**NAME OF THE LOCATION (COMPLETE ADMINISTRATIVE DATA)**

**REPORT ON ASSESSMENT OF LOCAL CONSTRUCTION – DATE (MONTH, YEAR)**

*The purpose of this report is to synthesize the information gathered during the site visits, interviews and documentary reviews. The report needs to be comprehensive and illustrated using pictures, drawings or any other graphic means. The report is meant to serve as communication support about the research and about the area, and must help stakeholders to have a rapid and efficient overview of the profile of the studied area.*

*In each section there is a guide to find the information in the forms. This is only a guide to help fill the report in, but some points from the Forms can be missing from this guidance and some sections can be fed with information from other parts of the questionnaires and from direct observation.*

*When filling in the report, besides explaining what is done, how or by whom, think about not forgetting to explain the reasons behind different solutions, choices, preferences or situations.*

**0. Methodology**

**0.1 Literature Review**

**0.2 Research Approach - Settlement based approach**

**0.3 Study Population and Sample**

**0.4 Methods of Data Collection**

**0.5 Data Analysis**

1. Site

**1.1. Situation**

*Where to find the information: Form 1, question 2 /*

**1.2. Aerial view**

*Where to find the information: Online (e.g. Google Maps)*

**1.3. Access**

*Where to find the information: Form 1, question 4.12 + Form 2, question 5.1 / 8.2*

**1.4. Landscapes**

*Where to find the information: Visual observation during site visits.*

**1.5. Local hazards and risks**

*Where to find the information: Form 2, questions 6.1 to 6.12 + Form 4.1, question 11.1 / 11.2 / 11.8 / 11.9 / 11.16 / 11.17 / 11.18 / 11.19 / 11.20*

**2. Human context**

**2.1. History**

*Where to find the information: Form 1, question 4.2 /*

**2.2. Population**

*Where to find the information: Form 1, question 4.1 /*

**2.3. Main economic activities**

*Where to find the information: Form 2, question 5.8 + Form 3.1, question 4.4 + Form 3.2, question 4.8*

**2.4. Governance**

*Where to find the information: Form 1, question 4.3 + Form 3.1, question 4.1 + Form 3.2, question 4.7*

**2.5. Stakeholder mapping**

*Where to find the information: Form 1, question 4.3 / 4.10 / 4.11 + Form 5.1, question 4 + Form 4, questions 11.22Form 5.2, question 3*

*All forms?*

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| **Stakeholder Register /Mapping** |  |  |  |  |
| (Identify all stakeholders to this project organising them per groups; if helpful, it is possible to use PESTLE – see annex- analysis to help identify them) |
| **Location:**  |  |  |  |  |  |  |
| **Stakeholder Group** (groups can be modified based on the context; add as much lines as needed) | **Stakeholder Name** | **Role, Title, Department, etc.** | **Contact Details** (Phone, Email, Address, etc.) | **Role** (what is their task or job related to the affected community) | **Stake** (what role could this stakeholder play in the project) | **Additional comment** |
| **Affected Community** (include also vulnerable groups) |   |  |   |   |   |   |
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| **Host Community** |   |  |   |   |   |   |
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| **Authorities** |   |  |   |   |   |   |
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| **Providers, Suppliers, Construction workers** |   |  |  |  |   |   |
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| **Local organisations or associations** |   |  |  |  |   |   |
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| **Influencers, opinion leaders** |   |   |   |   |   |   |
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| **Communication Media** |   |  |  |  |   |   |
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| **Education** |   |  |  |  |   |   |
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| **Other**  |   |  |  |  |   |   |
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**2.6. Disaster management and preparedness framework**

*Where to find the information: Form 1, question 4.5 / 4.6 / 4.22*

 2.6.1 Municipality Policies and Guidelines related to Preparedness

2.6.2 Key Disaster related structure and operations

2.6.3 Municipality plan and capacity to carry forward Recovery and Resilience

2.6.4 Situation of COVID-19

**2.7. Regulatory framework of construction sector**

*Where to find the information: Form 1, question 4.4 + Form 4.1, question 4.8 + Form 5.2, question 5.19*

**2.8. Access to land / housing (HLP issues)**

*Where to find the information: Form 1, question 4.4 / 4.7 / 4.19 / 4.20 / 4.21 + Form 2, question 8.1 + Form 3.1, question 5.1 / 5.2 / + FORM 6*

**2.9. Communication**

*Where to find the information: Form 1, question 4.8 / 4.9 + Form 2, questions 7.1 / 7.2 / 7.3 + Form 3.1, question 7.1 / 7.2 / 7.3 + Form 3.2, question 5.1 / 5.2 / 5.3 + Form 4.1, question 5.1 / 5.3 / 11.19 + Form 5.2, question 5.6 + FORM 6*

**Trusted sources of information**

**Problems in communication**

**2.10. Engagement channel register**

*Where to find the information: Form 1, question 4.8 / 4.9 + Form 2, questions 7.1 / 7.2 / 7.3 + Form 3.1, question 7.1 / 7.2 / 7.3 + FORM 4, question 11.19, FORM 6*

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| **Engagement Channel Register** |
| **Most common means of communication**  | **Used mainly by…** | **Target Audience…** | **Advantage reported** | **Challenges reported** | **Comment** |
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**2.11. Services (administration, education, health, markets, public transport systems, etc.)**

*Where to find the information: Form 1, question 4.12 + Form 2, question 5.2 + Form 3.2, question 4.5 + Form 4.1, question 4.21 + Form 5.2, question 5.7 + FORM 6*

**2.12. Water**

*Where to find the information: Form 1, question 4.12 + Form 2, question 5.2 / 5.3 / 5.4 / 5.5 / 5.6 / 8.4 + Form 3.1, question 5.7 / 5.9 + Form 3.2, question 6.7 + Form 3.2, question 6.7 + Form 4.2, question 6 + FORM 6*

**2.13. Sanitation**

*Where to find the information: Form 1, question 4.12 + Form 2, question 5.2 / 5.3 / 5.4 / 5.5 / 5.6 / 8.5 + Form 3.1, question 5.3 / 5.8 + Form 3.2, question 6.8 + Form 3.2, question 6.8 + Form 4.2, question 6 + FORM 6*

**2.14. Waste management**

*Where to find the information: Form 1, question 4.12 + Form 2, question 5.7*

**2.15. Security**

*Where to find the information: Form 2, question 5.10 + Form 3.1, question 4.6 / 5.19 + Form 3.2, question 6.10 + Form 4.1, question 4.11*

**2.16. Sources of energy**

*Where to find the information: Form 2, question 8.7 + Form 3.1, question 5.10 / 5.13*

**2.17. Situation of women**

*Where to find the information: Form 2, question 14.1 / 14.2 / 14.3 + Form 3.1 (all the questions) + Form 3.2, question 4.14 + FORM 6*

**2.18. Situation of disabled persons**

*Where to find the information: Form 2, question 8.2 + Form 3.1, question 4.8 / 6.7 + Form 3.2 (all the questions)*

**2.19. Situation of youth and elder**

*Where to find the information: Form 2, question 14.1 + Form 3.1, question 4.8 / 7.4 + FORM 6*

**2.20. Situation of other groups (returnees, minorities, squatters, slum dwellers, people living in poverty…)**

*Where to find the information: Form 2, question 14.4 + Form 3.1, question 4.7 / 7.4 + Form 3.2, question 4.1 / 4.2 + FORM 6*

**2.21. Seasonal calendar**

*Where to find the information: Form 2, section 15*

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| **Event** | **Time** |
| **Area** | **Activity** (modify, delate, insert or specify activities to adjust them to the context) | Jan. | Feb. | Mar. | Apr. | May  | June | July | Aug. | Sept. | Oct. | Nov. | Dec. |
| Weather | Rainy season |   |   |   |   |   |   |   |   |   |   |   |   |
| Coldest/hottest months |   |   |   |   |   |   |   |   |   |   |   |   |
| Social | Main holidays, school holidays |   |   |   |   |   |   |   |   |   |   |   |   |
| Main social events |   |   |   |   |   |   |   |   |   |   |   |   |
| Construction | Main Construction time |   |   |   |   |   |   |   |   |   |   |   |   |
| Production of specific construction material (please specify which e.g. brick) |   |   |   |   |   |   |   |   |   |   |   |   |
| Collection of specific construction material (please specify which e.g. thatch, bamboo) |   |   |   |   |   |   |   |   |   |   |   |   |
| Agriculture | Soil preparation |   |   |   |   |   |   |   |   |   |   |   |   |
| Planting  |   |   |   |   |   |   |   |   |   |   |   |   |
| Weeding |   |   |   |   |   |   |   |   |   |   |   |   |
| Harvest (specify product if required.) |   |   |   |   |   |   |   |   |   |   |   |   |
| Harvest (specify product if required.) |   |   |   |   |   |   |   |   |   |   |   |   |
| Harvest (specify product if required.) |   |   |   |   |   |   |   |   |   |   |   |   |
| Other income | Fishing |   |   |   |   |   |   |   |   |   |   |   |   |
| Fruit collection (specify product if required.) |   |   |   |   |   |   |   |   |   |   |   |   |
| Fruit collection (specify product if required.) |   |   |   |   |   |   |   |   |   |   |   |   |
| Tobacco sales and auctions |   |   |   |   |   |   |   |   |   |   |   |   |
| Cattle/Livestock sales or auctions |   |   |   |   |   |   |   |   |   |   |   |   |
| Casual Labour |   |   |   |   |   |   |   |   |   |   |   |   |
| Hazards | Flooding season/peak |   |   |   |   |   |   |   |   |   |   |   |   |
| Dry season/peak |   |   |   |   |   |   |   |   |   |   |   |   |
| Hurricane/Typhoon season/peak |   |   |   |   |   |   |   |   |   |   |   |   |
| Maize/Rice price peak |   |   |   |   |   |   |   |   |   |   |   |   |
| Lean season (Hunger) |   |   |   |   |   |   |   |   |   |   |   |   |
| Health | Main illnesses (specify if possible: diarrhoea, vomiting, malaria, dengue, cough/cold, measles, tetanus, etc.) |   |   |   |   |   |   |   |   |   |   |   |   |
| Main illnesses (specify if possible: diarrhoea, vomiting, malaria, dengue, cough/cold, measles, tetanus, etc.) |   |   |   |   |   |   |   |   |   |   |   |   |
| Other | Firewood collection |   |   |   |   |   |   |   |   |   |   |   |   |

**2.22. Resettlement**

If relevant in case there is a need to resettle (dangerous area / conflict / disaster / irregular occupation) and there is a will to resettle within the community

*Where to find the information: Form 2, question 8.15 + Form 4.1, question 11.26*

**3. Settlement and housing**

**3.1. General description of settlement patterns**

*Where to find the information: Visual observation during site visits (compact settlement - scattered settlement - longitudinal settlement along roads..., single houses, collective housing... orthogonal or irregular street framework... occupation of public space…) Form 4.2, question 2.4 / 3.3 / 3.4 + Form 6, question 6.2*

**3.2. Perceived best and worst aspects of the area**

*Where to find the information: Form 2, question 5.13 + Form 3.1, question 5.23 / 5.24 + Form 3.2, question 6.18 / 6.19 + Form 4.1, question 4.19 / 4.20 + Form 6, question 6.9, 6.10*

**3.3. Use of the space in the area**

*Where to find the information: Form 3.1, question 5.3*

House and sanitation space allocation: are there spaces traditionally reserved for women and men in the community? Is there any issue regarding the use of those spaces? What are the minimal space requirements for women? Are these places accessible?

**3.4. Obstacles for the access to decent / resilient housing**

*Where to find the information: Form 1, question 4.15 + Form 4.1, question 4.7 / 4.18*

*Land, Finance, Socio-technical Assistance ...*

**3.5. Diseases related to shelter/housing**

*Where to find the information: Form 1, question 4.13 / 4.14 + Form 2, question 5.6 / 5.9 / 5.12 / 8.12 / 8.13 / 9.7 + Form 3.1, question 5.7 / 5.8 / 5.11 / 5.13 / 5.14 / 5.16 / 5.17 + Form 3.2, question 6.11 / 6.14 / 6.15 + Form 4.1, question 4.12 / 4.13 / 4.14 / 4.21 + Form 6*

**3.6. Perceived needed or important aspects and improvable aspects in a house**

*Where to find the information: Form 2, question 8.3 / 8.14 + Form 3.1, question 5.6 / 5.20 / 5.21 / 5.22 + Form 3.2, question 6.2 / 6.16 + Form 4.1, question 4.15 / 4.16 / 4.17 + FORM 6, question 6.7, 6.8*

**3.7. General description of housing conditions**

**Average size of a house**

*Where to find the information: Form 2, question 8.11 + Form 3.1, question 8.11 + Form 4.1, question 4.9 / 4.10 + Form 6*

**Inhabitants per household**

*Where to find the information: Form 2, question 8.11 + Form 3.1, question 8.11 + Form 4.1, question 4.3 + Form 6*

**Who usually live together in a house**

*Where to find the information: Form 2, question 8.16 + Form 6*

**Choice of the site**

*Where to find the information: Form 2, question 9.3 + Form 4.1, question 7.2 + Form 6*

**Configuration of houses / compounds**

*Where to find the information: Form 2, question 9.6 + Form 4.1, question 7.2 + Form 4.2, question 3.6 + Form 6*

**Orientation of buildings**

*Where to find the information: Form 2, question 9.3 + Form 4.1, question 7.2 + Form 4.2, question 3.2 / 3.3 + Form 6*

**Lighting and ventilation conditions inside houses**

*Where to find the information: Form 2, question 8.10 / 8.11 + Form 3.1, question 5.11 / 5.18 + Form 3.2, question 6.9 + Form 6*

**Protection against mosquitoes or other pests**

*Where to find the information: Form 3.1, question 5.16 + Form 3.2, question 6.14 + Form 4.1, question 4.13 + Form 6*

**Animals (shared or not shared spaces)**

*Where to find the information: Form 3.2, question 6.15 + Form 4.1, question 4.14 + Form 6*

**3.8. Description of main types of access to housing**

*Where to find the information: Form 2, question 9.1 / 9.2*

**Rental, ownership, occupation, shared houses by different households…**

**3.9. Functions of different spaces in a house / buildings in a compound**

*Where to find the information: Form 2, question 8.8 / 8.9 + Form 3.1, question 5.11 / 5.12 + Form 4.1, question 4.2 + Form 4.2, question 3.5 /*

**Houses (living spaces/sleeping rooms)**

**Kitchen**

**Latrines**

**Bathroom**

**External covered spaces**

**Granaries/stables**

**Other**

**3.10. Description of existing housing designs**

*Where to find the information: Form 2, question 9.1 / 9.2 / 10.7 / 11.2 + Form 4.1, question 4.5 / 4.6 / 7.3 / 7.4 / 8 + Form 4.2, question 4 / 7 / 3.7 + Form 5.2, question 6.1 / 6.2 / 6.3 / 6.5 / 6.6*

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| **Design 1: XX** |
| **Description** | **Average dimensions:****Construction process:****Origin of materials:****Average lifetime:** **Maintenance:****Cost:****Time and labour required for the construction of a basic house:** | **Images** |
| **Construction elements**  | **Foundation/base course:****Structure:** **Walls and partitions:** **Roof structure:** **Roof covering:** **Floors:** **Openings:** **Finishing**: **Interior/exterior furniture:** |
| **+ Strengths**  |  |
| **- Weaknesses** |  |

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| **Design 2: XX** |
| **Description** | **Average dimensions:****Construction process:****Origin of materials:****Average lifetime:** **Maintenance:****Cost:****Time and labour required for the construction of a basic house:** | **Images** |
| **Construction elements**  | **Foundation/base course:****Structure:** **Walls and partitions:** **Roof structure:** **Roof covering:** **Floors:** **Openings:** **Finishing**: **Interior/exterior furniture:** |
| **+ Strengths**  |  |
| **- Weaknesses** |  |

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| **Design 3: XX** |
| **Description** | **Average dimensions:****Construction process:****Origin of materials:****Average lifetime:** **Maintenance:****Cost:****Time and labour required for the construction of a basic house:** | **Images** |
| **Construction elements**  | **Foundation/base course:****Structure:** **Walls and partitions:** **Roof structure:** **Roof covering:** **Floors:** **Openings:** **Finishing**: **Interior/exterior furniture:** |
| **+ Strengths**  |  |
| **- Weaknesses** |  |

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| **Design 4: XX** |
| **Description** | **Average dimensions:****Construction process:****Origin of materials:****Average lifetime:** **Maintenance:****Cost:****Time and labour required for the construction of a basic house:** | **Images** |
| **Construction elements**  | **Foundation/base course:****Structure:** **Walls and partitions:** **Roof structure:** **Roof covering:** **Floors:** **Openings:** **Finishing**: **Interior/exterior furniture:** |
| **+ Strengths**  |  |
| **- Weaknesses** |  |

**3.11. Accessibility**

*Where to find the information: Form 3.2, question 6.1*

**3.12. Vegetation**

*Where to find the information: Form 4.2, question 3.8*

**Knowledge, attitude, believes or practices related to housing**

**4. Production of housing / access to housing**

**4.1. Financing of construction / rental**

*Where to find the information: Form 2, question 13.1 / 13.2 / 13.3 / 13.4 / 14.5 + Form 3.1, question 5.25 / 5.26 + Form 4.1, question 6.3 / 11.20/11.24 + Form 5.1, question 5.2 + Form 6, questions 7*

**4.2. Solidarity mechanisms in construction or access to housing**

*Where to find the information: Form 2, question 13.5 + Form 4.1, question 6.3 + Form 6, question 4.16*

**4.3. Season for construction**

*Where to find the information: Form 2, question 10.1 + Form 3.1, question 6.3 + Form 5.2, question 5.2 / 5.3*

**4.4. Persons involved in construction**

*Where to find the information: Form 2, question 10.2 / 10.3 / 10.4 / 10.5 / 12.1 / 12.2 + Form 3.1, question 6.8 / 6.9 / 6.10 + Form 3.1, question 6.1 / 6.2 / 6.6 + Form 3.2, question 6.12 + Form 4.1, question 6.1 / 6.2 + Form 5.1, question 4 / 5.3 / 5.4 + Form 5.2, question 5.1 / 5.2 / 5.3 / 5.4 / 5.5 / 5.6 / 5.7 / 5.8 / 5.9/ 5.11 / 5.12 / 5.13 / 5.14 / 5.15 / 5.16 / 5.17 / 5.18 + Form 6, questions 8*

**4.4.1. Suppliers of materials**

**4.4.2. Skilled persons and description of participation**

**Number of masons / bricklayers / labourers / carpenters / artisans…**

**Training and learning (training institutions, NGOs, Government, agencies)**

**Participation of artisans in design**

**Supervision of works**

**Association of tradespeople**

**Payment system**

**Cost of labour**

**Women in construction**

**4.4.3. Unskilled persons (family members / community)**

Including tasks other than construction itself (e.g. cooking for the artisans…)

**4.4.4 Others- Municipality, ward, private sector**

**4.5. Difficulties found in construction**

*Where to find the information: Form 2, question 10.6 + Form 3.1, question 6.5 / 6.7 + Form 3.2, question 6.12 / 6.13 + Form 4, questions 11.21 + Form 5.2, question 6.4*

**4.6. Materials**

*Where to find the information: Form 1, question 4.18 + Form 2, question 11.1 / 11.2 / 11.3 / 11.4 + Form 4.1, question 9 + Form 5.1, question 4 / 5.1 / 5.3 / 5.4 + Form 5.2, question 4 /*

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| **Type and dimensions** | **Origin** | **Price** | **Quality (good/bad/medium)** | **Availability year-round** | **Other information** |
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**Lack of materials**

**Water used for construction**

**Toxic materials (if any)**

**4.7. Maintenance**

*Where to find the information: Form 2, question 9.4 / 9.5 + Form 3.1, question 8.1 / 8.2 / 8.3 + Form 4.1, question 10 + Form 4.2, question 5 + Form 5.2, question 6.6*

**4.8. Improvement / extension of construction**

*Where to find the information: Form 2, question 9.6 + Form 4.1, question 4.4 + Form 4.2, question 5*

**4.9. Last emergency**

*Where to find the information: Form 2, questions 14.1 / 14.2 / 14.3 / 14.4 / 14.5 + Form 3.1, question 7.1 / 7.2 / 7.3 / 7.4 / 8.3 + Form 3.2, question 4.16 + Form 4.1, question 11.4 / 11.5 / 11.6 / 11.7 / 11.10 / 11.17/11.18 / 11.20 /11.23/11.25/11.27 Form 5.1, question 6.1 / 6.2 / 6.3 / 6.4 + Form 6, questions 9*

**4.10. Decision making in construction / access to housing**

*Where to find the information: Form 2, question 14.1 / 14.2 / 14.3 /14.7 / 14.8 /14.9 + Form 3.1, question 5.4 / 6.3 + Form 3.2, question 6.5 / 6.6 +Form 4, questions 11.21 + Form 5.2, question 5.10*

**4.11. Improvable aspects in the construction process**

*Where to find the information: Form 3.1, question 6.11 + Form 3.2, question 6.13 + Form 5.2, question 6.7***5. Lessons learnt from local architecture**

**5.1. Weaknesses**

*Where to find the information: Visual observation site visits + Form 2, question 6.8 / 6.9 / 9.7 / 9.8 + Form 3.1, question 6.11 + Form 4.2, question 7.3 / 11.10 + Form 5.2, question 6.2*

Images with captions

**5.2. Strengths / good practices**

*Where to find the information: Visual observation site visits + Form 2, question 6.3 / 6.4 / 6.8 / 6.10 + Form 4.2, question 7.4 / 11.3 / 11.11 + Form 5.2, question 6.2*

**Strong winds**

Images with captions

**Floods**

Images with captions

**Other details**

Images with captions

**Bioclimatic / Use / comfort / aesthetics**

Images with captions

**5.3. Achievable and affordable physical improvements**

*Where to find the information: Form 1, question 4.16 / 4.17 + Form 2, question 6.8 / 6.11 / 6.12 / 9.5 / 11.13 + Form 4, question 11.18*

**6. Disaster Risk Reduction and Localisation**

 **6.1 Municipality Policies and Guidelines related to Preparedness**

 **6.2 Key Disaster related structure and operations**

 **6.3 Municipality plan and capacity to carry forward Recovery and Resilience**

 **6.4 Situation of COVID-19**

**Annex – PESTEL Analysis - Stakeholders**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PESTEL Analysis** |  |  |  |  |
|  |  |  |  |  |  |  |
| A good tool to use to help you identify all your stakeholders is PESTLE. By considering each of these categories and how they relate to your project, you can then identify stakeholders. For example when thinking about the Legal aspect, you may realise a contract for services is needed. This will require input from our Legal team, so clearly they are a stakeholder. (from the 'Stakeholder analysis and management toolkit' , University of Manchester; https://www.alnap.org/help-library/stakeholder-analysis-toolkit) |
| The factors explored in a PESTLE Analysis include: |  |  |  |
|   | **THEMATIC** | **COMMENT** | **STAKEHOLDERS** |
| **P** | **Political** | Extent to which political factors influence the market and accordingly the project. This would include new taxes, regulationes, construction codes, political strategies, etc.  |  |
| **E** | **Economic** | This includes overall economic forces that could affect the project, such as inflation rates, interest rates, foreign exchange rates, or economic growth patterns. |  |
| **S** | **Social** | These factors look the social environment of the market, such as cultural trends, demographics and population analysis. Also important to this part of the analysis are attitudes and shared beliefs of the target consumer, including those around health, work, leisure, money, family and religion. |  |
| **T** | **Technological** | These factors include advancements in technology which could influence your product, either positively or negatively. Examples include communication technology, automation, legislation around technology and intellectual property, as well as competitor technology development. |  |
| **L** | **Legal** | This includes current and future legal and regulatory requirements impacting a product. These factors can include laws around consumer protection, labor, health and safety, taxes and trade regulations in the individual countries where the product will be sold. |  |
| **E** | **Environmental** | These factors include all those that influence or are determined by the surrounding environment. This aspect of the PESTLE is most important for industries such as tourism, farming, and agriculture. Examples of factors to analyze from an environmental angle are climate, weather, geographical location, and climate changes. |  |