

GUIDANCE NOTE ON THE SHELTER AND NFI RESPONSE IN NORTH-WEST SYRIA

Gaziantep – Updated in October 2020



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TABLE OF CONTENTS

Introduction.....	3
Shelter and NFIs Standardized Kits/Items Summary.....	3
MODULE 1.1 - Emergency Shelter Kit.....	5
MODULE 1.2 - Comprehensive Shelter Kit	9
MODULE 2 - Minimum Basic Repairs	11
MODULE 3 - New Arrival Kit/NFI Kit Containing Core Items	14
MODULE 4 - NFI Kit Addition: Kitchen set	17
MODULE 5.1 - Winter Top-up: Stoves and Fuel	19
MODULE 5.2 - Winter Top-up: Winter Clothing	24
MODULE 5.3 - Winter Top-up: NFI Winter Items	26
MODULE 5.4 - Shelter Winterization Activities	29
MODULE 6 - Monetization of SNFI Activities	32



INTRODUCTION

The following document has been prepared by the Shelter/NFI Technical Working Group to provide guidance to Cluster partners on Shelter and NFI **lifesaving** activities for the Syrian Response. It has been updated based on the field response requirements in October 2020.

Non-food items (NFIs) and shelter items are an essential part of humanitarian assistance programmes.

In this guidance note, an effort has been made to clearly differentiate shelter from NFI items. While NFIs are intended to support people in need with household lifesaving items to sustain family life, shelter items are provided to restore and upgrade living conditions of the most vulnerable groups living in inadequate shelters.

Together they aim to create an inhabitable space where privacy, adequacy, security, dignity and protection are ensured.

SHELTER AND NFIs STANDARDIZED KITS/ITEMS SUMMARY

In order to increase flexibility and rapidity in the response and better utilize resources, items have been grouped in standardized “modules”. Each module forms a distinct unit that can be used independently or with other modules to construct a more complex response. Each module consists of the **minimum recommended items, and more materials or items can be added to the minimum required items after the need is identified.**

The eight Modules’ content are described in detail in the guidance note.

The average family size taken into consideration is **five** members in NWS (according to the Cluster members and the SAG members’ updates).

Name	Scope	When	What	Sector
MODULE 1.1 - Emergency Shelter Kit (minimum content) OR MODULE 1.2 - Comprehensive Shelter Kit (minimum and additional items)	Minimum Shelter Kit recommendation: Emergency shelter option for people with no shelter at all. Comprehensive Shelter Kit recommendation: - Longer term IDPs or in specific contexts to improve existing structures. - 'Sealing' of existing substandard structures, especially in winter. - Tent repair.	To respond to acute shelter needs during the first phase of displacement where no other options are available during emergency displacement. Prior to the distribution of the Comprehensive Shelter Kit, it is recommended that an updated assessment be conducted prior to the response.	Construction items	Shelter
MODULE 2- Minimum Basic Repairs	Minimum basic repairs to existing sub-standard structures with the same type of windows and/or doors, closing holes in wall with a similar material and basic repair to WASH facilities. Slightly damaged houses/ units are to be targeted in order to improve living conditions.	To respond to the shelter needs of IDPs settling in inappropriate shelters where access to the health, security, privacy and dignity are jeopardized; where the need is high and due diligence measures are not necessary to be carried out. It is recommended that an updated assessment should be conducted prior to responses.	Minimum basic repairs (doors, windows and WASH facilities)	Shelter
MODULE 3 – New Arrival Kit/ NFI Kit Containing Core Items	Newly displaced IDPs who have not been able to carry and collect their basic NFIs.	Anytime there is a new displacement.	NFI essential items	NFI
MODULE 4 – NFI Kit Addition: Kitchen set	Newly displaced IDPs who have not been able to carry and collect their basic NFIs.	Anytime there is a new displacement, or as a result of a needs assessment.	Kitchen items	NFI



MODULE 5.1 – Winter Top-up: Stoves and Fuel	Increase thermal comfort during winter months.	At the beginning of winter (November) - distributions should be finished up until February.	Fuel and Stoves (assuming new arrival kit has been distributed)	NFI
MODULE 5.2 – Winter Top-up: Winter Clothing	Increase thermal comfort during winter months.	At the beginning of winter (November) - distributions should be finished up until February.	Winter clothes kits for children, adults and elderly persons	NFI
MODULE 5.3 – Winter Top-up: NFI Winter Items	Increase thermal comfort during winter months.	At the beginning of winter (November) - distributions should be finished up until February.	Winterized essential NFI items	NFI
MODULE 5.4 - Shelter Winterization Activities	Improve shelters and living conditions.	Before the winter season.	Winterized shelter interventions	Shelter
MODULE 6 - Monetization of SNFI Activities	GO NO GO matrix to explore which activities the Cluster members can monetize when appropriate, and which activities should probably not be monetized for overall effectiveness.	Programme design phase and during implementation.	Monetization of the Cluster's standard activities	SNFI

All interventions should be based on needs assessments and blanket distributions¹ should be avoided, except for winterization activities in IDP sites and settlements.

These factors have been taken into account when planning the content of the kits and the response strategy: Value for money, rapidity of response, weight, cultural appropriateness, flexibility, length of use, reusability, environmentally friendly, possibility to purchase locally, and safety.

¹ Not targeted distribution



MODULE 1.1 - EMERGENCY SHELTER KIT (MINIMUM CONTENT)

Scope

The emergency shelter kit will respond to acute shelter needs in the first phase of displacement where no other options are available. The kit is made of materials and items which enable more flexible usage during the displacement period, the recovery phase, and in case of multiple displacements. This type of shelter is less costly than tents, is more flexible and lighter, reducing costs and time for delivery. The shelter kit composed of the minimum content can be re-utilized by the family in case there is a second displacement or to fix their homes once back to place of origin. Tents are the preferred option for “formal camps”. Three uses are envisaged:

1. Emergency shelter option for people with no shelter at all, mostly in rural areas (temporary solution – couple of days);
2. Tent repair;
3. 'Sealing' of existing substandard structures, especially in winter.

The emergency shelter kit is of a temporary nature (a few days) and more sustainable solutions should be considered for the families receiving this kit.

Kits' Content

- The assumption is made that targeted beneficiaries will be able to source some additional construction materials (timber, blocks) in the surrounding environment;
- Technical specifications are based on IFRC standards: <https://itemscatalogue.redcross.int/>;
- Quality control based on IFRC shelter kit guidelines;
- Prices are estimated and might change/differ. Market assessment and monitoring will be needed to define markets' capacity and prices in Syria.

MODULE 1.1 - Emergency Shelter Kit, Minimum Content						Total Price ~75.5 USD	Total Weight 22.75 kg	
No	Item	Size	QTY	Usage	Technical Specifications	Quality Control	Price	Comment
1	Plastic sheeting 	4 x 6m	3	Used for waterproofing roofs, or to cover damaged structures and upgrade tents.	Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating. Reinforcement: Reinforced rims by heat sealing on all sides. Resistance: -20C to 80C. Eyelets: Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/-5cm centre to centre, providing very strong fixation points. Weight: 200g/m² ±5%, total: 4800g ±5% Colour: White sun reflective on both sides, grey bands. Inner black fibres with good opacity.	• Open it and check that the sheet is white or the specified colour without fluctuation in colour. • Measure the weight, min 4,560kg – max 5,040kg. • Measure the width and length of the sheet. • Measure the width at three locations. The width should be between 3.96m and 4.04m. • Scratch the white coating of the sheet with the cutter, and check that the yarns are black in both the warp and the weft directions. Light grey is not acceptable.	3 x \$12.69 = \$38.07	• Expected life span 2 years. • Ensure well-tied to avoid flapping and damage caused by the wind. • Additional resources: http://www.plastic-sheeting.org/



					RC/RC WOVEN PLASTIC TARPULIN 6 m 7.5 cm 87.5 cm 87.5 cm 5 cm 87.5 cm 87.5 cm 7.5 cm Pre-punched holes in band Pre-punched holes in band 4 m Drawing not to scale			
2	Rope 	30 m	1	Used to bind timbers together, stabilise structures or fix tarpaulin in place.	Diameter: 5mm min. Length: 30m min, preferably 50m. Material: Polypropylene (twisted) or nylon (braided), no recycled fibres. Colour: Blue or black (black preferred as it resists UV better). Tensile strength: 300 kg. Weight: 0.6 kg.	• Weigh it without packaging. Should be within the expected weight. • Measure the length and thickness of the rope. • Check that colour is as specified without fluctuation. • Check that there aren't any loose threads.	\$1.07	
3	Duct Tape 	50 m	1 roll	Used with Plastic Sheeting to seal windows and doors from air.	Width: Min 48mm width. Length: Min 50m. Material: Polyethylene over cloth scrim, water-resistant.	• Measure length and width. • Check adhesion of the rubber. • Check that the cloth scrim tears straight in both directions. • Check that it can be easily applied to irregular surfaces.	\$1.07	
4	Roof Nails + Washer 	70 mm	1/2 kg	Used to fix tarpaulins to timber, and for fixing corrugated iron sheets. Washer prevents rain seeping through holes.	Material: Galvanized metal. Shape: Spiral rolled or twisted shank, umbrella-type head (better if with washer). Dimension: Shank: min 70mm x 3.4mm; head diameter: min 22mm. Washer: Watertight rubber, Diameter thickness min 2mm.	• Measure length and width. • Check that there is no rust. • Measure the weight.	\$4.25	
5	Large Nails 	75 mm	1 kg	Used to stabilise structures or fix tarpaulin and plastic sheeting in place.	Type: Iron, made of carbon steel, cold processed, not heat-treated except for galvanisation. Dimension: Minimum length x diameter: 75 x 3.6mm, head diameter: 7.7mm. Rustproof: Hot dip galvanised.	• Measure length and width. • Check that there is no rust. • Measure the weight.	\$0.62	



6	Small Nails	40 mm	1/2 kg	Used to stabilise structures or fix tarpaulin and plastic sheeting in place.	Type: Iron nails, made of carbon steel, cold processed, not heat-treated except for galvanisation. Dimension: Length x diameter: 40 x 2.2mm, head diameter: 5.5mm. Rustproof: Hot dip galvanised.	• Measure length and width. • Check that there is no rust. • Measure the weight.	\$0.62	
7	Pliers	10.3 x 0.8 x 2.8 inches	1	Used for twisting and cutting wires.	Type: Heavy duty to forged carbon steel, side cutting pliers known as linemen pliers or side cutter; having gripping jaws, a cutting edge and insulating handle. Corrosion Protection: Special paint.	• Measure length and width. • Check that there is no rust.	\$1.6	
8	Claw Hammer	750 g	1	Used to drive and remove nails, and for working with other tools to make joints.	Type: Carpenter's hammer with steel head and dry wooden handle. The hammer head has one flat side and one claw side. Handle: Free from chips, rough surfaces, holes or knots. Dry, strong, and flexible wood.	• Measure length and width. • Check that there is no rust. • Head: Smooth surface and edges, no excess metal in the eye. • Handle: Check that there are no chips, rough surfaces, holes or knots. Dry, strong, and flexible wood. • Apply a minimum traction of 50kg trying to pull the handle out. This should not damage the hammer head or the handle, and the handle should remain firmly attached to the head.	\$4.37	
9	Shovel		1	Used to prepare the foundation of a shelter and dig trenches around the shelter if it is raining.	Type: Round point with Y handle. Materials: Head, pressed carbon steel; handle, dry wood. Handle Length: Min 1m. Head dimensions: Min 295 x 225 mm. Corrosion Protection: Black paint. Handle: No chips, rough surfaces, holes or knots. Smooth, polished, varnished, surface. Dry, strong and flexible wood. Weight: 1kg ±50g, without handle.	• Measure length and width. • Check that there is no rust. • Using a fitted, standard hardwood handle, clamp the blade of the shovel near the handle in a horizontal position. Gradually apply a load of 45kg and maintain it for 2 minutes. This should not result in any damage to the blade or a loosening of the handle, and no permanent set in excess of 25mm. • With one centimetre of the end of the blade secured in a clamp, move the handle back and forth 30 degrees. There should be no permanent set greater than 25mm. • With the shovel held in a digging position, a piece of wood, 37mm in diameter, is hit hard against it. The blade should not buckle or break.	\$5.03	



10	Handsaw	0,3 kg	1	Used to cut wood to required size.	Type: Min 400-450mm blade, lacquered. Length: Min 550mm ±50mm Blade thickness: 1mm ±0.5mm, protected against corrosion, with 7 teeth per inch. Handle: Wooden dismountable handle, minimum 3 fixations, polished varnish hardwood, large 85x35mm opening for hand comfort when wearing gloves. With blade protection.	• Measure length and width. • Check that there is no rust. • With the blade inserted into a 10mm wide slot to a depth equal to 1/3 the blade's length, but not exceeding 150mm, a deflection of 90 degrees is applied 25 times in each direction without breakage or permanent set to the blade.	\$4.32	
11	Woven Sack	1300 x 400 mm	1	Used to pack and transport Shelter Kit items.	Material: New, woven polypropylene (PP), 80g/m² minimum, both sides coated with PE or PP. Dimension: Min 1300 x 400mm ±10mm. Colour: White.	• Measure length and width. • Check that the fabric is intact and there are no holes.	\$0.47	



MODULE 1.2 - COMPREHENSIVE SHELTER KIT (MINIMUM AND ADDITIONAL ITEMS)

Scope

To be used in conjunction with items in the Minimum Shelter Kit.

The kit addresses the needs of newly displaced IDPs and is of a temporary nature. To be distributed preferably after a need's assessment.

Prior to the distribution of the Comprehensive Shelter Kit, it is recommended that an assessment should be conducted.

Kit's Content

- The assumption is made that targeted beneficiaries will be able to source some additional construction materials (timber, blocks) in the surrounding environment.
- Technical specifications are based on IFRC standards <https://itemscatalogue.redcross.int/>;
- Quality control based on IFRC shelter kit guidelines;
- Prices are estimated and based on Turkish prices. Market assessment and monitoring will be needed to define markets capacity and prices in Syria.

MODULE 1.2 - Comprehensive Shelter Kit, Additional items						Total Price 54 USD	Total Weight 52.9kg	
No	Item	Size	QTY	Usage	Technical Specifications	Quality Control	Price	Comment
1	See Through Plastic Film	6 x 4m	1	Used to cover windows or any openings.	Material: Translucent plastic. Thickness: Minimum 0.150 mm/0.200mm. Fabric: Basic: Polyethylene film non-reinforced. Preferred: LDPE reinforced with polyester or Polypropylene or polyethylene mesh. UV resistant. Temperature resistance: -20 to 80C.	• Measure the width and length of the sheet. 4 X6 m. • Procuring the plastic sheets in rolls might be a more cost-efficient approach.	\$6.6	
2	Wood 	5 X 10 X 200cm	6	Used to structure a basic shelter, stabilise tarpaulin on the roof, fix plastic sheet in place, door and window frame.	Type: Solid softwood, pressure-treated pine or similar. Other: Dried naturally or in the kilns, strong, polished and flexible wood. Free from chips, rough surfaces, holes or knots or other defects. Treated against insects and termites in particular. Treated against mould. Texture: Smooth, paintable, lumber and pressure treated.	• Measure length and width. • Check if wood is seasoned (odour can be an indicator). • Check for chips, rough surfaces, holes or knots or defects. • Acquire certifications from vendor. • Check its dryness, mould or any fungal.	6X\$2.49= \$14.94	This item can be replaced by L shaped metal profiles with eyelets. 
3	Padlock	40mm	1	Used to lock doors or windows to ensure security and privacy.	Brass option, two keys per padlock, individually boxed. Size: Medium. Material: Solid extruded brass body, precision mechanism, hardened steel shackle, chrome plated shackle. Dimension: Min 40 mm body.	• Check that the two available keys work. • Try the strength of the lock by locking it and unlocking it by hand. • Measure dimensions. • Check that there is no rust.	\$0.95	



4	Padlock Hinges (Hasps)	30x 150mm	1	Used along with the Padlock to lock doors or windows to ensure security and privacy.	Designed for doors, chests and lockers. Materials: Stainless steel for superior corrosion resistance, heavy duty for added security. Shape: Mounting screws included.	• Measure the weight. • Check that there is no rust.	\$0.6	
5	Screws	40 mm	1kg	Used for wood works and installing the hinges.	Dimension: Min 40mm. Materials: Stainless steel.	• Measure the length. • Check that there is no rust. • Measure the weight.	\$1.06	
6	Tie Wire	10m or 2 kg	1	Used to bind timber or bamboo, or for fixing tarpaulins. It can also be used for reinforcing structures and for diagonal bracing.	Material: Low carbon steel, galvanised. Metal wire. Dimension: Diameter 1.5mm $\pm$ 5%. Tensile strength: Minimum 500 N/mm ² to Maximum 700N/mm ² .	• Measure the width and length. • Check that there is no rust.	\$2.05	
7	Hessian Sacks	50x 75cm	5	Filled with soil for reinforcing the sides of emergency shelter.	Dimension: 50cm x 75cm. Materials: Crafted from durable hessia.	• Stretch it to measure durability and if it is well crafted.	5X\$.5 = \$2.5	



MODULE 2 – MINIMUM BASIC REPAIRS

Scope

The minimum basic repairs module is an efficient response to the need for a shelter solution where HLP due diligence cannot be taken, as the intervention is slight when compared to other shelter components. The intervention aims to improve the living conditions of newly displaced people settling in unfinished buildings, inadequate shelters and when the property's owner could not be reached. The repairs should not change any of the property's structure and it is only limited to repairing windows, doors, holes and WASH facilities. This type of shelter costs more than shelter kits, a maximum of \$400 per HH but can give an adequate response to the shelter needs. The shelter kit is more appropriate for people on move, although it might be difficult to be utilized and assembled by beneficiaries with no experience or capacity such as people with disabilities, elderly, some men or women. The **minimum basic repairs** should increase the community's resilience since it requires contracting local suppliers, building the capacity of local markets and providing job opportunities for local laborers and workshops. The only challenge that the organization should prepare for contracting in advance or enhance their procurement (similar to a framework agreement) to adapt to the acute need in a timely manner. **As this is minor rehabilitation work of the shelter units that doesn't change the overall landscape of the shelter and causes no harm when implementing, HLP might be not checked as the main focus is to improve living conditions through these minor rehabilitation works.** For further details, the HLP guidance provides comprehensive overview, access through the link:

https://www.sheltercluster.org/sites/default/files/docs/hlp_xb_turkey_due_diligence_guidelines_final.pdf

Basic repairs require:

- 1- Strong referral system to identify the shelter needs/ or and rapid need's assessment.
- 2- Registration, verification and BoQ. Maximum of \$400 per family, so those families who are sharing and living in the same shelter do not exceed the maximum cost.
- 3- Beneficiary agreement to include a clear provision that the repairs do not legitimize an ownership right over the property.
- 4- Handover agreement/Completion of Works between the head of household and implementing actor.

A BoQ sample can include the following repairs and items:

Items	Quantities	Unit Cost	Total Cost
Repair walls and floors			
Wall plaster 350 kg/m3 (three layers) لياسة عيار 350 كغ/م3 للغرف (ثلاث طبقات)	m2		
White cement exterior wall plaster 400 kg/m3 رشة تيرولية من الخارج بإسمنت أبيض عيار 400 كغ/م3	m2		
Providing and installing floor ceramics تقديم وتركيب سيراميك أرضيات	m2		
Providing and installing wall ceramics تقديم وتركيب سيراميك جدران	m2		
Paint with required amount دهان من الداخل مع كل ما يلزم	m2		
Providing and installing Zinc panels for roofs تقديم وتركيب صفائح الزنك (التوتياء) للأسقف	m2		
Pulling down cracked walls and relocating the rubble هدم الجدران المتصدعة وترحيل البقايا	M3		
Providing and installing tarpaulin for roofs تقديم وتركيب شادر للأسقف	m2		
Cement Bricks, thickness of 10,15,20 cm with concrete mortar 250 kg/m3 with required amount بلوك اسمنتي مختلف السماكات 10.15.20 سم بمونة 250 كغ/م3 وكل ما يلزم	M3		



Repair WASH facilities			
Providing and installing galvanized iron pipes (4 inches) for rain gutter pipes تقديم وتركيب قساطل حديدية للنوازل المطرية قطر 4 إنش	M م		
Providing and installing sitting toilets تواليت (إفرنجي/مقعد) تقديم وتركيب	Unit عدد		
Providing and installing squat toilets تواليت (بطة/شخورة) تقديم وتركيب	Unit عدد		
Providing and installing sinks with required amount تقديم وتركيب مغاسل مع كل ما يلزم	Unit عدد		
Providing and installing hand shower and mixer for baths تقديم وتركيب دوش مع خلاط الى الحمامات	Unit عدد		
Providing and installing mixer for toilet, sinks and baths تقديم وتركيب حنفية خلاط الى التواليتات المغاسل والحمامات	Unit عدد		
Providing and installing faucet for toilet and sinks تقديم وتركيب حنفية الى التواليتات والمغاسل	Unit عدد		
Providing and installing PVC-HDPE pipes (2 inches) عالي الكثافة قطر 2 انش PVC تقديم وتركيب قساطل	M م		
Providing and installing PVC-HDPE pipes (4 inches) عالي الكثافة قطر 4 انش PVC تقديم وتركيب قساطل	M م		
Providing and installing PVC-HDPE pipes (6 inches) عالي الكثافة قطر 6 انش PVC تقديم وتركيب قساطل	M م		
Providing and installing PVC-HDPE pipes (8 inches) عالي الكثافة قطر 8 انش PVC تقديم وتركيب قساطل	M م		
Providing and installing water flushes (S type) with drainage مع المصارف (البلايغ) (S اكواع) تقديم وتركيب سيفونات	Unit عدد		
Cleaning the toilets and the sewage system تعزيل وتسليك دورات المياه وتمديدات الصرف الصحي	Unit عدد		
Providing and installing PPR pipes for drinking water system (0.5 inches) من أجل تمديدات المياه الحلوة 0.5 انش PPR تقديم وتركيب قساطل	M م		
Providing and installing PPR pipes for drinking water system (0.75 inches) من أجل تمديدات المياه الحلوة 0.75 انش PPR تقديم وتركيب قساطل	M م		
Providing and installing PPR pipes for drinking water system (1 inch) من أجل تمديدات المياه الحلوة 1 انش PPR تقديم وتركيب قساطل	M م		
Providing and installing of water tank capacity of /1/ m3 تقديم وتركيب خزان ماء سعة /1/ م3	Unit عدد		
Providing and installing of water tank capacity of /2/ m3 تقديم وتركيب خزان ماء سعة /2/ م3	Unit عدد		
Doors and windows			
Providing and installing PVC for doors and windows (double glass) with required amount لزوم الابواب والنوافذ (زجاج مزدوج) مع كل ما يلزم PVC تقديم وتركيب منجور			



Providing and installing PVC for doors and windows (single glass) with required amount لزووم الأبواب والنوافذ (زجاج مفرد) مع كل ما يلزم PVC تقديم وتركيب منجور			
Providing and installing PVC for doors and windows (polycarbonate) with required amount لزووم الأبواب والنوافذ (البولي كربون) مع كل ما يلزم PVC تقديم وتركيب منجور			
Providing and installing aluminium for doors and windows (polycarbonate) with required amount تقديم وتركيب منجور ألومنيوم لزوم الأبواب والنوافذ (بولي كربون) مع كل ما يلزم			
Providing and installing aluminium for doors and windows (single glass) with required amount تقديم وتركيب منجور ألومنيوم لزوم الأبواب والنوافذ (زجاج مفرد) مع كل ما يلزم			
Providing and installing wooden doors (polycarbonate) تقديم وتركيب أبواب خشب (بولي كربون)			
Providing and installing wooden doors (single glass) تقديم وتركيب أبواب خشب (زجاج مفرد)			
Providing and installing wooden windows (single glass) تقديم وتركيب نوافذ خشب (زجاج مفرد)			
Providing and installing wooden windows (polycarbonate) تقديم وتركيب نوافذ خشب (بولي كربون)			
Maintaining wooden doors with required amount إصلاح أبواب الغرف الخشبية مع كل ما يلزم			
Maintaining wooden windows with required amount إصلاح النوافذ الخشبية مع كل ما يلزم			
Providing and installing iron with required amount (single glass) تقديم وتركيب منجور معدني مع كل ما يلزم (زجاج مفرد)			
Providing and installing iron with required amount (polycarbonate) تقديم وتركيب منجور معدني مع كل ما يلزم (بولي كربون)			
Maintaining iron for doors and windows with required amount صيانة منجور معدني للأبواب والنوافذ مع كل ما يلزم			
Providing and installing glass windows and doors with required amount تقديم وتركيب زجاج للنوافذ والأبواب مع كل ما يلزم			
Providing and installing polycarbonate glass plates for doors and windows تقديم وتركيب ألواح بولي كربون للأبواب والنوافذ			
Providing and installing yellow stone coverage for the doors and windows تقديم وتركيب حجر اصفر مجلي ومشطوف نحيت من اجل الأبواب والنوافذ (شبر)			



MODULE 3 - NEW ARRIVAL KIT/NFI KIT CONTAINING CORE ITEMS

Scope

The kit addresses the needs of newly displaced IDPs who have not been able to carry NFI items with them. It comprises of essential NFI items. In case of new displacement, it does not need to be preceded by a need's assessment. Coordination with the SNFI Cluster and its members is recommended in order to avoid any duplication and overlap of distribution activities.

Kits Content

- Prices are estimated and based on Turkish prices. Market assessment and monitoring will be needed to define markets capacity and prices in Syria.

MODULE 3 - New arrival kit/NFI Kit containing Core Items						Total Price 165~170 USD	Total Weight 44.95 kg	
No	Item	Size	QTY	Usage	Technical Specifications	Quality Control	Price	Comment
1	Plastic Sheeting	4 x 6m	2	Used to waterproof roofs, or to cover damaged structures and upgrade tents.	Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating. Reinforcement: Reinforced rims by heat-sealing on all sides. Resistance: -20C to 80C. Eyelets: Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/-5cm centre to centre, providing very strong fixation points. Weight: 200g/m² ±5%, total: 4800g ±5%. Colour: White sun reflective on both sides, grey bands. Inner black fibres with good opacity.	• Open it and check that the sheet is white or the specified colour without fluctuation in colour. • Measure the weight, min 4,560g – max 5,040g. • Measure the width and length of the sheet. • Measure the width at three locations. The width should be between 3.96 and 4.04m. • Scratch the white coating of the sheet with the cutter, and check that the yarns are black in both the warp and the weft directions. Light grey is not acceptable.	2X \$12.69 = \$25,38	
2	Jerry Can	10 lt	2	Carry and store drinking water.	Type: Complete with screw cap and moulded carry handle of minimum 9 cm long. The inner diameter of cap minimum 30 mm. Drop test: can withstand drop of 2.5 meters when full of capacity. Material: Non-collapsible POLYETHYLENE plastic. Tough flexible, food grade, low density polyethylene (LDPE), UV stabilized. With no sharp edges. Size: 10 Lt. Weight: 455 grams minimum. Colour: Light colour (yellow, white).	• Measure the weight. • Measure length of handle and diameter of screw cap. • Check for sharp edges and heat-sealing quality. • Drop test: fill the jerry can with water and drop from 2.5 m height. To be accepted, the jerry can must resist a minimum of 3 drops.	2X\$2= \$4	



3	Solar Lamps	N/A	1	A source of light in the night and for protection and security.	Weather-proof and shock-proof solar lamp with LEDs, and battery, all in one robust case. Plastic ABS / Transparent PC. Solar panel: 6V, 0.7W. LED power: 4 LED 2W or 6 LED 3W. Battery: 4V or 6V, capacity should maintain minimum of 5 hours capacity after 3 years at full power. Rechargeable and replaceable battery, NiMH. RoHS-compliant. Charge time: Based on direct sunlight for 8 hours, the product has to work minimum 8 hours on full power, minimum 12 hours on half power. Match with AC charge (AC100-240V). Light output: Minimum 4.Lux output on full power measured on the floor, from 2.20m height. The testing has to be done at start, and at 3.5 hours after turning on the product. Operating functions: 3 functions (Off, Half power and Full power). Fixation/hanging: Multiple options to hang, to fix or to secure the lamps. Built-in anti-theft design preferred. Warranty/Life Span: Warranty: 1 year from purchase. Life Span: Min. 3 years from the time of distribution (min. 1000 charging cycles). Packaging/visibility: Text on box should be in Arabic and English. Other: With USB port + preferred phone charger function. Including instructions manual in Arabic.	Light output: Minimum 4.Lux output on full power measured on the floor, from 2.20m height. The testing has to be done at the start, and 3.5 hours after turning on the product. Charge time: Based on direct sunlight for 8 hours, the product has to work for a minimum of 8 hours on full power, and a minimum of 12 hours on half power. Match with AC charge (AC100-240V).	\$14.5 - \$20	
4	Mattresses	Single 1.8 x 0.9 x 0.1 m	5 single	Bedding	Material: Polyurethane closed cell hard grey foam, 100% synthetic yarns from virgin or recycle raw material. Synthetic sleeping mats that are made from recycle materials must not contain fillers, like calcium carbonate or any other. Dimension: 1.8 x 0.9 x 0.1 m, Area 1.62 m2. Density: Min 24 kg/m³ (±2%). Weight: Min 3.56Kg. Load deflection: Min 16kg. Cover: Removable cover with zipper cotton or polyester/cotton canvas of 180g/m² minimum. Size: 90 x 180 x 10 cm.	• Measure the weight. • Measure the width, length and thickness. • Check that material is uniform. • Check the cover measures. • Check the cover zip, it should be easy to zip and unzip.	5 X \$14.2 = \$71	
5	Blankets (for distribute in winter) 	Single: 150 x 200cm; double: 200 x 200 cm	4 single and 1 double (high thermal, winter)	Bedding	Material: Min 60% acrylic and 40% cotton/ polyester mixture Thickness: 5-5.5 mm minimum. Colour: No black, red, or white. Assorted dark colours. Shrinkage: Maximum 5% after 3 consecutive machine washes at 30°C and one flat drying. Dimension Single Dimension: 150 x 200cm ±3%. Weight: Min 835 g/m2. Min 2.5 kg. ± 3%. Dimension Double Dimension: 200 x 200cm ±3%.	• Measure the weight. • Measure the width, length and thickness. • Check that material is uniform and free of defects.	4X \$6= \$24 + 1X \$7.2= 7.2 =	



					Weight: Min 700 g/m2. Min 2.8 kg ± 3%. Other Spec: No bad smell, not irritating to the skin, no dust. 4<pH<9, fire resistant. Fit for human use. Free from harmful VOC (Volatile Organic Components). Fire resistance to cigarettes - no ignition. Bias fabric and stitch yarns should be 100% polyester. Label: Brand name and "Battaniye بطانية" stated on the label. Packaging: Individually packed in plastic bag (transparent).		\$31.2	
6	Hasira in summer and Carpet in winter (please refer to the MODULE 5.3 - WINTER KIT)	12 sqm: 1x(4x3) or 2x(2x3)	12 sqm	Used to isolate the floor, prevent rising damp and as a clean area for cooking, eating and gathering.	Materials: Warp: Pure virgin polypropylene (PP) multifilament 500 deniers minimum; Weft: Recycled polypropylene (PP) hollow tubes not containing any filler. Clean and net appearance. Finish: The two short sides to be secured with a first stitch folded hem of the mat, plus one bias 40mm binding tape of minimum 10g/m with stitches through the fabric of the mat, OR with a double folded stitched hem. Four sides trim finished. Size: 12 sqm minimum. Weight: 500g/m² minimum, 6kg total. Colour: assorted, with neutral design.	• Measure the weight. • Measure the width, length and thickness. • Check that material is uniform and free of defects	2X \$7.5 = \$15	

MODULE 4 – NFI KIT ADDITION: KITCHEN SET

Scope

The kitchen set addresses the needs of newly displaced IDPs who have not been able to carry NFI items with them. It comprises of essential cooking and serving utensils for a family of five. In case of new displacement, it does not need to be preceded by a need's assessment and should be distributed with the New Arrival/NFI Kit from Module 3 as well as a Hygiene Kit, the specifications for which can be found from the WASH Cluster. Access to the WASH Cluster's standard kit is available through the link:

<https://www.dropbox.com/sh/1r0by4a8f5t73m1/AABpInOdX2xBuAlUfGO9-B1sa?dl=0&preview=WASH+Cluster+-+Hygiene+Kits+v2+final+-+COVID+19.pdf>



Kits Content

- Prices are estimated and based on Turkish prices. Market assessment and monitoring will be needed to define market's capacity and prices in Syria.
- Technical specifications are based on IFRC standards <https://itemscatalogue.redcross.int/relief--3/household--8/household-equipment-kits-and-sets--50/kitchen-set-type-a--KRELCOOSETA.aspx>

MODULE 4 - Kitchen Kit					Total Price 27.2 USD	Total Weight Approx. 5 Kg	
No	Item	Size	QTY	Usage	Technical Specifications	Price	Comment
1	Cooking Pot	5 liter capacity	1	Cookware	Material: Stainless steel. Thickness: Min. 0.8mm with thick basement to avoid burning meals when cooking.	\$3.5	
2	Cooking Pot	7 liter capacity	1	Cookware	Material: Stainless steel. Thickness: min. 0.8mm with thick basement to avoid burning meals when cooking.	\$4.5	
3	Frying Pan	2.5 liter capacity	1	Cookware	Material: Stainless steel. Thickness: min. 0.8mm with thick basement to avoid burning meals when cooking.	\$4	
4	Kitchen Knife	15cm	1	Cookware	Material: Stainless steel with wood or plastic handle.	\$0.2	

5	Ladle	100ml, 30 cm	1	Cookware	Material: Stainless steel. Thickness: Min 1mm, in the center of the scope. Finish: No sharp edges.	\$0.2	
6	Stirring Spoon	35ml, 30 cm	1	Serving	Material: Wood.	\$0.2	
7	Scouring Pad		1	Cleaning and scouring pots	Type: High level of liquid absorption, rinses and cleans easily. Material: Reinforced cellulose fibres, for long life. Tear resistant: Cannot be torn by hand. Size: Minimum 50 x 100 x 150mm.	\$0.1	
8	Bowl for Food	1 liter capacity	6	Serving	Material: Stainless steel. Thickness: Min. 0.5mm. Finish: No sharp edges.	\$2	
9	Plate (deep)	Diameter 22cm	6	Serving	Material: Stainless steel. Thickness: Min. 0.5mm. Finish: No sharp edges.	\$2	
10	Cup	300 ml	6	Serving	Material: Stainless steel. Thickness: Min. 0.5mm. Finish: No sharp edges.	\$2	
11	Table Spoon	15 ml, 17 cm	6	Cutlery	Material: Stainless steel, one piece. Thickness: Min 1mm in the center of the scoop. Finish: No sharp edges, food grade surface finish.	\$1.5	
12	Table Fork	17 cm	6	Cutlery	Material: Stainless steel, one piece. Thickness: Min 1.5 mm at the back of the tines. Finish: No sharp edges, food grade surface finish.	\$1.5	Optional
13	Table Knife	17 cm	6	Cutlery	Material: Stainless steel, one piece. Thickness: Min 1.5mm at the middle of the handle and min 1mm at the middle of the blade. Finish: No sharp edges, food grade surface finish.	\$1.5	Optional
14	Tea Pot	1 liter	6	Cookware	Material: Stainless steel.	\$2	
15	Serving Tray	35*45 cm	1	Serving	Material: Melamine of good quality.	\$ 2	Optional
15	Packaging	• Proper thick carton box that can hold and contain the contents of the kitchen kit. The cartons have to be robust, improving stability, stack ability and keep their form under pressure. • Sealed in proper way with box tape. • The tape should not be easy to remove. • The box should be plain, it might include the donor and NGO logos when preferred.					

Winterization:

In reference to the Guidance Note on Winterization for NWS as of August 2019, it includes the vulnerability criteria and the main winterization activities of:

- Fuel and stoves distribution;
- Plastic sheets/tarpaulin distribution;
- Emergency shelter/tent graveling;
- Tent insulation;
- Thermal blankets distribution;
- Winter clothes distribution for adults, elderly people and children.

The Cluster highly recommends starting winterization aid delivery in advance of the winter season in NWS based on severity scale and needs, it is preferable for the Cluster members to start delivering support in late November until the end of March, thus covering the coldest months in Syria. **The distribution modality, whenever possible, should allow for as much choice as possible, with the use of restricted cash and/or voucher modality as the preferred method. This will enable the targeted beneficiaries selecting the appropriate type of assistance (fuel and stoves, clothes, etc.)**

MODULE 5.1 – WINTER TOP-UP: STOVES AND FUEL

Scope

Increasing the thermal comfort of HHs during winter months is considered a lifesaving activity and as such a priority of the Cluster. Distribution of stoves and fuel for heating and cooking is one of the recommended responses. The assumption is made that targeted HHs already received the MODULE 3 - new arrival kit, and/or have the core items in their possession. Whenever possible, distributions should be based on needs and target the most vulnerable HHs. Blanket distributions should be avoided except for in IDP sites and camps.

Technical Working Group Limitations

Due to the fact that a very limited number of need's assessments and PDMs were available at the time of discussion, it was not possible to provide the Cluster with more than general recommendations. The recommendations listed in the guidance note will need to be complemented with more assessments and research by each organization.

When giving recommendations about fuel for heating, it was not easy to identify the required quantity per HH. This is because the quantity needed highly depends on several factors like stove efficiency, room size, insulation materials, external temperature, and quality of fuel.

An illustrative table with quantities distributed by different partners in the past for both heating and cooking is attached as a reference, however each partner is encouraged to make their own estimation and calculations based on additional assessments.

Pricing

A price monitoring exercise will be necessary to identify the monetary value of the fuel and stove's response. A price monitoring assessment shall be undertaken in September, October and November as a maximum.

Recommendations for Stoves

- Whenever distributing stoves, it is preferred to distribute items that can be used for both heating and cooking, and whenever possible, it should be possible to use different types of fuel with the same stove.
- Stoves have to be, as much as possible, fuel efficient.
- Consider distributing locally produced and/or procured stoves.
- Distribute stoves that can be used with fuels available in the area of distribution.
- Consider safety and protection from the stove (avoid open flames, consider stability of the stove, distribute protection elements for the floor, consider how to evacuate smoke and by-products, consider safety of children). This can be achieved, for example, by providing a safety partition, strong solid bases and specific pipes for the smoke and fumes. **It is recommended to ensure that the shelter has the proper outlet that fits with the distributed stove type.**
- When distributing stoves in tents, make sure there is a specific outlet in the tent for the smoke pipes.
- Consider insulation off the shelter unit to reduce heat dispersion. Consider distribution of winterization kit for tents or sealing kits for permanent homes. (For example, UNHCR Winter Kit for tents and Emergency Shelter Kit for other shelters).
- Whenever possible, when the market is responsive and the quality is good, prefer cash response modalities.

Recommendations for Fuel for Heating and Cooking

- Heating: Cover the needs for heating fuel for the months of December, January and February for lifesaving activities, with November and March to be covered based on a need's assessment (consider average temperatures, altitude, geographical area, rural/urban setting, shelter type....etc.). Distribution in three batches starts in November and lasts until February maximum in order to cover the needs from December to February. The intervention covers as a minimum the 40 coldest days in NWS that regularly comes in December and January.
- Cooking: According to Sphere Standards, fuel for cooking is considered as a lifesaving activity and should be distributed throughout the year.

- Consider type of fuel available and prices in the area of distribution.
- Consider distributing fuel in several rounds, to avoid storing large quantities of fuel for a long time.
- Consider locally produced and procured fuels.
- Consider logistics of distributing fuel (transportation and storage), it is better to avoid storing liquid fuel in warehouses. But in regard to the olive pits, coal and wood; it is better to obtain dried items that are stored by the supplier or the NGO itself.
- Consider distribution liquid fuel in plastic containers (jerry cans, in a different colour from the ones used for water, and should be easy to pour to avoid spilling fuel).
- Whenever possible, when the market is responsive and the quality is good, **prefer cash response modalities**.

IMPORTANT - FIRE SAFETY: Cluster partners implementing stove and fuel distributions are highly recommended to conduct awareness raising sessions and/or distribute materials on fire safety targeting men, women and children to avoid fire hazards. It is better to avoid storing liquid fuel in warehouses. But in regard to the olive pits, coal and wood; it is better to obtain dried items that are stored by the supplier or the NGO itself. A safety and security brochure is recommended to be delivered in line with the distribution taking into account specific measures of COVID-19. The brochure in Arabic brochure is available from:

<https://www.sheltercluster.org/x-border-operation-turkey-hub/documents/iec-material-fire-safety>

Stove's Illustrative Table

Below is an illustrative table with different types of stoves that fit the needs of the Syrian response. Each organization is encouraged to distribute the appropriate type of stoves that fit with the distributed fuel.

The "Soba" is the most common heating stove in Syria and is considered one of the best options as it can be used for both cooking and heating thanks to additional metal grids, and can be used with different types of fuel.

Type	Photo	Estimated Price	Fuel	Specification	Notes
Heating		\$45	Diesel	• Total weight: 7,400 grams. • Sheet thickness: 0.5 mm. • Thickness of porcelain: 0.4 mm. • Good quality porcelain. • Shirt diameter: 23 cm. • Total diameter: 27 cm. • Height: 62.5 cm. • Weight of aluminium: 1.8 kg. • Diesel tank with 0.5 mm thickness with float valve. • Large aluminium strap. • The tipper and cover made of cast iron.	The stove is manufactured to work with diesel fuel, one stove for each family/ shelter. The price includes the stove's accessories.
Heating and Cooking		\$60	Firewood, Charcoal and Olive Pit Biomass	• Length: 60-70cm (from top to bottom). • Width: 30-54cm (from right to left). • Weight: more than 30 kg. • Diameter: 34-50cm (from the front door to the back). • The inside of the stove is lined with firebricks. • 2 front doors: To operate and clean the stove. • The lower door must have a special tray inside for cleaning. • The top stove is cast iron	Multifunctional stove, smoke directed outside, culturally accepted. The price includes the stove's accessories. Please consider the key conditions in bold. A cylinder shape is preferable according to PDMS from Cluster members.



					
Stove Accessories					
Venting Parts for the Diesel Stove			Diesel	Exhaust pipe specifications: • Black/brown porcelain coated pipes, squirt by thermal method. • Length: Between 78 cm and 80 cm. • Diameter: 10.5 cm, total thickness at least 0.4 mm. • Three pipes are required for each stove/family. Exhaust elbow pipe specifications: • Black/brown porcelain coated elbows, squirt by thermal method. • 90-degree angle elbow. • Diameter: 10.5 cm, total thickness at least 0.4 mm. • Two elbows are required for each stove/family • Metal porcelain coated tray under the stove that fits with the size.	Accessories are always accompanied with stoves.
Venting Parts for the Olive pit Stove			Firewood, Charcoal and Olive Pit Biomass	Exhaust pipe specifications: • Quantity per kit: 5. • Length: 65-68 cm. • Diameter: 12-13 cm. • Weight: 800 grams. • Coated with a private material to prevent peeling. Exhaust elbow pipe specifications: • Quantity per kit: 1. • Length: 43 cm. • Diameter: 12-13 cm.	Accessories are always accompanied to stoves. Special attention has to be given as this type of stove requires larger diameter exhaust and pipes.



				• 90-degree angle elbow. • Weight: 450 gram. Shielding floor tray specifications: • Quantity per kit: 1. • Length: 60 cm. • Width: 50 cm. • Height: 5.5 cm. • Weight: 5.5 kg. • Created from a special iron sheets to isolate the heat.	
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Fuel Illustrative Table (Fuel for Heating)

Below is an illustrative table with different types of fuels and quantities that have been distributed by partners in the past. Each organization is encouraged to make their own assessment to estimate the needed quantities. It is recommended to distribute in different batches to mitigate the risk of storing large quantities of fuel in the targeted shelters and units.

Type	Quantities for Heating per Family	Price	Price for 3 Months	Sources	Notes
Firewood	12 kg/day	\$118-\$130/ Metric Ton	\$127-\$140	Syria	Hard to be stored in large quantities, related protection issue. Consumption: 1.2~1.5 Kg/hour. This type of fuel can have a damaging impact on the environment due to the cutting of trees.
Coal	10 kg/day	\$0.3 -\$0.25 /kg	\$90-\$117	Turkey	Hard to be stored in large quantities, related protection issue. Consumption: 1.2 Kg/hour. This type of fuel can have further negative effects on health and the environment when compared to other types.
Diesel	4 L/day	\$0.45-\$0.85/L	\$162-\$306	Syria, Turkey for high quality filtered diesel	Hard to be stored in large quantities, safety issue. Delivery in batches. Consumption: 0.75 L/hour. Variety of diesel quality is key to consider, some bad quality diesel has a disgusting smell which may affect the beneficiaries' health or even cause fire incidents in the shelter/house.
Kerosene	4 L/day	\$0.5-\$0.71/L	\$180-\$256	Syria	Not Recommended - Hard to be stored in large quantities, related safety issues. Consumption: 0.5 L/hour.
Gas	One cylinder /month (24-25 KG)	\$8-\$11 gas cylinder	\$24-\$33	Syria	It is used mainly for cooking; it might be used on a limited scale for heating when available in the market and with the appropriate stoves. The price only mentions the cost of filling an empty cylinder, while the empty cylinder cost is \$15-\$20.
Pomace / Olive –Pit biomass	250 kg /month	\$148- \$150 per metric ton including the transportation cost to the beneficiary's house.	\$111-\$112.5	Syria in Idleb and Afrin, and in Turkey especially in Hatay	The price might be different from year to year depending on the olive production in Syria. In Turkey: The pellet is more popular than olive-pit wood, however, it isn't suitable for Syrian culture, so it needs to be considered to provide the appropriate type, in order to get the maximum benefit. Consumption: 2 Kg/hour.

Note:

- Kerosene diesel and stoves are not recommended to be distributed taking into account the high risk of fire hazards and similar incidents when operating and using such a fuel type.
- Some stoves are operating with pistachio shells and available in the local market as they are locally manufactured, but due to its high cost it is used on narrow scale.



MODULE 5.2 – WINTER TOP-UP: WINTER CLOTHING

Scope

Increasing thermal comfort of HHs through individual clothing kits during winter months is considered a lifesaving activity and as such a priority of the Cluster. The preferred distribution modality, whenever possible, is to deliver multi-purpose cash and/or vouchers.

During the summer months, it is assumed that IDPs take basic clothes with them even during an emergency evacuation/displacement, for this reason basic clothes distribution is not considered to be a priority in an emergency response.

Whenever possible, distributions should be based on needs and target the most vulnerable HHs. Blank distributions should be avoided except for IDP settlements and camps. Including host communities with the proportion of the winterization support is recommended based on needs and the vulnerability criteria. When there is limited capacity and high need, targeting only children, pregnant women, elderly people, and people with disabilities or illnesses are recommended as priority.

Kit Content

The items identified, which serve as a minimum to guarantee the survival of beneficiaries in winter are: Winter jackets, boots, socks, hats, gloves, scarves, jumpers, trousers and long sleeve underwear (packaged in individual clothing kits according to size).

The clothes' basket will cover the needs of one HH, composed of five people, and will comprise of up to five individual clothing kits according to the required sizes.

MODULE 6 - WINTER CLOTHING (Children and Adults)			
Total Price Clothing kit Adult = \$33			



Comply with TSE or ISO standards. Packaging: Individual packing with waterproof and durable plastic bags. Sweat pant: Main fabric: 100% cotton or 65% cotton and 35% polyester. Waistband should be elastic. Fabric material shouldn't be recycled and should be washed. No frayed threads and broken stitches. Comply with TSE or ISO standards.	packing with waterproof and durable plastic bags.	very soft thread for extra comfort and softness. Elastic waistband. Fabric material shouldn't be recycled and should be washed. No frayed threads and broken stitches. Comply with TSE or ISO standards. Packaging: Individual packing with waterproof and durable plastic bags.	washed. Comply with TSE or ISO standards. Packaging: Individual packing with waterproof and durable plastic bags.
Scarf	Hats	Gloves	Packing
1 item/piece Size for Adults: Length: min. 160cm Width: min. 15 cm Size for Children: Length: min. 130cm Width: min. 15 cm Composition 100% acrylic Type: Winter Unisex 100% knitted Color: Solid colors. No white or light colors. Fabric material shouldn't be recycled and should be washed. Comply with TSE or ISO standards. Packaging: Individual packing with waterproof and durable plastic bag.	1 item/piece Size for Adults: S/M/L/XL Size for Children: 2-16 (S/M/L) Unisex Composition: 100% acrylic double folded warm and lined component to cover the ears and perfectly insulate the head. Color: Solid colors. No white or light colors. Fabric material shouldn't be recycled and should be washed. Comply with TSE or ISO standards. Packaging: Individual packing with waterproof and durable plastic bags.	1 set/pair Size for Adults: S/M/L/XL Size for Children: (S/M/L) Water and wind resistant. Average Composition: Top of the hand, 150g high loft wadding. Underside of the hand, 200g Brushed lining. No frayed threads and broken stitches Different colors are accepted. Fabric material shouldn't be recycled and should be washed. Comply with TSE or ISO standards. Packaging: Individual packing with waterproof and durable plastic bags.	Each kit of the above 9 components (one item in each kit) should be packed in a single durable and heavy-duty sack. Each kit/sack should be stitched Content of the kits should be printed visibly outside the sack clearly stating the list of items, sizes and quantity in English and Arabic. Inscription of "Humanitarian Aid – Not for Sale" and Beneficiary Feedback hotlines should be printed to each side of the sack, below the list of items/content table For delivery and warehousing purposes, a set of 10 kits/sack shall be packed in the durable sack.

Modality

The distribution modality, whenever possible, should allow for as much choice as possible, with the use of the restricted cash and/or voucher modality as the preferred method. This is to avoid challenges identified in the past, such as: quality, items not adapted culturally, incorrect sizes, issues with colors and patterns, etc.

As for all cash-based interventions, a market assessment will be necessary to decide if markets are working and a cash response is possible. It would be beneficial to ask beneficiaries for their preferred modality of distribution too.

Pricing

A price monitoring exercise will be necessary to identify the monetary value of the winter clothing kits' items. This value could be added to the normal SMEB voucher to cover costs to purchase winter clothing items in the winter months. The price monitoring assessment shall be undertaken in September, October, November and December.

Assessments

In line with the Sphere Standards "All women, girls, men and boys have at least two full sets of clothing in the correct size that are appropriate to the culture, season and climate" it was decided to advocate to include this question in needs assessments:

Q. How many sets of clothes do each members of your family have?
With 2 sets per family member being the minimum acceptable.



MODULE 5.3 – WINTER TOP-UP: NFI WINTER ITEMS

Scope

These items address the needs of IDPs and most vulnerable host communities as well as newly arrived IDPs during the winter months. It comprises of essential winter shelter/NFI items. These items can be recommended to be distributed as a kit or based on needs and availability as a single item distribution to support the protection from the cold months during winter.

Kits Content

- Prices are estimated and based on Turkish prices. Market assessment and monitoring will be needed to define markets capacity and prices in Syria.

Winterized NFI Kit / in line with Core Essential Items						Total Price 165~170 USD	Total Weight 44.95 kg	
No	Item	Size	QTY	Usage	Technical Specifications	Quality Control	Price	Comment
1	Plastic Sheeting/ Tarpaulin	4 x 6 m	2	Used for waterproofin g roofs, or to cover damaged structures and upgrade tents.	Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating. Reinforcement: Reinforced rims by heat sealing on all sides. Resistance: -20 C to 80 C. Eyelets: Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/-5 cm centre to centre, providing very strong fixation points. Weight: 200 g/m² ±5%, total: 4800g ±5%. Colour: White sun reflective on both sides, grey bands. Inner black fibres with good opacity.	• Open it and check that the sheet is white or a specified colour without fluctuation in colour. • Measure the weight, minimum 4,560 g – maximum 5,040 g. • Measure the width and length of the sheet. • Measure the width at three locations. The width should be between 3.96 and 4.04 m. • Scratch the white coating of the sheet with the cutter, and check that the yarns are black in both the warp and the weft directions. Light grey is not acceptable.	2X \$12.69 = \$25,38	
2	Jerry Can	10 lt	2	Carry and store drinking water.	Type: Complete with screw cap and moulded carry handle of minimum 9 cm long. The inner diameter of cap minimum 30 mm. Drop test: can withstand drop of 2.5 metres when at full capacity. Material: Non-collapsible POLYETHYLENE plastic. Tough flexible, food grade, low density polyethylene (LDPE), UV stabilized. With no sharp edges. Size: 10 Lt. Weight: 455 grams minimum. Colour: Light colour (yellow, white).	• Measure the weight. • Measure length of handle and diameter of screw cap. • Check for sharp edges and heat-sealing quality. • Drop test: fill the jerry can with water and drop from 2.5 m height. To be accepted, the jerry can must resist to minimum 3 drops.	2X\$2= \$4	



3	Solar Lamps	N/A	1	A source of light in the night and for protection and security.	Weatherproof and shockproof solar lamp with LEDs, and battery, all in one robust case. Plastic ABS / Transparent PC. Solar panel: 6V, 0.7W. LED power: 4 LED 2W or 6 LED 3W. Battery: 4V or 6V, capacity should maintain minimum of 5 hours capacity after 3 years at full power. Rechargeable and replaceable battery, NiMH. RoHS-compliant. Charge time: Based on direct sunlight for 8 hours, the product has to work minimum 8 hours on full power, minimum 12 hours on half power. Match with AC charge (AC100-240V). Light output: Minimum 4.Lux output on full power measured on the floor, from 2.20 m height. The testing has to be done at the start, and 3.5 hours after turning on the product. Operating functions: 3 functions (Off, Half power and Full power). Fixation/hanging: Multiple options to hang, to fix or to secure the lamps. Built in anti-theft design preferred. Warranty/Life span: Warranty: 1 year from purchase. Life Span: Minimum 3 years from the time of distribution (minimum 1000 charging cycles). Packaging/visibility: Text on box shall be in Arabic and English. Other: With USB port + preferred phone charger function. Including instructions manual in Arabic.	Light output: Minimum 4.Lux output on full power measured on the floor, from 2.20m height. The testing has to be done at the start, and 3.5 hours after turning on the product Charge time: Based on direct sunlight for 8 hours, the product has to work for a minimum 8 hours on full power, minimum 12 hours on half power. Match with AC charge (AC100-240V).	\$14.5 - \$20	
4	Mattresses	Single 1.8 x 0.9 x 0.1 m	4 - 5 single	Bedding	Material: Polyurethane closed cell hard grey foam, 100% synthetic yarns from virgin or recycle raw material. Synthetic sleeping mats that are made from recycle materials must not contain fillers, like calcium carbonate or any other. Dimension: 1.8 x 0.9 x 0.1 m, Area 1.62 m2. Density: Minimum 24 kg/m³ (±2%). Weight: Minimum 3.56 kg. Load deflection: Minimum 16 kg. Cover: Removable cover with zipper cotton or polyester/cotton canvas of 180 g/m² minimum. Size: 90 x 180 x 10 cm.	• Measure the weight. • Measure the width, length and thickness. • Check that material is uniform. • Check the cover measures. • Check the cover zip, it should be easy to zip and unzip.	5 X \$14.2 = \$71	



5	Thermal Blankets	Single: 150 x 200cm	4 – 5 single (high thermal, winter)	Bedding	Material: Minimum 60% acrylic and 40% cotton/ polyester mixture. Thickness: 5-5.5 mm minimum. Colour: No black, red, or white. Assorted dark colours. Shrinkage: Maximum 5% after 3 consecutive machine washes at 30°C and one flat drying. Dimension Single Dimension: 150 x 200cm ±3%. Weight: Minimum 835 g/m2. Minimum 2.5 kg. ± 3%. Other Spec: No bad smell, not irritating to the skin, no dust. 4<pH<9, fire resistant. Fit for human use. Free from harmful VOC (Volatile Organic Components). Fire resistance to cigarette (no ignition). Bias fabric and stitch yarns should be 100% polyester. Label: Brand name and “Battaniye بطانية” stated on the label. Packaging: Individually packed in a plastic bag (transparent).	• Measure the weight. • Measure the width, length and thickness. • Check that material is uniform and free of defects.	5X \$6= \$30	
6	Carpet	200 x 300	6 sqm	Used to isolate the floor, prevent rising damp and as a clean area for cooking, eating and gathering.	Materials: Polipropilen (PP). Finish: The two short sides to be secured with a first stitch folded hem of the carpet, plus one bias 40 mm binding tape of minimum 10 g/m with stitches through the fabric of the carpet, OR with a double folded stitched hem. Four sides trim finished. Weight: Minimum 1050g/m² minimum, 12.6 kg total. Size: 6 sqm minimum. Yarn thickness (Dtex): Minimum 600 dtex. Filament number: Minimum 72 trilobal. Strength (gr/dtex): 1,8-3. Stitch number: 25-30 pc/mt. Hight of the tie knots: 9 mm. Sequence: 1600 tie knots/dm². Colour: Assorted, with neutral design.	• Measure the weight. • Measure the width, length and thickness. • Check that material is uniform and free of defects.	\$16.8	

Note: If required to adjust the kit or reduce the number of items due to limited funding, the Cluster recommends focusing on NFI that provides protection from the cold:

- Mattresses, Thermal Blankets, Carpets, Tarpaulin/Plastic Sheet (Shelter Item).

These adjusted/reduced number of items **will not be reported as a kit**, but as is standard in the Cluster's monthly reporting individually per column.

MODULE 5.4 SHELTER WINTERIZATION ACTIVITIES

Item/Intervention	Targeted Populations	Comments/Description and Specifications	Quantity	Recommended Modality	Unit Cost
Plastic Sheet/ Tarpaulin	Family living in makeshift shelter or damaged tent	Tents and makeshift shelters have a limited lifespan (around a year). To increase the lifespan, it is recommended to add plastic sheeting on the roof and/or wherever the shelter is not waterproof/windproof. This solution is much cheaper than a new tent. If the tent is too damaged, it is recommended to replace it with a new one. Dimensions: 6m X 4m Material: Woven high-density polyethylene (HDPE) black fibres fabric laminated on both sides with low density polyethylene (LDPE) coating. Reinforcement: Reinforced rims by heat sealing on all sides. Resistance: -20C to 80C. Eyelets: Provided with aluminium eyelets or equivalent on four sheet sides of the single sheets at 100 cm +/-5cm centre to centre, providing very strong fixation points. Weight: 200g/m² ±5%, total: 4800g ±5%. Colour: White sun reflective on both sides, grey bands. Inner black fibres with good opacity.	2 per HH	In-kind; Consider flexible response options when appropriate, e.g. cash/voucher when markets are functional, and good quality tarpaulins are available at affordable prices	\$12-\$20 depending on the quantities procured.
Ground Levelling	Family living in makeshift shelter or tent in areas without drainage.	Blocks of 15*20*40 cm (width, height, length) to be put in a tunnel (3 to 5 cm height, 15 cm width). Where fine sand (3 to 5 cm) is compacted in the tunnel.		In-kind; Avoid delivering the row items to beneficiaries without installation.	\$40-\$50 depending on the quality, location and season of purchasing.



		Cement paste could be used between blocks to ensure that these blocks are connected appropriately to each other. Make sure the cement paste does not touch the soil, and not placed directly on the soil. The size of the coarse gravel used is 1.6 – 3.2 cm and the fine gravel is 0.4 – 0.8 cm. Gravel provision; placing 15 cm of coarse gravel with a proper compaction, and then 5 cm of fine gravel with proper compaction, and make sure to provide a smooth liveable surface for the families. The tents have to be raised to be protected from potential floods resulting from rain falls. The tents have to be raised to the main roads according to specific technical studies.			
Tent Internal Part Insulation	Family living in tent that is not torn, damaged, or penetrating water.	Tent insulation helps reduce fuel consumption and keeps the shelter 3-4°C warmer. However, to be effective, the insulation has to be installed properly. This insulation can be implemented only if all the other families have a waterproof tent and ground levelling which are first priorities. The number of insulation rolls has to be adapted to the shelter. If the rolls are not connected and joined firmly or part of the shelter is not covered with insulation, the insulation becomes useless (thermal bridge). Insulation Roll specifications • Roll Foil + XPE/EPE foam • Thickness: 12 mm • Roll dimensions: 1m of width, 20 m length • Insulation adhesive: Polyethylene Reinforced insulation/ Aluminium foiled tape.		In-kind; Avoid aid diversion or delivering the row items to beneficiaries without installation.	\$130-\$140



		The required insulation material per tent is 50 m² (it is preferred to allocate two rolls per tent each one is 1 m wide and 25 m long). Other required tools per tent: • Duct tape: JFBL Adhesive Tape Waterproof Adhesive Cloth Tape for, Duct Colour: Silver grey Size:50Mm X 10M. • Nylon cable ties: Length: 300 mm, diameter: 102 mm, min tensile strength: 65 kg. • Metal grommets: 9*4.5*5mm (Outer diameter * Inner diameter * Height).			
Shelter Repair and Rehabilitation	When family live in an inadequate and moderately damaged shelter.	See shelter repair and rehabilitation guideline on the link		Cash for work, contractor, self-help modalities.	Up to \$1,000 per family



MODULE 6: MONETIZATION OF SNFI ACTIVITIES

SNFI Cluster Activity	Objective of Activity	Duration/Frequency	Could I use cash?	Restriction?	Condition?	Transfer Value Recommended	Recommendations
1.1 Provision of core and essential NFIs (e.g. mattress, plastic sheeting, blankets, jerry cans, kitchen sets, solar lamps)	Ensuring life-saving essential household items are available for newly displaced/To replace essential items that may be lost or damaged in case of new displacement.	One off assistance; Some items may need to be replenished periodically: every 6 months in case of plastic sheeting.	YES	ONLY IF market survey demonstrates that limited number of vendors in the project areas have the available items.	NO	\$100	Conduct market survey of NFI items in project locations. If items are available with all vendors unconditional cash can be distributed; if only a few vendors have the selected core items, vouchers can be distributed
1.2.1 Provision of fuel during winter months	Ensure heating of the shelter during the winter months.	1-3 times* SNFI Cluster recommends a minimum of 40 days coverage of fuel needs.	YES	YES- particularly if quality of fuel is a concern.	NO	\$ 150	Conduct market assessment which includes information on fuel burn rate, type of stove of target beneficiaries, preference of beneficiaries in terms of access, price, availability, and affordability. Provide technical assistance in terms of fire prevention, risk of carbon monoxide and need for ventilation depending on type of shelter. Monitor regularly.



SNFI Cluster Activity	Objective of Activity	Duration/Frequency	Could I use cash?	Restriction?	Condition?	Transfer Value Recommended	Recommendations
1.2.2 Provision of winter kits (winter clothing, plastic sheeting, mattresses/sleeping mats, blankets, carpets)	Ensure personal heating during the winter and during the winter nights.	One distribution during or in advance of the winter months.	YES	NO – particularly as clothing size varies for different people; cash is much easier to enable people to select the clothes and winter items that would make them the most comfortable; if only a few vendors have winter items vouchers may be considered.	NO	\$200 (depending on items selected per Technical Guidance)	Conduct market survey of available winter items and conduct needs assessment to verify what key winter items are available. The transfer value will determine the needs and available market prices per location.
1.3.1 Installation of tents	Provide emergency shelter to IDPs in planned camps and informal settlements.	Tent lifespan is about 1 year depending on exposure to elements.	NO – provision of tent is immediate and lifesaving.	N/A	N/A	N/A	According to data from HNAP population baseline monitoring in March 2020, about 19% of IDPs rent or co-rent their tents while 27% of IDPs own their own tents. This would connote some monetary transaction, but there is limited information on the quality and conditions of these tents to inform a cash response. It is suggested that partners considering a cash-based modality for purchase and renting of a tent, conduct a needs assessment describing conditions and capacity for providing



SNFI Cluster Activity	Objective of Activity	Duration/Frequency	Could I use cash?	Restriction?	Condition?	Transfer Value Recommended	Recommendations
							tenure status. Currently, however, as tents are an emergency shelter, it is suggested that cash is not the best modality for tent installation.
1.3.2 Installation of tents with associated infrastructure (including concrete slab/ground levelling, hygiene facilities and/or cooking facilities, roads, electricity)	Improved settlements and improved space outside of shelters.	One-time installation of infrastructure, in addition to regular maintenance of infrastructure.	Partially, cash for work may be appropriate for activities such as debris removal, but contracted works may be more appropriate for heavy infrastructure work such as drainage, installation of streetlights etc.	YES	YES	CFW estimates could cost between \$130-\$170 for 22 days of work. Please see recommendations section.	Consider the type of works envisaged: Unskilled activities could be done with cash for work, but skilled interventions would likely be more efficient and effective with contractors. Follow the recommendations on page 16 of the Shelter Repair and Rehabilitation Guidelines for contracting and responsibilities of humanitarian organisations when using cash for work.
1.3.3 Distribution/installation of emergency shelter materials/kits	Emergency shelter option for those who have no shelter at all, particularly in rural areas. Tent repair. Sealing-off kits, mostly in winter.	One-time- immediate.	NO	N/A	N/A	N/A	As this is to provide immediate emergency shelter response in locations where there may be limited access to markets and as it serves as immediate assistance, it is better to distribute quickly in-kind. Despite these technical recommendations, this does not limit beneficiaries



SNFI Cluster Activity	Objective of Activity	Duration/Frequency	Could I use cash?	Restriction?	Condition?	Transfer Value Recommended	Recommendations
							who may use multipurpose cash transfers to purchase such materials for their shelter needs – however as the cost of this shelter kit is around \$77 USD, they may not be able to purchase all materials if simultaneously prioritizing other needs.
1.3.4. Rental assistance provision	To provide transitional shelter.	Minimum 6 months program.	YES, ONLY if extremely vulnerable households are targeted due to element of protection and shelter.	YES	YES	There is not yet a recommended transfer value for this activity. Please see recommendations section.	Conduct housing market survey of target communities to understand housing prices based on trends in shelter conditions: size, material, WASH conditions, energy conditions etc. Define transfer value based on prices of rents, capacity of IDPs, and discussions with landlords and tenure experts. Define exit strategy. Work with landlords to ensure that no evictions or price discrimination will happen during the program – “Secure enough” tenure. Deliver cash assistance in tranches and ensure



SNFI Cluster Activity	Objective of Activity	Duration/Frequency	Could I use cash?	Restriction?	Condition?	Transfer Value Recommended	Recommendations
							protection and shelter condition monitoring with each delivery of cash assistance. Ensure appropriate level of capacity to Grade 2 improvements (max \$1000 repairs) to the shelter to ensure that minimum standards are met. Ensure bill of quantities and engineers available for monitoring of repairs.
1.4.1 Rehabilitation of collective centres	Improving living conditions within collective centres to meet minimum standards.	Once, particularly as collective centres should not be a long-term option for those living there.	NO	N/A	N/A	N/A	Many people living in collective centres are particularly vulnerable and activities envisaged include emergency partitioning, and possible work on a building that may be publicly owned. This requires Shelter and WASH experts to consult with building blueprints and designs prior to planning life-saving interventions which should be immediate.
1.4.2 Upgrading of unfinished buildings	Improving living conditions within unfinished	Once, particularly as unfinished buildings should not be a long-	NO	N/A	N/A	N/A	Many people living in unfinished buildings are particularly vulnerable and



SNFI Cluster Activity	Objective of Activity	Duration/Frequency	Could I use cash?	Restriction?	Condition?	Transfer Value Recommended	Recommendations
	buildings to meet minimum standards.	term option for IDPs and cost of finishing or upgrading buildings would exceed humanitarian scope and capacity.					activities envisaged include emergency partitioning, and possible work on a building that may be publicly owned. This requires Shelter and WASH experts to consult with building blueprints and designs prior to planning life-saving interventions which should be immediate.
2.1.1 Rehabilitation of damaged houses	Currently, the objective of this activity is to repair homes that are moderately damaged or shelters that have incurred non-structural damage.	ONCE, there is no data on secondary damages of shelters in this context.	ONLY if proper BoQ drawn, engineer can regularly monitor outputs, and delivery of cash is done through instalments.	YES	YES	Tranches up to \$1000 Maximum	Conduct technical damage assessment to assess level of damage. Interventions can be done on non-structural damages. Draw up BoQ for repairs. Define scope of works and which activities will be covered in cash. Include schedule of instalments based on the scope of works. Decide capacity of beneficiaries to use cash instalments to contract labour or to purchase materials. Provide technical assistance and oversight of repair works.



SNFI Cluster Activity	Objective of Activity	Duration/Frequency	Could I use cash?	Restriction?	Condition?	Transfer Value Recommended	Recommendations
2.1.2 Repairing/rehabilitation of community/public infrastructure and facilities	Improving settlement outside of shelter and facilitating access to services.	N/A	Partially, cash for work may be appropriate for activities such as debris removal, but contracted works may be more appropriate for heavy infrastructure work such as drainage, installation of streetlights etc.	YES	YES if CFW selected	CFW estimates could cost between \$130-\$170 for 22 days of work. Please see recommendations section.	Consider the type of works envisaged: Unskilled activities could be done with cash for work, but skilled interventions would likely be more efficient and effective with contractors. Follow the recommendations on page 16 of the Shelter Repair and Rehabilitation Guidelines for contracting and responsibilities of humanitarian organisations when using cash for work.