

Shelter Kit Guidelines

July 2020

Overview

This document has been developed by a Technical Working Group (TWG), Somalia Shelter Cluster. It considers the lessons learnt during the implementation of the shelter activity in recent years and the minimum standards.

It provides guidance to the cluster partners on appropriate processes for the distribution of shelter kits and the key considerations to observe throughout the project cycle. This guideline aims to harmonize the process and kit contents to ensure equality, consistency of implementation approaches and technical standards.

This guideline is linked to HRP (2020) Objective 2: Living Standards

Meet the basic needs of 3 million people including 1.6 million non-IDPs and 1.4 million IDPs across 74 districts by the end of 2020.

In addition, this guideline is linked to Shelter Cluster Objective 1:

Ensure that 1,300,000 persons affected by conflict and natural disasters have protection from the weather and privacy through provision of emergency shelter and NFIs.

Distribution of shelter kits has been one of the main shelter cluster interventions and the cluster partners will continue to distribute the shelter kits based on the needs of the affected population. In 2019, out of targeted 300,000 individuals for shelter kit support in 2019, only 196,294 individuals (52% of target) have received shelter kits mainly due to lack of funding.

The target groups include IDPs, host communities and refugee returnees. Newly displaced, evictees, IDPs affected by fire incident and IDPs living in IDP sites without long term security of tenure should be prioritised. Partners should prioritise areas with high severity and people in need (PIN).

Process

Provision of shelter kits should follow following steps:

- **Identification of needs:** Initially the needs can be identified by a partner or can be referred by the local authorities to another partner or the shelter cluster. The affected population can also contact one of the partners or the local authorities in their catchment for shelter support. Partners are required to submit the 4W matrix with complete information in order for the Shelter cluster to identify the presence of the partners and to coordinate efforts.

- **Assessment:** The next step is to launch a household level shelter assessment to identify the shelter needs in the areas of concern. For a harmonised approach, a common assessment framework will be developed by the shelter cluster for the purpose of assessing the needs. The assessment should cover the vulnerability assessment of the household, shelter conditions, available space, security of tenure, preferred modality and a separate market survey to assess if shelter materials are available in sufficient quantity and quality in the markets surrounding the area of response. The survey should also measure if markets are accessible to people. The assessment findings will inform the modality of assistance.

Two types of design (Type 1 and Type 2) have been proposed. The type 1 provides 20.9 m² of living space which is 3.5 m²/person (recommended value by Sphere) for a household of six members. However, in some instances, due to limited space available mainly in the IDP sites, it may not be possible to construct a shelter of such size. In this case, it is recommended to consider type 2 design (15.84 m²). The availability of space should be carefully assessed, and basic site planning should be considered where feasible.

- **Determining implementation modality:** Based on the market findings and affected population preferences, the partner will design the most appropriate shelter programme, which can be either through cash or voucher assistance (CVA) or in-kind distribution. Provision of assistance through CVA brings several advantages as affected population can buy the items (including quantity and size) they need from the local markets and it also supports the local economy. However, it is recommended for partners to carefully assess the protection risks, the quality and quantity of items in the local markets, as well as the capacity of vendors to scale up quantity of NFI. The considerations before and during the distribution are mentioned below.
- **Distribution:** Distribution location should be carefully selected and all beneficiaries should be notified in advance. During the distribution, partners should mobilise enough staff members to ensure smooth distribution process and to provide support to older people, pregnant women, persons with disability and sick as required.
- **Installation of shelter kit:** The partner should ensure that the beneficiaries know how to install shelter kits. It is recommended to install few shelter kits in the target communities so that beneficiaries are aware of installation technique. Vulnerable households who are not able to install the distributed kit by themselves must be supported by the partner and the installation cost should be borne by the partner. **Roof, floor and walls of the shelter constructed using the shelter kit can be upgraded progressively.**
- **Monitoring:** Partners should strive to minimize the harm they may inadvertently cause through provision of assistance. As such all partners are responsible to monitor the shelter kit distribution and the markets close to target populations. They are accountable to ensure assistance is provided safely and that beneficiaries have access to complaints and feedback mechanisms. Monitoring should be done throughout the period of intervention to ensure risks are identified and carefully mitigated. A post-distribution monitoring (PDM) is also required after four to six weeks of distribution, but no later twelve weeks. The harmonized cluster PDM form should be used for monitoring and the PDM report should be shared with the cluster. The cluster will compile the received PDM reports including

learnings and will share the compiled report with the partner. The learnings will help to improve the future programming.

- **Reporting:** Partners should report all planned, ongoing and completed shelter kit activities to the cluster through 4W reporting matrix. And as mentioned above, the PDM reports should also be shared with the cluster who will consolidate all reports from partners to produce a learning document highlighting key achievements and challenges with the cluster partners, the inter-cluster coordination group and the Somalia cash working group.

Considerations

Partner should consider following before and during the distribution of shelter kit (in kind/cash):

Before Intervention:

- When targeting, partner should clearly communicate the targeting criteria to all households living in a community or an IDP site. Partner should ensure that no one is excluded on the basis of status and affiliations. In addition, partner should produce sensitisation materials within the target area to ensure the message on target group, assistance, duration and modality is understood by all groups (beneficiary and non-beneficiary).
- Partner should conduct a market assessment and ask beneficiaries about their choice on response modality. The risk associated with the cash-based assistance and availability of the items in local market, distance of the market from the community and means of transportation should be carefully considered.
- Decision on the modality has to be carefully made and communicated to the beneficiaries with all details such as the amount of cash or voucher or the kit contents with the quantity of items.
- Vendors should be identified in advance and the quality and price of the items should be negotiated to ensure the best value of the money.
- Partner are advised to have a contractual agreement with vendors to ensure they respect their commitment on supply, prices, quality and availability of goods.
- **Cash and voucher assistance:** The list of vendors, location of shops, opening time, duration for which items will be available should be clearly communicated in advance to all beneficiaries through most effective way of communication.
- **In kind assistance:** The location of distribution, time and date should be clearly communicated to all beneficiaries in advance through most effective way of communication. If the distribution is planned for several days, beneficiaries should know in advance which day to go to collect the assistance.
- Partners should not use local wood as it can lead to deforestation.
- Plastic tarpaulin sheet which is stabilized against ultraviolet rays and excess heat for long outdoor exposure should be used at least for roofing.
- The date and time of the distribution should be selected in way that it does not interfere with other activities and is convenient to the beneficiaries.
- The selected location for the distribution should be safe, sufficiently close to the community and access to the distribution site of physically challenged, sick, older people and children should be ensured, and all required supports should be provided.

- The local authorities, community leaders and camp managers should be informed about the planned distribution with all required details.
- For any reasons that are beyond control, the distribution is postponed, the reason and new distribution date should be communicated to all concerned.
- There should be a mechanism for complaint and feedback that is communicated and explained to all households.

During Invention:

- Distribution should take place during the daylight hours. Travel time from the distribution centre to the community or IDP sites should be factored.
- There should always be female staff present during the distribution.
- There should be separate line for male and female during the distribution.
- Distribution should take place under a shed. Existing structures including distribution point constructed by another organisation, if available should be used. Alternatively the shed can be constructed and related cost can be charged to the distribution cost.
- Physically challenged people, older people, sick and children should be prioritised and supported as necessary during the distribution.
- There should be a mechanism for complaint and feedback at the distribution centre that is communicated and explained to beneficiaries.

Cost of shelter Kit

The cost of the kit is not included in this document as it varies from location to location. However, for planning purpose, the cluster recommends to use USD 247 for Type 1 design and USD 213 for Type 2 design. This does not include the cost of transportation, storage and distribution. The market assessment should inform the cost of the kit or amount of the cash assistance. The cluster plans to monitor the price of key items in main urban centers of the country periodically. The price monitoring will be consolidated and shared with the partners to plan their shelter kit interventions.

In case beneficiaries need to pay for transport, the transportation cost should be added to the assistance amount

Shelter kit contents:

Refer to the attached sheets for kit contents and design for type 1 and type 2.