



Shelter and Settlement Section

STANDARD FORMAT FOR DEVELOPMENT OF A “SHELTER STRATEGY”

Draft

Table of Contents

1	Background	2
1.1	Overview	2
1.2	Scenario.....	2
2	Objectives.....	3
2.1	Overall Objectives	3
2.2	Target Beneficiaries	3
2.3	Guiding Principles	3
2.4	Stakeholder and their roles.....	4
3	Methodology.....	5
3.1	Need Assessment.....	5
3.2	Implementation Methodology.....	5
3.2.1	Shelter and Site Planning Standard.....	6
3.2.2	Emergency shelter Options.....	6
3.2.3	Transitional Shelter Option	6
3.2.4	Permanent shelter and or return option	6
3.3	Material Procurement.....	6
3.4	Capacity building.....	6
3.5	Monitoring and evaluation	7
3.6	Contingency Planning.....	7
4	Annexes.....	7

1 Background

1.1 Overview

A brief of 3-4 paragraphs should indicate the particular nature of disaster / emergency including the background of the emergency, the location with the impact on the population at large and the affected population. The degree of disaster should be explained thoroughly with focus of settlement and shelter sector.

Furthermore, highlight UNHCR response and indicate where, how and what UNHCR works in the affected area.

1.2 Scenario

Fill the below table of Scenarios, the description of scenario may vary project to project. Generate description of scenario that is according to the condition on ground.

Scenarios	Description
Best Case Scenario	<ul style="list-style-type: none"> No further displacement occurs,
Medium Case Scenario	<ul style="list-style-type: none"> Further displacement occurs; displaced persons seek refuge in camps and or with host families
Worst Case Scenario	<ul style="list-style-type: none"> New displacement occurs displaced persons seek refuge in camp and or with host familie,

2 Objectives

2.1 Overall Objectives

Please focus on UNHCR mandates to provide protection and how adequate shelter and settlement support fulfillment of the mandate.

2.2 Target Beneficiaries

Provide Information about the affected families including cultural practices, socio economic condition reference and degree of vulnerability. Indicate how beneficiaries are selected and prioritized.

Location	Estimated affected Population	Planning Figures	# of Shelter Required

2.3 Guiding Principles

Guiding principles may vary due to nature of disaster in different part of the world.

An example of guiding principles from Pakistan IDP response in 2009 is as follow (For reference only)

- Targeting the most vulnerable groups: Shelter assistance should address the housing needs of the most vulnerable groups, thereby prioritizing groups with specific needs, including women (in particular female-headed households), children, older people and those with a physical handicap, as well as other groups/persons with special needs. In order to ensure needs-based beneficiary selection, vulnerability criteria have been developed to select those most in need of assistance among the potential beneficiaries.
- Applying a participatory approach: The shelter assistance for temporary and transitional solutions relies on a self-built shelter approach. This means that

beneficiaries do not only build their shelter, but they also play a major role throughout the entire project by directly participating in all its phases.

- *Ensure sustainability through empowerment and capacity building of community members: Shelter projects should contain a high degree of direct beneficiary participation. Through this approach, community members develop technical skills and abilities in the field of construction, as well as managerial skills in the planning and implementing of projects. Therefore, targeted communities are better able to develop self-reliance coping mechanisms once external assistance ends, e.g. they will be responsible and skilled to undertake necessary maintenance works.*
- *Ensure that the shelter solutions are only realized for legitimate rights holders: to ensure that a sustainable solution is created for the beneficiaries of shelter assistance, it should be clarified whether they own the land or they benefited from fresh land allocation. In both cases, relevant documentation is needed.*
- *Offer shelter solutions which are affordable, durable and culturally acceptable: tents and plastic sheeting are only being provided as emergency shelter for IDP families living in camps. While assistance through transitional shelter kits of acceptable quality are distributed and built up for IDP living with host families and or for IDP returning. To ensure that the highest number of beneficiaries benefits from shelter assistance, transitional kits are designed in a cost effective manner taking into consideration local availability of materials. Nevertheless, the minimum standard design must adequately reflect the beneficiaries' cultural preferences and traditional lifestyle*
- *Shelter interventions should contribute to the development of local and national economies is it through beneficiaries' skills training on construction techniques and methodologies or local companies' production and supply of construction materials. This could provide livelihood opportunities in response to the problems related to the under- and unemployment created by the crisis*
- *Consider the impact on the local environment: shelter interventions will be planned and implemented in manner that poses the least impact on the natural environment. Where possible, shelter items will draw on local materials ensuring that the kits provided are environmental friendly and are sensitive to environmental preservation.*

2.4 Stakeholder and their roles

Describe the role (direct and indirect) of all stakeholders involved in the development. Note that the stakeholder would be the Government, Affected communities, National and international humanitarian organization, cluster members (in IDP situation), social society, and development agencies

3 Methodology

Explain the methodology that leads to meet the objectives of the shelter strategy.

3.1 Need Assessment

3.2 Implementation Methodology

Describe how the shelter strategy will be implemented. Different intervention phases need/ assistant should be highlighted as per beneficiary condition in the line of UNHCR guidelines as shown in below table

Example of Summary Table

Intervention Phase	Beneficiaries type	Assistance type
a) Emergency Phase	IDP families living in camps	Emergency shelter (tents) + Family Non Food Items Packages (2 blankets, 1 jerry can, 1 plastic bucket, 1 kitchen set, 3 plastic mats, 1 plastic sheet, 2 mosquito nets)
	IDP families living off camps	Temporary shelter + Family Non Food Items Packages (2 blankets, 1 jerry can, 1 plastic bucket, 1 kitchen set, 3 plastic mats)
b) Transitional Phase	IDP families living in camps	Replacement of items that are damaged and T- shelter
	IDP families living off camps	Replacement of items that are damaged and T-shelter + supporting Host Families
c) Return/ Re-integration	IDP families living in camps	Tents + Non Food Items Packages already with them + transitional shelter in the area of return

3.2.1 Shelter and Site Planning Standard

Describe the major factors that should be considered in choosing shelter type, the average family size climate of the area, culture practices use the options pertinent to the specific situation

3.2.2 Emergency shelter Options

Describe in details the technical components of Emergency shelter options.

3.2.3 Transitional Shelter Option

Describe in details the technical components of Transitional shelter options.

3.2.4 Permanent shelter and or return option

Describe in details the technical components of Permanent shelter or return options.

3.3 Material Procurement

Describe whether the construction material should be purchased locally or internationally for shelter, settlement and other infrastructure.

3.4 Capacity building

Describe how affected population participate in the construction process and how their capacity is strengthen or built.

3.5 **Monitoring and evaluation**

Describe the monitoring and evaluation process criteria and indicators to be used and describe the expected impact, achievement and outcome of the shelter strategy.

3.6 **Contingency Planning**

Describe the sectorial contingency plan

4 **Annexes**

The following documents should be attached with the shelter strategy.

- Map of locations and demographic analysis (populations, sex and age of the affected community)
- Technical drawings (Architectural and Structural drawings with Plan , Elevations , cross sections, and details of structural elements)
- Technical specification
- Bill of quantities
- photographs
- Settlement Layout plans
- Need Assessment reports
- Planning and implementation plan
- Budgets
- Gap Analysis Table
- Work plans

Location	Nature of Disaster	Population affected	Shelter and settlement							
			Tents		Emergency Shelters		T-Shelters		Permanent Shelters	
			D	G	D	G	D	G	D	G

Table 1 Gap Analysis Table (Sample)

D: Distributed G: Gap

Format of the photograph

Title of the Photograph: XYZ camp in XYZ COUNTRY



Caption : *the photo shows xyz camp in xyz country taking on Dec 2012 by Mr. ABC*