

SHELTER CLUSTER GUIDELINES

Shelter Cluster Bangladesh

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Abbreviations

AoR	: Area of Response.
BNBC	: Bangladesh National Building Code.
CBA	: Community Based Approach
CBO	: Community Based Organization.
CVA	: Cash and Voucher Assistance.
CGI	: Corrugated Galvanized Iron.
DRR	: Disaster Risk Resistant.
DMC	: Disaster Management Committee.
FSP	: Financial Service Providers.
GBV	: Gender Based Violence
GCT	: Group Cash Transfer
HBRI	: Housing Building Research Institute.
HHs	: Households.
IEC	: Information Education Communication.
NFI	: Non-Food Item.
MMT	: Mobile Money Transfer.
NGO	: Non-Government Organization.
ODHR	: Owner Driven Housing Reconstruction.
PASSA	: Participatory Approach for Safe Shelter Awareness.
PIC	: Project Implementation Committee.
TWiG	: Technical Working Group.

1. Introduction

1.1 Disasters in Bangladesh

Some of the common disasters in Bangladesh are described below.

Cyclone: Every year the coastal areas of Bangladesh are hit by devastating cyclones usually accompanied by high-speed winds, sometimes reaching 250 km/hr. or more and 3-10m high waves, causing extensive damage to life, property and livestock. Cyclones in the Bay of Bengal occur in two seasons, April-May and October-November – i.e., before and after the monsoon.

Tornado: It occasionally occurs in Bangladesh during the pre-monsoon hot season, especially in the month of April when the temperature is the highest. The diameter of a tornado varies from a few meters to about two kilometers. The rotating winds attain velocity of 300 to 480 km/hr. and the updraft at the centre may reach 320 km/hr. A tornado is usually accompanied by thunder, lightning, terrifying roaring and heavy rain. Tornado is a very short-lived disturbance which may last 10-20 minutes, and the length of their travel path may vary from 10 to 15 km.

Nor 'wester: Wind blows over Bangladesh in April-May from the north-westerly direction, locally known as Kal-Baishakhi. The difference between an ordinary shower and this storm is that it is always associated with thunder and lightning. Hail is common with a nor 'wester. The average wind speed of nor 'wester is 40-60 km per hour, but in exceptional circumstances the wind speed may exceed 100 km. The duration of nor 'wester is shorter but sometimes may last over an hour.

Flood: Inundation of land by the rise and overflow of a body of water. Floods occur most commonly when water from heavy rainfall, from melting ice and snow, or from a combination of these exceeds the carrying capacity of the river system, lake or ocean into which it runs. Every year about one-fifth of Bangladesh undergoes flood during the monsoon season. The geographic position, structural set-up, physiography and geomorphology are jointly responsible for flooding in the country. A flood season in Bangladesh may start as early as May and can continue until November.

Riverbank erosion: It is estimated that about 5% of the total floodplain of Bangladesh is directly affected by riverbank erosion. During monsoon extensive overbank spills, bank erosion and bank line shifts have become typical. The rivers that are highly susceptible to riverbank erosion are Ganges, Jamuna, Padma and Lower Meghna.

Landslide: Common in the hilly areas of south-eastern Bangladesh, especially in Bandarban, Rangamati, Khagrachari and Cox's Bazar. Every year, especially in the rainy season, landslides take place in both natural and human-induced slopes. The effect of Jhum cultivation and other forms of cultivation on steep slopes also play a significant role in the occurrence of landslide. Hill cutting is a major cause of landslide.

Earthquake: In the north and northeast of Bangladesh, there are areas of high seismic activity and some of the major earthquakes originating in these areas have affected the adjacent regions of the country. The whole of Bangladesh is divided into three seismic zones. The northern part of the country that includes the greater districts of Rangpur, Mymensingh, and Sylhet are in the Zone-I where earthquake shock of maximum intensity of IX of the Modified Mercalli Scale is possible. The Zone-II includes the greater districts of Dinajpur, Bogra, Dhaka and Chittagong and the shocks of intensity of VIII are possible. The southern part of the country, the least active region, where the maximum intensity is not likely to exceed VII, is in the Zone-III.

Water Logging: In Bangladesh, a mostly flat country, lack of adequate drainage is an inherent problem. With the growth of urbanization, the increase of built-up areas also causes obstruction to the natural water flow. As a result of concentration of heavy rainfall during the monsoons, the cities and towns are regularly flooded. The carrying capacity of rivers is being reduced due to siltation, causing serious drainage congestion, especially in the coastal areas.

1.2 Effect of Disaster on Shelter

Generally, many houses are damaged either fully or partially due to cyclone, flood, landslide, riverbank erosion etc. With houses damaged and destroyed, people lose their usual living space and lead to live in evacuation shelters, roads, embankment, or higher ground. These affected people have been experienced difficulties to build temporary shelter arrangement due to limited space and resources. It is also reported due to storm surge and embankment collapse, many houses become inundated. During cyclone, falling of trees making significant damage, sometimes destroy the houses. Many people also experience that their essential household items have been washed away or destroyed in different disaster. Some of the affected families try to build their makeshift shelters with the salvage materials. Affected people also raise concern about their security, privacy, and dignity in their temporary living space. As reconstruction of damaged houses or construction of new houses require significant time and resources, often the most vulnerable affected households must live in temporary settlement longer period. There is a further risk of river erosion when the water goes down causing damage to vulnerable houses of the char and low land areas. Schools/Madrasah in the affected areas of northern districts are being used as shelters which may impact children's access to education

Recurrent losses of housing and livelihood due to natural hazards such as cyclonic storms, riverine and flash flooding, earthquakes, landslides, a rising sea water level and river erosion which have a massive impact on the rural dwellings, lead to repeated displacement and widespread migration. It is also worth noting that large parts of the affected areas, and particularly the worst affected districts, have a high level of pre-existing vulnerabilities, including poverty, malnutrition and social deprivation, and any new disaster aggravate the condition of the affected population. It is therefore imperative to address not only the emergency needs but also the long-term needs of the communities.

1.3 Coordination of Humanitarian Response Activities in the Cluster System¹

Humanitarian assistance activities for disaster response will be implemented in the cluster mode under the leadership of the Ministry of Disaster Management and Relief. For this, relevant ministries/divisions will act as lead and non-governmental organizations/UN organizations will act as support agencies within respective clusters. The Ministry of Disaster Management and Relief will be informed regularly with the updated list of support organizations of the respective cluster. The main activities of the clusters include assistance in providing services, taking strategic decisions in humanitarian response activities, formulating planning and implementation strategies, advocacy, monitoring and evaluation and increasing the efficiency of disaster risk management.

1.4 The Bangladesh Shelter Cluster

The goal of the Bangladesh Shelter Cluster is to provide people affected by disaster with the means to live in safe, dignified, and appropriate shelter.

The Bangladesh Shelter Cluster works with everyone who is involved in providing shelter and basic household items. These Shelter Cluster partners include the government, UN agencies, international and local NGOs, civil society organizations, the Red Cross Red Crescent Movement, academia, and donors. The Cluster also provides a forum to liaise with the media, the private sector, and other actors with a stake in the provision of humanitarian shelter.

The Shelter Cluster helps all shelter actors work together better, so that the people who need shelter assistance get help faster and receive the right kind of assistance. The shelter cluster makes every effort to involve the affected people and their communities in decisions related to the shelter response.

¹ Standing orders on disaster (SOD) of Government of the people's Republic of Bangladesh (Year 2019): https://modmr.portal.gov.bd/sites/default/files/files/modmr.portal.gov.bd/policies/7a9f5844_76c0_46f6_9d8a_5e176d2510b9/SOD%202019%20_English_FINAL.pdf

The Shelter Cluster is a global mechanism that is supported by many different organizations. In Bangladesh the Shelter Cluster is led by Government and supported by UNDP and IFRC as co-lead.

Shelter clusters support and coordinate humanitarian response in cluster activated countries. Shelter clusters ensure the six core functions as defined by the IASC including accountability towards affected populations as the seventh one. Shelter clusters strengthen country-wide preparedness and technical capacity to respond to a humanitarian emergency through improved coordination at national and sub-national levels.

Core Function	Service	Scope	Deliverables
1. Supporting service delivery	Coordination management	Coordination mechanism (Hubs, SAG, TWiGs). Inter-cluster, HCT, OCHA, Government.	Minutes, ToR Cluster orgchart
	Information management	Data collection, processing, and analysis. Dissemination of information. Liaison with OCHA and other clusters.	WWW matrices Website update Factsheets
	Integration	Participation of national actors. Interaction with the private sector.	
2. Informing HC/HCT strategic decision-making	Coordinated assessments	Common/joint assessment. Needs, capacities, gaps, progress, impact. Review of response plans.	Assessment reports MIRA reports Gap analyses
3. Planning and strategy development	Strategic planning	Shelter needs priorities and response. Overall strategic objectives (HCT, Government) Cross-cutting issues, Recovery, hand-over, deactivation and exit	Strategic Framework Decision log
	Technical coordination	Technical standards, guidance, and liaison with other clusters	Technical Guidelines
	Resource mobilization	Funding requirement for the sector response plan. Criteria and for fund allocation. Submissions to pooled funds (CAP, CERF, etc.).	Shelter sections of appeals Tables, maps, graphs
4. Advocacy	Coordinated communication and advocacy	Sector key messages and advocacy priorities. Communication/advocacy campaigns, liaison with stakeholders Beneficiary & communities communications.	Stakeholder's mapping Advocacy worksheet Advocacy messages
	Legal and regulatory issues.	National policies, guidelines, and standards. Legal & regulatory issues related to HLP, building codes, etc.	
5. Monitoring and reporting	Performance monitoring	Supervision, monitoring and evaluation. Corrective actions to address changes.	Cluster reviews (lessons learned, impact)
6. Contingency planning / preparedness	Contingency planning	Contingency plans (national, sector). Risk mapping and analysis, DRR	Shelter section of Contingency plan
	Exit-strategy	Remote support, transition, hand-over, exit.	
7. Accountability to affected population	Community liaison	Feedback from and to the affected population. Complaint and grievance committees. Participation of communities in the response.	Information leaflets (in local language)

1.5 Purpose of the guidelines

The Shelter Guidelines and standards has been developed based on country context to provide guidance to humanitarian actors on how to design and implement shelter programming in line with SPHERE, the charter for human rights and core humanitarian and national standards.

Purpose

- Ensure a coordinated response where actors have a common strategy and approach
- Ensure the quality of shelter assistance in terms of design, standards, and approach.
- To assist shelter cluster members to determine the appropriate shelter programming considering the humanitarian crisis

2 Shelter Response Standards and Guidelines

2.1 SPHERE² : Shelter and Settlement Standards

The Sphere Project, now known as Sphere, was created in 1997 by a group of humanitarian non-governmental organisations and the Red Cross and Red Crescent Movement. Its aim was to improve the quality of their humanitarian responses and to be accountable for their actions. The Sphere philosophy is based on two core beliefs:

- People affected by disaster or conflict have the right to life with dignity and, therefore, the right to assistance; and
- All possible steps should be taken to alleviate human suffering arising out of disaster or conflict.

The Humanitarian Charter and Minimum Standards put these core beliefs into practice. The Protection Principles inform all humanitarian action, and the Core Humanitarian Standard contains commitments to support accountability across all sectors. Together, they form The Sphere Handbook, which has developed into one of the most widely referenced humanitarian resources globally.

Shelter and settlement standard according to SPHERE	
1. Planning	Shelter and settlement interventions are well planned and coordinated to contribute to the safety and well-being of affected people and promote recovery.
2. Location and settlement planning	Shelters and settlements are located in safe and secure areas, offering adequate space and access to essential services and livelihoods.
3. Living space	People have access to living spaces that are safe and adequate, enabling essential household and livelihoods activities to be undertaken with dignity
4. Household items	Household item assistance supports restoring and maintaining health, dignity and safety and the undertaking of daily domestic activities in and around the home.
5. Technical assistance	People have access to appropriate technical assistance in a timely manner.
6. Security of tenure	The affected population has security of tenure in its shelter and settlement options.
7. Environmental sustainability	Shelter and settlement assistance minimises any negative programme impact on the natural environment.

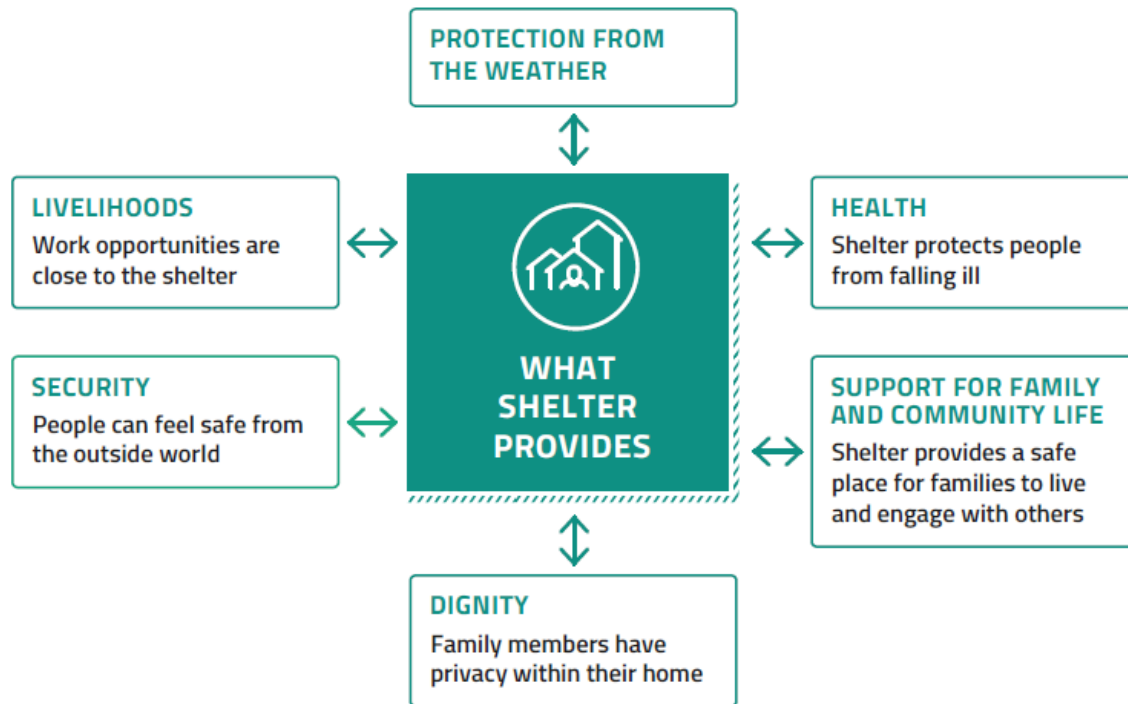
² <https://spherestandards.org/wp-content/uploads/Sphere-Handbook-2018-EN.pdf>

2.2 Essential concepts in shelter and settlement

Shelter and Settlement:

Shelters and settlements are inter-related and need to be considered as a whole. “Shelter” is the household living space, including the items necessary to support daily activities. “Settlement” is the wider locations where people and community live.

Shelter and settlement responses aim to provide a safe living environment: Timely shelter and settlements support can save lives in the initial stages of a crisis. In addition to providing protection from weather, shelter is necessary to promote health, support family and community life, and provide dignity, security and access to livelihoods



Shelter Needs: Shelter support should be provided “solely on the basis of need”. A whole range of factors will influence the shelter needs of an affected population following a disaster. These may include but not limited to disaster profile, housing typology before and after a disaster, community coping capacity, environmental factors, assistance from government and other actors, disabilities, and social and cultural context etc.

What an affected household seek from shelter? The task of sheltering affected populations is not simply one of providing a physical space and shelter products, but rather assisting them addressing the following needs:

- a) **Safety** from adverse weather and aftershocks, social conflict or unrest, evictions and forced relocation, personal violence, or threat of violence, including GBV. Ensure that shelter has been designed and built with adequate escape routes in the case of emergency evacuation and disaster-affected populations have received information and training on fire safety and evacuation procedures. Provide efficient lighting throughout site/settlement, with special attention to public and communal areas such as sanitation facilities.
- b) **Adequacy of space** – to carry on the daily activities of life, including livelihoods, privacy, and dignity. Respect minimum space standards in shelters to minimize risks of exploitation and abuse.

- c) **Access to services** - schools, market and health facilities and public transport, water supply, social networks, family and friends, religious and culturally important facilities. Consider the needs of different ethnic, racial, national, or social groups in shelter allocation, ensuring that the quality of shelter is equitable across all groups. Establish communal areas and collection points at a safe distance from shelter sites/temporary settlements. Ensure that they are accessible to pregnant mothers, persons with disabilities and older persons and safe for small children (especially toilet, bathroom, recreational space for children to play. Recognize the joint ownership rights of both male and female heads of household and prevent discrimination.
- d) **Sufficiency of household contents** to carry on with life, including bedding, clothing, storage, cooking, and cleaning implements (NFIs / Non-food items). Include partitions, efficient lighting, and door locks (when culturally relevant) to better protect women and girls, particularly single women, and female-headed households. Plan separate bathrooms and toilets for men, and women in dark and isolated areas.

Shelter Interventions and Assistance: It may come in many different forms, including emergency shelter, temporary shelters, transitional shelter, permanent house, collective centres, rental properties, core house, house retrofitting, host family support, shelter toolkits and NFIs, technical support, etc. What remains common throughout, is the right to adequate and sufficient shelter, ensuring families can live with dignity and safety from the time their housing becomes uninhabitable through to when they are able to return or progress to permanent, safe, and secure housing. Affected households seeking shelter after a disaster may also turn to family and friends to host them, they may shelter in public buildings, in dispersed tents or camps or even in the remnants of their former home.

Shelter Needs Assessment: Shelter Strategy must be determined based on assessment of needs. The identified needs and capacities of the affected population (displaced and non-displaced) must be at the centre of a shelter program. Humanitarian organizations must decide which families to target for assistance based upon actual needs. Assessments conducted at households' level (ensure the meaningful participation of women, men, boys, girls, elderly person, the person with a disability and transgender in your assessment to have accurate information about their specific needs) should focus on what a particular household themselves can achieve, and thereby finding the shelter needs and gaps for assistance. Housing damage assessment should determine the level and type of damage i.e., fully, or partially damaged to make risk informed decisions about appropriate strategies and shelter response.

Shelter Support Planning Considerations: When considering shelter intervention, the following questions should be used as umbrella guidance, followed by detailed checklist for each individual cross-cutting issue:

Design: What can be the impact of the design of the shelter on the number of resources needed, future safety of the shelter, the way that the spaces in and around the shelter can be used by those with special needs, and the ways in which everyone in the community can participate in the construction of the shelter?

Materials: What impact will construction materials have on the sustainability of the shelter, and the degree to which all members of a household can participate in any future upgrades or maintenance? How does the cost of materials affect the way in which people use the shelter? How safe do people feel in shelters made with the selected materials? What will be the impact of the selected materials on the environment, local resource markets and availability?

Methodology: What impact will the implementation of a proposed program have upon the local community. How many people can participate, and learn from, the shelter construction or distribution of emergency items? Is this an inclusive process? How can this methodology

have a positive impact upon the sustainability of the shelter, and the community in which the shelter is built in?

Participation and ownership:

How can multiple stakeholders, including the most vulnerable or marginalized, take ownership of the shelter processes as an assurance that all the crosscutting issues will be addressed in a consensual manner?

2.3 Shelter Response Strategy at various phases of the disaster:

Different strategies will be required depending on displacement and the type of damage, urban, rural, displaced, non-displaced and the specific context such as:

- People living in evacuation centres or with host families
- People returning to lightly damaged houses
- People returning to houses that have been severely damaged
- People who cannot return to their homes, due to damage/destruction or deemed unsafe for future disasters.

	Disaster Phases	Shelter Response Strategy (According to the context, the strategy can be adopted as per the identified needs)	Displacement Type
1	Pre-disaster: (Preparedness and Anticipatory action)	<u>Shelter Preparedness and Awareness</u> a. Identification and fit out of suitable structures to act as emergency community shelters/ collective centres. b. Support local level Disaster Management Committees in selection of alternative safe shelters/ collective centres and its readiness including any repair and/or maintenance. c. Awareness raising training on safe and unsafe practices and given the opportunity to strengthen their houses (tie down rope, plinth repair, fixing roof frame, nailing weak joints, sandbags for protection etc.) including access and evacuation routes. Recommend to PASSA, CBA approach.	Non-displaced
2	Post-disaster: (Immediate Response)	<u>Emergency Shelter, Collective Centres:</u> Provide appropriate emergency shelter items and NFIs along with IEC to displaced households residing in collective centres, in open space or own homestead. (Embankment, road, cyclone or flood shelter, high land, open space, educational institutes, religious institutes, sport complex, public hall room etc.). Support with urgent repair and maintenance of collective centres.	Displaced
3	Post-disaster: (Early Recovery)	<u>Transitional Shelter, House Repair, Host Family Support, House Rental Support</u> a. Supporting the returns of affected families to their own homes with assistance such as emergency shelter and household essentials. b. Providing training assistance to beneficiaries on how to manage and reuse the debris for reconstructing the houses. c. Training on unsafe and safe practices in house rebuild and repairs.	Displaced and Non-displaced

4	Post-disaster: Recovery (Rehabilitation and re construction)	<u>Core House, Permanent House</u> a. Financial and technical support for damage repair where markets are functional. In-kind support can be considered where markets are non-functional. b. Provide training on owner's driver sustainable house repair technique for NGO partners, DMCs and community people	Non-displaced
5	Build Back Better (Mitigation / Prevention/Risk Reduction)	<u>House Retrofitting</u> a. Review of building regulation and strengthening vulnerable houses. b. Training on Disaster Risk Reduction (DRR) techniques and resilience including best practices to build back better/safer standard. Recommended to PASSA approach and CBA approach.	Non-displaced

3 Identify Appropriate Shelter Response Options

Post disaster shelter response programs are typically made up of a range and combination of assistance. The needs of a family who is forced to permanently relocate may be very different to those of a family who expects to quickly return to their original home. The shelter needs of a family whose rented apartment has been destroyed vary greatly to the needs of a rural family whose house (that they own) has been destroyed. For all these families, their needs will change over time. Hence individual components of a shelter response are designed to address the specific needs of a portion of the affected population (especially giving priority to ethnic group/community, child head family, female-headed family/single female, the person with disabilities, and older person family) at a particular stage of their recovery. All modalities must be agreed upon beforehand with the beneficiary population.

Shelter response programs are often composed of a series of separate types of assistance combined to form sub-programs and technical assistance. Assistance is determined based on the needs of the affected population, their coping mechanisms and capacities, available resources, capacity of assisting organizations, and support already provided. Monitor the safety of the affected population on an ongoing basis and make changes to the design of the shelter program or advocate with local authorities for improved safety.

3.1 Emergency shelter:

Emergency shelter support is defined as the provision of basic and immediate shelter needs necessary to ensure the survival of disaster affected persons. The emergency sheltering support option in Bangladesh is to support self-building by distribution of materials, tools, cash and providing technical support. The following support options in emergency sheltering have been identified.

Types of possible assistance		Description	Quantity
Materials	Tarpaulins	woven plastic, 4m by 6m, weight 170g/m ² +/- 5%, plus 10% for the reinforcement bands under ISO 380	1 piece
	Bamboo	Bamboo sheel borak 15' length, min 9" circumference bottom, min top dia 2", min wall thickness 0.25", dry	4 pieces
		bamboo - sheel borak 10' length, min 9" circumference bottom, min top dia 2.5", min wall thickness 0.25", dry	10 Pieces
Tools	Cutter	with safety latch, furthermore no specs	1 piece

	Claw Hammer	Weight 0.750kg/pc. Replaceable wooden handle. Forged head, not cast.	1 piece
	Hand saw	Total length 750mm, for wood, good quality, tempered, hardened and set teeth. Unbreakable handle. Blade covered by protective cardboard	1 piece
	Hoe	head only is 230x175mm, 1.360g in forged steel, supply with varnished hard wood handle length approximately. 110-120cm. blade covered by cardboard	1 piece
Fixings	Rope	Nylon, polyamide (or jute), diameter 6 – 12 mm, braid, 30m, in roll, possibility to untie	1 roll
	Tie wire	diameter 2mm, 5 meters long piece in a roll	6 rolls
	Nails	steel galvanized nails, 50mmx2.5mm (2 inches), in a sealed bag	1 kg
		steel galvanized nails, 75mmx3mm (3 inches), in a sealed bag	1 kg
	Mild steel band	on roll, 2m, thickness 2mm	1 roll
Cash Grant	Cash	Procuring additional materials, transporting items, and hiring skilled labour	1,000 BDT
Technical assistance	Brochure	Details of properly fixing tarpaulin and bamboo, inclusion of bracing and tie down, use of anchors etc.	1 Piece

AWARENESS RAISING AND TECHNICAL SUPPORT

Alongside the distribution of kits, the affected population should be given a minimum of technical support, and awareness is to be raised, about how to most optimally use the materials, tools and fixings of the kits. There are several technical issues that need to be clarified through awareness rising and direct technical support offered to the affected population:

Key-issues for awareness raising and technical support during emergency sheltering	
Re-use of salvaged materials	Avoid re-use of burnt, decayed, swollen, rotten and broken materials for structural parts of the emergency shelter.
Fixing of tarpaulins	Fix tarpaulins well to increase their lifespan: nail through the reinforced bands or use a washer (metal, bottle cap, plastic or other), between the nail and the tarpaulin; foresee sufficient slope for water run-off from roof; folding of edges before fixing, protection slips where rope is tensioned over tarpaulin etc.
Anchoring/ foundation	The emergency shelter is to be fixed/anchored well to the ground, be it by tying to bamboo poles, sufficient pegs, ballast, or other locally known practices.
Bracing	The durability safety and living quality of emergency sheltering can be greatly improved by including cross- and diagonal bracing in cyclone area, and corner bracing in non-cyclone area.
Connections and joints	Even in emergency sheltering, double nailing is primordial to ensure a minimum of strength. Metal strapping, tie wiring and rope tying can be used for bamboo connections and to furthermore ensure qualitative connections.
Drainage	Ensure that rain cannot enter the shelter or can be quickly evacuated in case of heavy rains, by means of slightly elevating or bordering the shelter and organizing drainage.

ESSENTIAL HOUSEHOLD ITEMS (based on need)

SN	Item Description	Quantity
1	Candle (Height 6.0 to 6.50 inches; Dia 0.70 inch, burning life more than 3 hours.)	12 Pcs
2	Match Box (Good quality, branded product, Carbonized 100% safety match, 60 ±2 sticks.) or Gas lighter (locally available)	6 Pcs candle or 2 Pcs lighter
3	Blankets	One blanket per person
4	Cloth in the right size and appropriate to culture, season and climate, and adapted to any particular needs	Minimum two full sets of

		clothing per person,
5	Mosquito net (<i>Long-lasting insecticide-treated</i>)	Based on family size and need
6	Cooking utensils (<i>consists of following items in each cooking utensils set</i>)	1 set
	↘ Family-sized cooking pots with handle and lid:	2 Pieces
	↘ Bowl or basin for food preparation or serving	1 Piece
	↘ Kitchen knife	1 piece
	↘ Spoons for serving food	2 pieces
	↘ Dished plate	5 pieces
	↘ Drinking glass or mug	5 pieces

3.2 Transitional Shelter

Transitional shelters are shelter provided during the period between a disaster and the achievement of a long-term durable shelter solution. It provides a habitable covered living space, a secure, healthy living environment with privacy and dignity for those living within it.

The shelters are designed so that materials are re-useable for when families can move onto a more permanent site, contributing towards construction of semi-permanent and permanent houses.

All transitional shelters must have appropriate latrine, bathing, and cooking facilities. The latrine design will comply with the guidelines of WASH cluster.

Indicators	General design consideration
Size	↘ Minimum 188 square feet covered living space for one family (5 members)
Design life	↘ - Min 24 months (Ability to move onto permanent site)
Location	↘ Location on plot shall allow further incremental development of shelter ↘ Allow space for DRR measures
Use of salvaged material	↘ Only appropriate quality salvaged materials (e.g., avoid burnt, decayed, swollen material) ↘ Check amount of salvaged material available to beneficiaries. ↘ Design of shelters not fully to rely on availability of this type of material.
Plot preparation	↘ Properly clear site from physical hazards from the flood (e.g., trees likely to fall, debris, salvaged material, also from neighbouring plots), landslide, erosion, and water stagnant. ↘ Properly prepare site following DRR principles (good compaction soils) ↘ Ensure disable accessibility
Construction process	↘ If possible, apply traditional, well-known construction methods based on existing skills of available labour. Engage beneficiary and community. ↘ - Construction process to be speedy (pre-fabrication of components reduces on site cutting or drilling) and simplified to enable the participation of semi or unskilled labour.
Foundation	↘ Excavation should be deep enough to reach stable or hard soil type. ↘ Ensure good soil compaction where required.
Plinth	↘ Raise plinth above highest flood water level with multiple stepping. ↘ Good quality compacted clay. ↘ Include protective brick wall where necessary.

	➤ Stone-based plinth and localized platform. ➤ Scope of disabled person access ➤ Finished floor
Structure	➤ Inform on simple solutions to improve the shelters resistance: e.g., diagonal / horizontal / corner braces, improved joints, dowel for binding with other member of bamboo post and others component, ratio length: width, slope, and overhang of roof etc.) ➤ Use strong posts at the corner and place other posts with adequate interval. ➤ Ensure that frame material (e.g., Wood or metal) bear the load rather than fasteners/fixings. ➤ Current local practice to treat bamboo and wood members uses burnt engine oil or paint or water treatment. ➤ The structures of transitional shelter should be demountable to allow the reinstallation of the shelter in a new (or original) location or the reuse of the materials. ➤ Reconnections between every building element ➤ Tie down every element from foundations to roof
Wall cover	➤ Combination of bamboo / local plant matting and CGI (whole wall cladding with CGI sheet is not recommended) ➤ Protected/rigid wall no to see from outside ➤ Fire burnt protection wall in cooking areas. ➤ Enough ventilation with door, window, and perforated wall ➤ Keep bamboo and wood/timber up from touch of the ground
Roof	➤ All roofs should be hipped (Ensure water drainage from the roofs.) ➤ Overhang limited to 1.5'ft. ➤ CGI sheets 0.36mm ➤ "J" Hooks for proper anchorage. ➤ Top nail for wooden structure. ➤ TDK with proper anchorage for tarpaulin roof
Head height	➤ - 6.5 feet min – plinth to ceiling

3.3 Core Housing Support:

The aim of Core House is that in the future the family themselves can extend, renovate, repair, and retrofit with safer construction practices and technologies as finances allow. May be known as "one room shelter", "seed house", or "starting house". Core housing programs focus on part of what will become the future permanent home of a disaster affected family. Core house programs commonly consist of either a small but habitable section of a future house that has been designed to be expanded upon later, or the frame and foundations of a permanent home with only temporary claddings for walls, roofs ceilings or floors, that are designed to be upgraded later. Many core-house designs are built on clear empty plots, but in some cases a remaining structurally safe room in a badly damaged house can also be repaired to be the core room. Most core housing programs are based on the premise that once families are rehoused, they will be able to return to work, earn money and slowly upgrade or expand their home in the future. Core housing programs aim to provide a seed or starting point from which families can go on to recover on their own. Building a core house for a family who has no right of tenure may only exacerbate their situation Leaving them evicted at a later stage with no further support. The permanent nature of core houses means they require clear long term land tenure and need to be engineered to be free from future risk and strong enough to be expanded upon.

Target group	Types of assistance to be provided	Possible Shelter Package/ Recommendation
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Families remaining on their existing site or with secure tenure on an alternative site	Clean up tools	Recommend providing locally appropriate tools
	Construction labour	Avoid and monitor any exploitative labour especially child labour on construction sites
	Demolition support	
	Kitchen upgrade	
	Household NFI kit	
	Engineering advice including social and financial advice	
	Cash or vouchers to purchase construction materials or tools	Based on need

3.4 Host family support:

Providing support to families being hosted by friends, family or neighbours as well as providing support to the families that host them. Host families and the families they host, although easy overlooked often, still in need of support. Supporting families in their hosting arrangements can be an extremely effective form of shelter programming. There remain interlinked needs of both the family being hosted and the hosting family. Hosting family may themselves also be suffering from impacts of disaster. The host family support programs may also be designed to decongest public buildings, overcrowded collection centres or other dangerous emergency shelters.

Target group	Types of assistance to be provided	Possible Shelter Package/ Recommendation
Families living with a host family Families hosting a family including the Host household	Family NFI kit	
	Cooking equipment's/ kitchen utensils	
	Safe Shelter Option/ Relocation support	
	Cash support program	
	Finishing or repairing rooms to expand the liveable internal space	Based on the requirements

3.5 Collective Centres:

Can range in type from Cyclone Shelters, schools, auditorium to office complexes and unused shopping centres. Once a collective centre has become full, families install their own shelters in the open spaces nearby to the collective centre. These families rely upon the electricity or water supply within the collective centre, or the sanitation facilities, and should, in fact, be included in the overall collective centre population.

Example of a collective centre support subprogram		
Target group	Types of assistance to be provided	Possible Shelter Package/ Recommendation
Families seeking shelter in a formal collective center	Cooking equipment's and fuel	
	Mosquito nets	
	Bedding	
	Clothing	
	Privacy screens -Hard frames and plastic sheeting or plywood to create privacy barriers around single household sleeping areas	

	Metal safe boxes(trunk), to hold personal possessions	
	Generator, Lighting, plumbing	

3.6 Rental assistance:

A rental assistance programme is more than the provision of cash to cover all or part of the cost of renting accommodation. The objective of rental assistance is to ensure people's protection and dignity, whilst enabling access to adequate accommodation for an agreed period, to make it possible for people to live in a safer and dignified space, with access to minimum services, water, electricity, and household items. It should also ensure that people do not fear eviction or abuse, that they have security of tenure, and that they can pay or cover the cost of rent and utilities. An exit strategy must be planned from the outset, ensuring people can maintain their living conditions once support ends.

There are multiple response components that can be used when implementing rental assistance programmes. Some of the components will be provided to the target population, others will be tailored to property owners, or service providers. Below is a list of typical rental assistance programme components which should all be considered as part of an integrated and holistic response. Protection Gender and Inclusion (PGI) and Community Engagement and Accountability (CEA) are considered integral to every programme and so are not specifically included in this table. The minimum components required for all rental programmes are marked in green, the very frequent options are marked in blue, and the optional components that often complement a programme and support an exit strategy are in yellow. Note that some components may be provided by other actors, so coordination with government and other humanitarian actors is essential.

Type of response Components	Descriptions
1. Information	➤ Supporting affected population to find adequate accommodation to rent. ➤ Supporting affected population in understanding the rental market, rental requirements, and practices. ➤ Supporting owners and service providers to understand renting best practice. ➤ Inform and involve hosting community about the rental assistance programme through community mobilisation. ➤ Consult with communication experts to develop information to meet the needs of the target population, considering format, visual, written, audio, dissemination approach, etc.
2. Minimum Housing standard	➤ Establishing minimum housing standards. ➤ Assessing and Monitoring the housing market quality, quantity, and cost.
3. Minimum security of tenure	➤ Ensuring security of tenure through appropriate rental agreements. ➤ Ensuring both parties understand their roles and responsibilities in contractual arrangements (verbal or written)
4. Exit Strategy	➤ Linking to complementary programmes to ensure exit strategy and do no harm.
5. Technical advice	➤ Technical visits related to use, maintenance, and wear-and-tear of rental properties. ➤ Supporting households to make insurance claims to pay for temporary accommodation. ➤ Assisting with accessing support from Government support systems. ➤ Referral to social workers for support on relationship management between tenant and owners, this can be part of eviction monitoring. ➤ Legal advice on mediation and collaborative dispute resolutions.
6. Rental payments	➤ Rental payments assistance to cover rent or parts of rent, cost of utilities, and/or cost of furnishing. • Through direct payment to service providers, property owners. • Through conditional CVA, with rental payments made directly to the target population. • Through MPC grants with rental labelling

7. Advocacy	Advocacy to government, donors, and other relevant institutions, on issues that could include, for example, allowing those affected to access rent, facilitating legal documentation to legalise affected people's status, and access to livelihoods
8. Complementary programming	➤ Livelihoods ➤ Psycho-social support ➤ Health ➤ WASH ➤ Shelter (e.g., Household Items, construction, or repair assistance). ➤ Support with civil documentation. ➤ Referrals to social assistance and other protection services.

Reference:

Step-by-Step Guide to Rental Assistance to people affected by crises

➤ https://cash-hub.org/wp-content/uploads/sites/3/2021/07/IFRC_2020_Step-by-Step-Guide-for-Rental-Assistance.pdf

3.7 Housing Repair:

In the aftermath of a disaster, many families to protect their remaining assets because they perceive they have nowhere else to go, or it is the only option near their source of livelihoods, then they choose to seek shelter in the remnants of their damaged house. Where no other land is available, such as in dense urban disasters, assisting families to recognize and repair their remnant building may at times be the most effective shelter solution for the affected population. Many housing repair programs function as a core housing program, repairing sufficient space to provide dignity and adequacy of shelter, leaving the family to repair the rest of the house as funds become available. Repairing can include elements which are structural but can also include elements which are not structural for instance, replacing damaged windows.

Target group	Types of assistance to be provided	Possible Shelter Package/Recommendation
Families remaining on their existing site	Safe construction advice	
	Safe shelter options	
	Construction labour	Based on context
	Engineering advice including social and financial advice	
	Cash support program	

General Guidelines	
House Repairing (Approximate average cost 35,000 BDT per affected HH)	➤ In case of materials support, provide sufficient materials to repair the house to an appropriate safe standard ➤ In case of cash grants and vouchers should follow the standard. ➤ Should also maximize the use/re-purpose of salvaged materials. ➤ The repair should include DRR techniques and improved building practices to build back better/safer. ➤ Training/orientation on build back safer/better specially on the shelter construction of proposed design. ➤ Training for artisans (Masons / Carpenters) ➤ Training for staff members Training for artisans (Masons / Carpenters) ➤ Develop IEC including simulation on shelter construction house rebuilding and repairs with demo materials of house. Prepare and use of Standard training Module to conduct training.

3.8 Retrofitting:

Retrofitting focuses on structural elements of a house only. Retrofitting a house involves replacing parts of a house with elements which are of similar dimensions, and play a similar structural role (for instance, replacing a wall column with a wall column), but where the new replacement is stronger. Retrofitting is a realistic option where the costs of the retrofit are still significantly less than the cost of demolishing the house and building a new one. This is designed to make the house more resistant to future disaster. The parts of the house which are replaced may or may not have been damaged in the previous disaster.

Target group	Types of Assistance to be Provided	Possible Shelter Package Recommendation
Families remaining on their existing site, or wanting to return to their site of origin, where the house is still liveable, but has suffered some structural damage	Engineering advice including social, budgeting, and financial advice	
	Extractive/demolition support	
	Construction labour	
	Plastic sheeting and tape, to protect the rest of the house during the works	

The needs and capacities of individuals within disaster-affected communities can be very varied. And their current shelter situation and intended pathways to reconstruction may also vary. Therefore, it is unlikely that just one type of shelter assistance, or just one type of modality, will be a perfect fit for all. In many cases, programs can be designed to combine different types of shelter assistance, or different modalities.

3.9 Permanent House (Recovery Phase)

General Guidelines	
Permanent House	➤ Complete new house construction considering ➤ Design should comply with Bangladesh National Building Code (BNBC). ➤ Include household latrine if damaged / lost. ➤ Include solar light system. ➤ Include rainwater harvesting system where needed. ➤ Disability, Gender & Age needs to be considered during the design phase. ➤ The design should include improved building practices to build back safer/better. ➤ Design should be culturally acceptable and user-friendly to maintenance. ➤ Training/orientation on build back safer/better specially on the shelter construction of proposed design. ➤ Training for artisans (Masons / Carpenters) including simulation on house rebuilding and repairs with demo materials of house. Prepare and use of Standard training Module to conduct training. ➤ Technical guidance/support, monitoring ➤ Develop IEC on shelter construction

4 Implementation methodologies

4.1 Cash Grants and Voucher (Conditional)

Cash transfer to individual households is an option when materials and Services are available and accessible to the crisis affected population. It can be done via Mobile Money Transfer through Financial Service Providers (FSPs). Cost for transportation and service charge must be taken in consideration for cash transfer/material distribution in isolated areas or areas with difficult access. Direct/Hard Cash (Cash in Envelop) can be considered for exceptional cases, i.e., families who don't own any mobile phone/number and no mobile or internet connectivity/ network in the areas. Some agencies provide tools and fixing and complement with a conditional cash grant for purchase of different construction materials and tools.

Group Cash Transfer (GCT) approach can be used to respond to the priorities that members of affected populations identify. It can be an unrestricted and largely unconditional cash transfers through locally unregistered, emerging, self-running groups that have formed to response to a crisis or challenge. It could be a one-off payment but could also be provided in multiple instalments.

Reference:

[Group Cash Transfer – Guideline and tools](#)

4.2 Participation:

There are different ways for beneficiary to engage in the definition and implementation of a programme. It is crucial for a further sustainability of the project that beneficiaries' engagement take place along the whole decision-making process. Contribution by the beneficiary can be done through definition of the design of assistance, investment of economic/material/human resources, main power through skill and unskilled labour, site supervision, approval works done by labour on the construction of transitional and permanent house. Maintenance for sustainability of the programme.

4.3 Owner driven approach:

Owner Driven Housing Reconstruction (ODHR) meaning assist to identify families and communities to rebuild house that are build back safer and meet or exceed established technical requirements, in an integrated approach centered on the affected families and community. The organization will facilitate the community to rebuild/build safer shelters. Organization will facilitate formation of Project Implementation Committee (PIC) in the local community. The local project committee will lead the whole shelter construction/reconstruction under the guidance of the organization.

The PIC will be formed comprising the locally accepted and renowned social leader, teacher, religious person, local elected persons, local allies, representative from the project beneficiary, women representative, representative of NGO's/CBOs etc. The organization will arrange orientation training for the PIC members on their roles and responsibilities like beneficiary's selection, selection and engagement of artisans, local purchase, monitoring and supervision etc. And they perform the said activities.

The organization will engage the technical experts, engineers, and other staff members. The organization will purchase bulk quantity materials in case of huge quantity, unavailable in local market and delayed supply. The organization will coordinate along with project committee with local government and other government departments including obtaining approval or NOC.

4.4 Community based approach:

Community based refers to an approach in which communities have an active role and take a lead role highlighting and addressing the issues that matter to them. Community-based approach is a way of working in partnership with persons of concern during all stages of the humanitarian programme cycle. It recognizes the self-resilience, capacities, skills, and resources of persons of concern, builds on these to deliver

protection and solutions, and supports the community's own goal. It also requires that we recognize our role as facilitators, our limitations in capacity and resources, the temporary nature of our presence, and the long-term impact of our interventions and community empowerment.

The goals of the community-based approach are to reinforce the dignity of people of concern and to empower all the actors to work together to support the different members of the community in exercising and enjoying their human rights. The Key Objectives for the community-based approach (CBA) are Inclusion of all social groups in the community, Leadership & ownership of the process by the community, Promotion of accountability by all involved, enhance, and strengthen social cohesion, community capacity and long-term community ownership, improve the living conditions and reduce Disaster risks such as flooding, Fire, Cyclone, and landslide etc and improve physical access, community ownership and reduce protection risks.

The Sphere Standard describes how the 'inclusion of, and participation by the affected population program is fundamental to life with dignity'. The nine commitments of the Core Humanitarian Standards firmly place the affected communities in the centre of all humanitarian action. The humanitarian principles underline that it is essential to maintain and improve the accountability, quality, and performance of humanitarian action. This community-Based Approach contribute to the critical efforts to ensure the inclusion of all members of the affected communities, including girls, women, boys, and men. Community-based approach places this principle at the heart of its programming, supporting the affected population to improve their homes and community through a participatory process. In a community-based approach, communities undertake a leadership role and are an active partner in the decision making, utilizing their insights, knowledge, skills, and capacity.

Checklist of information to share with communities:

- Information about the implementing and donor agencies, Approaches of the implementation.
- Aim and purpose of the program, including main activities, duration and geographical coverage, budget and whether funding has been secured (if appropriate).
- Assessment and design process for the project and how the local communities will be involved in this process.
- Share existing hazards those community are facing through participatory process.
- Beneficiary selection process and eligibility criteria, when appropriate, and how local communities will be involved in the validation of such selection processes.
- Monitoring and evaluation activities and how local communities will be involved in these, especially those leading to program changes.
- Discussion about appropriate complaints and feedback mechanism(s) with the community, including their right to complaint and the sort of issues they can complain about, how they can make complaints and when they can expect a response by.
- Explanation of the complaints and response mechanism(s) once established.
- Names and roles of those working directly with the beneficiaries.
- Other possible stakeholders those will be linked during the implementation and planning stage.
- Significant changes to the program(s).
- Exit strategy information should be shared well in advance- the exact timing depends on the specific context and duration of the program, but care should be given to ensure that communities have time to prepare and ask question about the way in which the program will end.

* Note, where possible it is best practice is to develop a written agreement with communities within which roles and responsibilities of each party are jointly agreed.

Implementing of community led/based approach:

Consultation meeting to select the community	After an initial desk-based assessment of the capacity and needs and opportunities for CBA has been conducted, and there is a good indication that funding will be made available for such a project, it is a good time to talk to one or more communities about
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	working with them, to assess their suitability and level of interest. Consultation meetings should include community leaders and key representatives from different community groups, such as women; men; people of different ethnicities, religions, and political affiliations; and livelihoods groups. Be positive but realistic and make it clear that as many questions as they may have will be answered, emphasizing that nothing can be promised until funding is approved.
Forming Project Implementation Team (PTI) / Core Team	A PTI/CORE team will be formed with consultation and agreed by the community from the community people to ensure community mobilization, accountability, and coordination. Make sure the team also includes representatives from the community stakeholder groups identified in b, for example persons with disabilities, youth, the elderly, or households from lower castes. Representatives from community groups and organizations should also be included, for example volunteers from the DMC (disaster management committee).
Situation analysis/ Assessment and mapping	Assessment and Mapping enables humanitarian workers and the community to understand the context of disaster/Hazard, knowledge, attitudes, and capacity to determine existing community map & resources, identify the main features of community including community infrastructure, community capacity, the most appropriate way of action/Plan, identify hazard and risks, prioritize work and plan operations to deliver protection effectively.
Information analysis/HH data collection	Helps determine what is already known about the persons of concern and their situation by analysing documentation and data. It allows to prepare for participatory assessments and consultations with a protection focus.
Stakeholder analysis/Mapping	Stakeholder analysis involves identifying the different groups of people who have a role to play in the community and can influence the success of CEA activities and wider programme outcomes.
Market Assessment	A market assessment provides information about whether specific materials are accessible in appropriate quantities, familiar to local craftspeople, affordable, culturally accepted by communities, of sufficient quality, and safe to procure with no adverse health or environmental implications. If possible, market data should be collected from multiple vendors to be able to make cost comparisons. Also consider the accessibility to markets and the cost of transportation. Program staff to conduct financial service provider assessment to establish accessible cash transfer modalities based on the target location, and their associated restrictions and risks.
Establishing communication with the community	Establishing communication with the community is crucial, since these first efforts may set the pattern for the evolution of the relationship among humanitarian organizations and the community. How to make communication with persons of concern will depend on the community and the context. There are no fixed rules; individual staff and members of the multifunctional team must use their experience, skills, and knowledge to decide which groups or individuals can be approached and by whom, and which issues to raise.
Participatory assessment, expectations, time, and resources/Planning and designing	Participatory assessment is a process of building partnerships with women and men all ages and backgrounds. Through structured dialogue with and meaningful participation by the concerned groups, we can identify protection risks and priority areas for action. At the same time, community capacities and resources to prevent protection risks and identify solutions can be jointly identified, and the responsibilities of external stakeholders clarified. Consult with community representatives prior to undertaking any assessment exercise.

Participatory planning	Participatory planning brings the various stakeholders together to undertake a final analysis of information gathered through the desk review, the study of the context and the population profile, the stakeholder analysis, and the participatory assessments. The priority protection risks, needs and preferred solutions are analysed from an age, gender, and diversity perspective, forming the basis of the planning exercise. Through the exercise, common goals and actions are agreed and the different rights-holders and duty-bearers are also identified. The capacities and contributions of the community members and other stakeholders will be assessed jointly to determine what areas are adequately covered and what gaps exist. The outcome should include any budgetary requirements and agreements on what efforts will be undertaken to meet these and by whom.
Community mobilization for empowerment	Community mobilization is a key component of the community-based approach. Its aim is to help communities know and enjoy their rights by working with them to strengthen their capacity to address protection risks; identify short- and long-term solutions; agree on priorities; develop and implement action plans that respect individual rights; and monitor and evaluate results. Communities will mobilize themselves when there is trust and confidence and when they see benefits emerging from the process.
Community mapping of management structures	Every community has its own management system, structures and coping mechanisms, either traditional or newly emerging, to handle their own problems, events, and politics. In displacement situations, persons of concern may have been displaced in family units, groups or villages and may maintain some management structures.
Community-based representation	Regardless of the diverse positions and attitudes among existing leaders, it is important to find ways to work with them to ensure access to the wider community. It is not helpful to establish parallel structures at the leadership level, as these might be undermined by existing leaders and, in the long term, important protection issues might be pushed underground.
Cash Transfer/Group Cash Transfer	CBA is best conducted through a cash transfer modality. However, a voucher system or in-kind distribution modality may be required if there are certain risks or restrictions. The decision to use cash transfers, vouchers or in-kind distributions must be determined based on context, and the decisions made with the community.
Community-based protection responses and solutions	Community-based protection requires using participatory methods, such as humanitarian agencies Tool for Participatory Assessment in Operations, for gathering data, mapping high-risk security areas, and analysing the challenges and protection risks the communities face, including access to markets, support to older persons and persons with disabilities, how people are using assistance, whether everyone is receiving assistance, safety in the community, and prevention of early pregnancy etc.
Community capacity-building	Capacity-building support should be designed jointly with the community and should be based on an analysis of the community's skills, capacities, and objectives. These activities should be transparent so that everyone understands who will benefit, why and how those trained will support other members, and what options will be available later.
Community-action planning	Community-action planning is participatory planning at the community level. Depending on the circumstances, the host community and other stakeholders can be involved as well. A community-action plan is developed from the analysis of rights and the prioritization of protection risks, assistance needs, capacities and solutions identified during participatory assessments and other activities. The plan is based on what the community feels able and willing to do to address the issues identified.
Community-action teams	There are many issues that traditional community structures might not consider priorities or do not have the time to follow up. One way of fostering leadership skills among different groups and supporting change is to assist small, informal groups in setting up and developing their own activities. These community-action teams can introduce new ideas, in a nonthreatening manner, on such issues as child rights and participation,

	HIV/AIDS, working with men to stop violence, masculinities, environmental action, improving living conditions, and preventing and responding to specific threats to the community, such as violence against women and children. The teams have the advantage of being more flexible and less hierarchical than larger structures and are often attractive to young adults and children.
Community-based monitoring and evaluation	Community monitoring and evaluation are perhaps the most essential since they identify shortcomings and provide for transparency and accountability. Monitoring and evaluation also refer to participatory assessments for determining what is or is not working. Through regular participatory assessments with the groups that are expected to benefit from projects, timely adjustments can be made to those projects, if necessary. Failure to monitor can lead to misdirected assistance and leave room for abuse and exploitation.
Future planning improvements/Exit Strategy	Revisit the hazard maps, and risk scenarios developed during the initial assessment. Encourage the community to consider how the risks may have decreased or increased since project inception and update accordingly for future planning and maintenance. Risk maps can be updated annually for multi-year projects.

References:

- What information to share with the beneficiaries', Canadian Red Cross, Beneficiary Accountability Manual, Annex 5.
- A community-based approach, a UNHCR Operation.
- Steps to analyse CEA assessment information, CEA Tools 3, IFRC.
- Community based Approach Guide, Caritas Bangladesh, and CRS

1. Annex: Description of settlement scenarios

Settlement scenarios allow for a first-level categorization of where and how affected people are living. An understanding of the crisis through these settlement scenarios will help when planning assistance strategies

Population group	Settlement scenario	Description	Examples
Non-displaced people	Owner-occupied Accommodation or land	The occupant owns his or her property and/or land (Ownership may be formal or informal) or is a part or joint owner.	Houses, apartments, land
	Rental Accommodation or land	Renting allows an individual or household to use housing or land for a specified period at a given price, without transfer of ownership, based on a written or verbal contract	
	Informally occupied accommodation or land	Households occupy the property and/or land without the explicit permission of the owner or appointed representative of the premises.	Empty houses, apartments, vacant land
Displaced people Dispersed	Rental arrangement	Rental allows an individual or household to use housing or land for a specified period at a given price, without transfer of ownership. It is based on a written or verbal contract with a private or public owner. This can be self-funded individually or communally or subsidised by the government or humanitarian community.	Houses, apartments, land from existing housing stock
Displaced people	Hosted arrangement	Host populations provide shelter for displaced populations or individual families	Houses, apartments, land already occupied or made available by the host population
	Spontaneous arrangement	Displaced households spontaneously settle in a location without agreement with the relevant actors (such as owner, local government, humanitarian organisations and/or the host population).	Empty houses, empty apartments, Vacant land, roadside
Communal	Collective accommodation	Pre-existing facility or structure where multiple households take shelter. Infrastructure and basic services are provided on a communal basis or access to them is made possible.	Public buildings, evacuation, reception, and transit centres, abandoned buildings, company compounds, unfinished buildings
	Planned settlement	A purpose-built settlement for displaced people where the site layout is planned and managed, and where infrastructure, facilities and services are available.	Formal settlements managed by government, UN, NGOs, or civil society. Can include transit or reception centres or evacuation sites
	Unplanned settlement	Multiple households spontaneously and collectively settle in a location, creating a new settlement. Households or the collective might have rental agreements with the landowner. This is often without prior arrangement with the relevant actors (such as owner, local government and/or the host population). On-site basic services are initially not planned.	Informal sites and settlements

2. Annex: General Design Principles

Indicators	Criteria:	Design Principles
Climate and environmental Suitability	- Cross Ventilation - Thermal conditions - Use of rainwater - Use of environment friendly materials	- Design of the shelter to allow adequate ventilation to reduce internal temperatures. Cross ventilation is preferable. - The design should allow for climate suitability improvement (e.g., option to include further openings, to add further partitions). - Minimise adverse impact to and from the local and natural environment, enhancing the environment where possible. - Enhance human thermal comfort by reducing radiation and increasing air flow. - Rainwater catchment may be introduced and allow adequate drainage - In other than flood and tidal surge areas earthen construction may be encouraged for environment suitability and thermal comfort.
Build back safer consideration	- Every component of the shelter is safe to ensure safety, security, and privacy	Build shelter following 8 key messages on how to repair/construct shelter considering build back safer principles • Build on strong foundations • Tie-down from bottom up • Brace against the high-speed wind/cyclone • Use strong joints • A good house needs a good roof • Select a safe Site for the house • A simple shape of the house will keep you safe: • Be prepared • Put a link to this document, which was designed for the Philippines context, with lightweight timber framed construction in mind. Note that this is not relevant for masonry construction and other types of construction.
Social/ economical Suitability	- Locally available material and manpower, utilizing familiar techniques - Options for further improvement - Accessibility - Gender sensitiveness - Protection mainstreaming	- Local procurement, where availability permits, should be recognized; this stimulates local economy, livelihood and reduces unnecessary transportation costs including carbon. - Use of well-known materials and techniques will promote the participation of the beneficiaries in construction process and its maintenance - Use local appropriate techniques. Use of familiar construction techniques will allow families to make improvements as money become available. - Shelters should provide options for access of disabled people. - Gender sensitive approach should be followed for whole project cycle - Ensure privacy concerns in the shelter design - Protection should be mainstreamed in the shelter program- - Shelter should be lockable from inside and outside - Walls in the cooking area protected by non-flammable materials - Do No Harm principle should be followed

Cultural suitability	- Typology and technical aspects according to concerns of the household and community.	- <i>Design shelters to meet local household activities, as well as local cultural/Tradition/ believes/ practice requirements.</i> - <i>The design of the shelter should enable flexible use of both available interior and exterior space.</i> - <i>Respect design and techniques adopted by beneficiaries when building their own shelter.</i>
Resource effectiveness	- Use salvaged materials. - Allow future reuse of materials. - Minimize impact on natural resources	- <i>The use of salvaged materials is encouraged when in good condition (bricks, door/window-frames, roofing materials, structure/truss etc.)</i> - <i>Provide best practice guidance on material selection and re-use to prevent detrimental construction methods.</i> - <i>Select quality construction materials for transitional shelters that can further permanent solutions.</i> - <i>Consider construction techniques that enable dismantling , extension, improvement, and reuse of materials.</i> - <i>The choice of materials should avoid increased pressure on limited locally available natural resources.</i> - <i>Transitional shelter may be improved over time to become a permanent shelter solution. This is achieved through maintenance, extension or by replacing original materials for more durable alternatives.</i> - <i>Relocation distinguishes transitional shelter from other shelter approaches. A relocatable shelter can be built on land where tenure is insecure or temporary. If land tenure issues are resolved on another site, the transitional shelter, or valuable parts of it, may be relocated to the permanent location.</i>
Context priority	For materials and design	- <i>Shelter materials/design could vary based on the local context and people's practices. For any context key design consideration must be in place including build back safer components</i>
Cost Effectiveness	Low cost locally available materials but sustainable	- <i>Low-cost sustainable shelters are considered based on huge coverage at recovery phase to ensure every affected family will get support</i> - <i>Large numbers of transitional shelters can be built incrementally after large disasters, because common local and regional materials are used, unlike tents.</i>
Reduce Vulnerability	- Disaster risk reduction	- <i>Transitional shelter programmes should reduce the vulnerability of the affected population and contribute to disaster risk reduction by using site selection, site preparation, shelter design and construction as a platform for communicating hazard resilient techniques and best practice and by building capacity within the affected population.</i>
Appropriate Location	- Location - Land tenure	- <i>Shelter should be constructed at or near the existing homestead, without inhibiting permanent housing process.</i> - <i>Minimise exposure to hazards: avoid hazardous locations and apply DRR recommendations.</i> - <i>Take account of access to livelihoods- the ability for small business and trade in or near the location.</i>

		- Ensure proper land rights for minimum 10-years tenure for permanent sites. - Land rights issues can be negotiated in parallel to transitional shelter construction, as land may be used on a temporary basis until disputes are resolved. - Security of tenure does not mean having formally registered, legally recognized ownership. Many informal systems are well accepted and understood, and short- and medium-term ways of securing tenure can provide protection from eviction and a basis for rebuilding livelihoods.
Improve living condition	- Ensures dignity, privacy, and human rights - DO NO HARM Protection	- A secure, healthy living environment that offers dignity and privacy can be provided through transitional shelter. - Transitional shelter offers a better living space than a tent for activities such as childcare, cooking, and home-based enterprises. - Transitional shelter spans the entire reconstruction period, from disaster until a permanent solution is achieved. - Protection & Gender Mainstreaming including DO NO HARM principles in shelter design is one of the key principles - Must ensure that human rights are respected
Site Risk Mitigation	- Cyclone - Earthquake - Heavy Rains - Floods - Landslide - Fire - River erosion - Drought	- Shelter design must include earthquake and hurricane resilient techniques. - Shelters to be built on safe portions of land. - Avoid river erosion and land risk location; take mitigation measures if can't avoid. - Shelter should be above 1feet of the highest flood level - Drainage of the area around the shelter to be examined. When necessary, construct water diverting features or rainwater containment. - In areas prone to forest fires or in particularly hot climates, prevention methods should be considered during site planning, for example with the use of fire-breaks and the integration of escape routes. - If possible, distance between shelters should be at least twice the height of the structure, to reduce the risk of fire spreading. This distance should be increased to three or four times the height if buildings are highly flammable. In locations where there is limited space, emphasis should be placed on the selection of non-flammable materials. The impact of wind and prevailing wind direction may also affect fire safety distances.
WaSH facilities	- Environmental impact - Accessibility - Menstrual Hygiene Management	- The sanitation option should be provided in a manner that would not be harmful for environment (Like: safe water disposal system, odour free, water pollution free, easy maintenance, water availability etc.) - The sanitation facilities should be accessible for all (Children, male, female and PWD) - The privacy in sanitation facilities must be included.
User friendly design for elderly, child, PWD, pregnant women	- Stair - Ramp - Handrail	- Should consider accessible inclusive shelter design for elderly peoples, child/PWD/Pregnant women.

3. Annex: IEC Examples for Construction Guidance and details

Construction guidance and details can be downloaded:

[http://www.sheltercluster.org/response/cyclone-sidr-2007/documents?f\[0\]=field_technical_support_design%3A6](http://www.sheltercluster.org/response/cyclone-sidr-2007/documents?f[0]=field_technical_support_design%3A6)

Database of reviewed materials IEC materials to support faster development of common technical messaging in crisis responses that focuses on messages in shelter and settlements and non-food items operations can be accessed: <https://iec.sheltercluster.org/>

A Protocol for Developing Shelter and Settlement Information Education Communication (IEC) Resources

<https://www.sheltercluster.org/promoting-safer-building-working-group/protocol-informing-choice-better-shelter>

4. Annex: Reference

Standard Guideline for Rural Housing In Disaster Prone Areas Bangladesh

- <https://sheltercluster.org/bangladesh/documents/standard-guideline-rural-housing-disaster-prone-areas-bangladesh>

Handbook on Design and Construction of Housing for Flood-prone Rural Areas of Bangladesh

- <http://www.sheltercluster.org/sites/default/files/docs/Handbook%20on%20Design%20and%20Construction%20of%20Housing%20for%20Flood-Prone%20Rural%20Areas%20of%20Bangladesh.pdf>

Post-Cyclone Sidr Family Shelter Construction in Bangladesh

- <http://www.sheltercluster.org/sites/default/files/docs/Post-Cyclone%20Sidr%20Family%20Shelter%20Construction%20in%20Bangladesh.pdf>

Bangladesh Shelter Solutions

- <http://www.sheltercluster.org/sites/default/files/docs/Bangladesh%20Shelter%20Solutions.pdf>

Battling the storm: Study on cyclone resistant housing

- <http://www.sheltercluster.org/sites/default/files/docs/Battling%20the%20Storm%20-%20typhoon%20resistant%20construction.pdf>

CB docs:

- <https://www.dropbox.com/sh/ruwwqy2m3ixtbvo/AAAY9-NCK-VU2MSBYRc8DeUZa?dl=0>
- [rohingya response lessons learned crs caritas bangladesh.pdf \(humanitarianlibrary.org\)](#)
- https://reliefweb.int/sites/reliefweb.int/files/resources/201905013_urban_compendium.pdf
- [LBC Handbook FINAL VERSION EN 30112015.indd \(shelterprojects.org\)](#)
- <https://www.researchgate.net/profile/Mohammad-Islam-184/project/Development-of-Sustainable-Low-cost-House-Design-and-Construction-Method-in-Different-Geographic-Regions-of-Bangladesh/attachment/59357fc11042bfac89182852/AS:501919481163776@1496678337328/download/LCH+Report+M+S+Islam+and+T+R+Hossain.pdf?context=ProjectUpdatesLog>

IFRC shelter safety handbook

- <https://oldmedia.ifrc.org/ifrc/document/shelter-safety-handbook>

5. Annex: Review Process and Reviewers

Step 1: Formation of TWiG among shelter cluster partners.

Step 2: Organized meeting and finalization of ToR, select coordinator among TWiG members, develop route map and distributed the responsibilities to members to review the standards and guidelines.

Step 3: Organized TWiG workshop to finalize the 1st draft.

Step 4: Share the draft with shelter cluster members, concern clusters, working groups under HCTT and relevant colleagues.

Step 5: Revise the guidelines through incorporating inputs and addressing the feedbacks

Reviewers

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Based on the decisions of TWiG meetings, Ratan Kumar Podder was Coordinating and Golam Rabbani was Co-coordinating the Shelter Response Standards and Guidelines review process.

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- Robert Dodds, Roving Focal Point for Shelter Cluster Coordination (Asia Pacific), IFRC/Australian Red Cross.
- Rodolfo (Rudy) Magirena, Global Focal Point for Coordination, Global Shelter Cluster.
- Shelter/NFI Sector Coordination Team, Cox bazar, Bangladesh.