24 hours before use	
			
Wash in a bucket	Do not wash in rivers, streams or sea	Do not use for fishing	Do not use to cover food
	Tuck net underneath sleeping mat		Sew up holes

Fixing plastic sheeting

Plastic sheeting and rope			
		 Split plastic sheet without cutting – find the middle and peel apart to make 2 thin plastic sheets	
 Unwind the rope to get thinner rope	 Do NOT put nails in the white part of the plastic sheet	 - Do NOT fix through the white part of the plastic sheet. - Fix through the strong black part of the plastic sheet. - Use rounded stones or tie a knot.	
 Sew using the holes in the black part of the plastic sheet		Agency logo	

Annex 14

Shelter Cluster theory of change

The Cluster strategy is supported by a comprehensive work plan grounded in the Theory of Change. This work plan systematically tracks the Cluster's progress in alignment with both annual response plans and the multi-year Cluster strategy. To ensure practical and effective monitoring and evaluation of the response, the Cluster leverages feedback from Cluster Partners, thereby identifying key challenges and lessons learned. It is essential for Cluster Partners to utilize the Monitoring and Evaluation toolkit for activity monitoring, ensuring data harmonization across the Cluster. Additionally, the Cluster will integrate with the complaints systems of Cluster Partners to gather effective feedback from their operations and adapt the overall strategy as necessary to maintain accountability.

