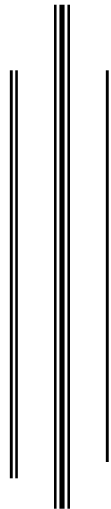


**Humanitarian Country Team
Emergency Shelter and NFI Cluster Nepal**

**Contingency Plan
for the Coordination of
Emergency Shelter and Non-food Items (NFIs)**



August 2009
Updated May 2011

Acronyms and Abbreviations

CNDRC	Central Natural Disaster Relief Committee
CP	Contingency Plan
DDRC	District Disaster Relief Committee
DUDBC	Department of Urban Development and Building Construction
ESC	Emergency Shelter Cluster
GoN	Government of Nepal
IASC	Inter-agency Standing Committee
IFRC	International Federation of Red Cross and Red Crescent Societies
INGO	International Non-governmental Organizations
IOE	Institute of Engineering
MOHA	Ministry of Home Affairs
MOLD	Ministry of Local Development
MPPW	Ministry of Physical Planning and Works
NFIs	Non-Food Items
NGO	Non-Governmental Organization
NRCS	Nepal Red Cross Society
NSET	National Society for Earthquake Technology-Nepal
UN-HABITAT	United Nations Human Settlements Programme
UN OCHA	United Nations Office for Coordination of Human Affairs
UNDP	United Nations Development Programme

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Contingency Plan for the Emergency Shelter and Non-Food Items Cluster

1. Introduction

When a disaster strikes, one of the major and most basic humanitarian needs is the provision of emergency shelter in safe locations for the population affected in order to prevent them from exposing to other threats.

Emergency Shelter is defined as *the provision of basic and immediate shelter needs necessary to ensure the survival of disaster affected persons, including rapid response solutions such as tents, insulation materials, other temporary emergency shelter solutions and shelter related non-food items*” (Memorandum of Understanding between IFRC and UN OCHA).

The Government of Nepal (GoN) has designated the Ministry of Home Affairs (MoHA) for overall co-ordination of disaster risk reduction and response activities. The MoHA is supported by other Ministries as well as by UN agencies and a number of national and international NGOs working in the country. The Nepal Red Cross Society (NRCS) is an ex-officio member of the Central and District Disaster Relief Committee and has played a major role in the field of disaster preparedness and relief activities, especially with the distribution of non-food items (NFIs) including emergency shelter items to the people affected by disasters.

Under the Home Ministry’s coordination, the Department of Urban Development and Building Construction (DUDBC) under the Ministry of Physical Planning and Works is the technical line agency for shelter issues (preparedness, emergency and recovery/rehabilitation) and has a nationwide network with regional offices in Nepal.

The UN Humanitarian Coordinator formalized the cluster system, so that the cluster approach is applied for emergency response and preparedness in Nepal. Under the formalized cluster system, the IFRC agreed to permanently lead the shelter cluster in Nepal, provided the required funding is secured. The role of cluster lead is taken in close coordination with the NRCS (the national counterpart), the DUDBC (the Government’s technical line agency) and UNHABITAT (the shelter focal point for recovery under the UNDP lead recovery network).

The cluster system is applied during complex humanitarian emergencies, which require an international humanitarian response. For disasters that can conceivably be managed at local and national level, the existing co-ordination mechanism is used for the co-ordination of emergency shelter and NFI, i.e. MoHA and/or the district authorities request the NRCS to co-ordinate - with the DUDBC acting as a technical line agency.

2. Participatory Process:

This Contingency Plan and its revision in 2011 is a product of a consultative process of the shelter cluster including the IFRC, the NRCS, DUDBC, UN-HABITAT, and the members of the shelter cluster (see attached list).

The process was first initiated in April 2008 with the guidance of UNOCHA, with the first version of the CP presented to the MoHA and UNOCHA in August 2008 through which the DUDBC was recognized as the technical line agency for emergency shelter.

After the experiences of the Koshi Flood operation, where the shelter cluster was activated and later formalized, a Lessons Learnt Workshop with all major shelter stakeholders was held in Kathmandu on February 22, 2009. The recommendations of the workshop were incorporated in the Contingency Plan.

On July 20, 2009 the shelter cluster met to standardize the non-food relief item kit, to agree on a model emergency shelter and to finalize the current version of the Contingency Plan.

During 2010, efforts were made to further refine the NFI kit and to develop additional shelter models adapted to specific geographical contexts in Nepal.

3. General and specific objective:

This Contingency Plan applies for complex natural disasters with prolonged mass displacement requiring an emergency shelter response, which is beyond the capacity of the Government of Nepal and national actors to coordinate and respond to.

The general objective of the Plan is to meet needs for basic emergency shelter and NFIs for the population rendered homeless by natural disasters with a view to promote self-recovery and early recovery of those affected.

The specific objectives of the Contingency Plan are:

- a To support the GoN, the NRCS and other shelter cluster members to undertake preparedness activities to meet emergency shelter and NFIs needs caused by natural disasters;
- b To promote cooperation and co-ordination amongst relevant organizations, as well as inter-cluster coordination in order to meet the needs of emergency shelter and NFIs during emergencies;
- c To provide emergency shelter and NFIs for the people affected by natural disasters.

4. Responsibilities:

- The MoHA of the GoN is primarily responsible for disaster response.
- For natural disasters, which do not exceed national capacities, the MoHA or the respective district authority consults with the NRCS (who is an ex-officio member in the CNDRC and DDRC) to take

the lead for the distribution of NFIs and provide emergency shelter with technical support from the DUDBC and in coordination with other humanitarian actors.

- The IFRC convenes the emergency shelter cluster after major natural disasters, which exceed the capacity of the GoN, the NRCS and national actors and require an international humanitarian response. The IFRC co-leads the cluster with the NRCS and works with the DUDBC as the Government's technical line agency. The shelter organizations are actively participating in the cluster and share responsibilities with the cluster lead as and when discussed in the cluster, e.g. through leading technical working groups.
- UN-HABITAT is the shelter focal point for recovery under the UNDP led recovery network. UN HABITAT is involved in the shelter cluster from the preliminary stage, linking and ensuring the smooth transition between emergency relief intervention with recovery strategy; this in addition to providing the required technical support. Provided funding is secured; UNHABITAT normally assumes the lead of coordinating shelter recovery activities after a period of 3 months, following the disaster. This normally being the period when emergency activities begin to phase out and recovery activities are established.

UN-HABITAT is (normally) part of the emergency shelter cluster with a recovery advisor providing technical inputs as well as planning the recovery phases, liaising with governments and early recovery networks for policy and strategic dialogue.

- The Humanitarian Coordinator is providing guidance and support for the emergency operation and is coordinating the cluster leads
- The Terms of Reference for the Cluster Coordinator on the country level is outlined in Annex I.

5. Composition of the shelter cluster

During natural disaster situations, which are specified under point 3, the IFRC takes the coordination lead for the emergency shelter cluster. This role is taken in close cooperation with:

- The NRCS, the national lead organization for the distribution of NFIs including emergency shelter
- the DUDBC, the Government's lead agency for emergency shelter
- the other members of the shelter cluster, which are NGOs working with emergency shelter, donors, representatives of think tanks and universities
- UN-HABITAT, the recovery focal point for shelter
- UNOCHA, the UN office for the coordination of humanitarian affairs and
- the other cluster leads

For Contingency Planning and preparedness activities, meetings of the shelter cluster are arranged by the IFRC in close cooperation with the NRCS, UN-HABITAT and the DUDBC. It is the IFRC's responsibility to update the Contingency Plan on a regular basis with the support of the NRCS, the DUDBC, UN-HABITAT and the shelter organizations in country.

The responsibilities and composition of the Shelter Cluster in Nepal are outlined in Annex IIA and IIB.

6. Types of Emergency Shelters:

The types of emergency shelters recommended in Nepal are outlined in Annex III (including sketches model for emergency shelters on bamboo frame).

7. Standards and Guidelines:

SPHERE standards outlined in Annex IV are guiding the emergency shelter response.

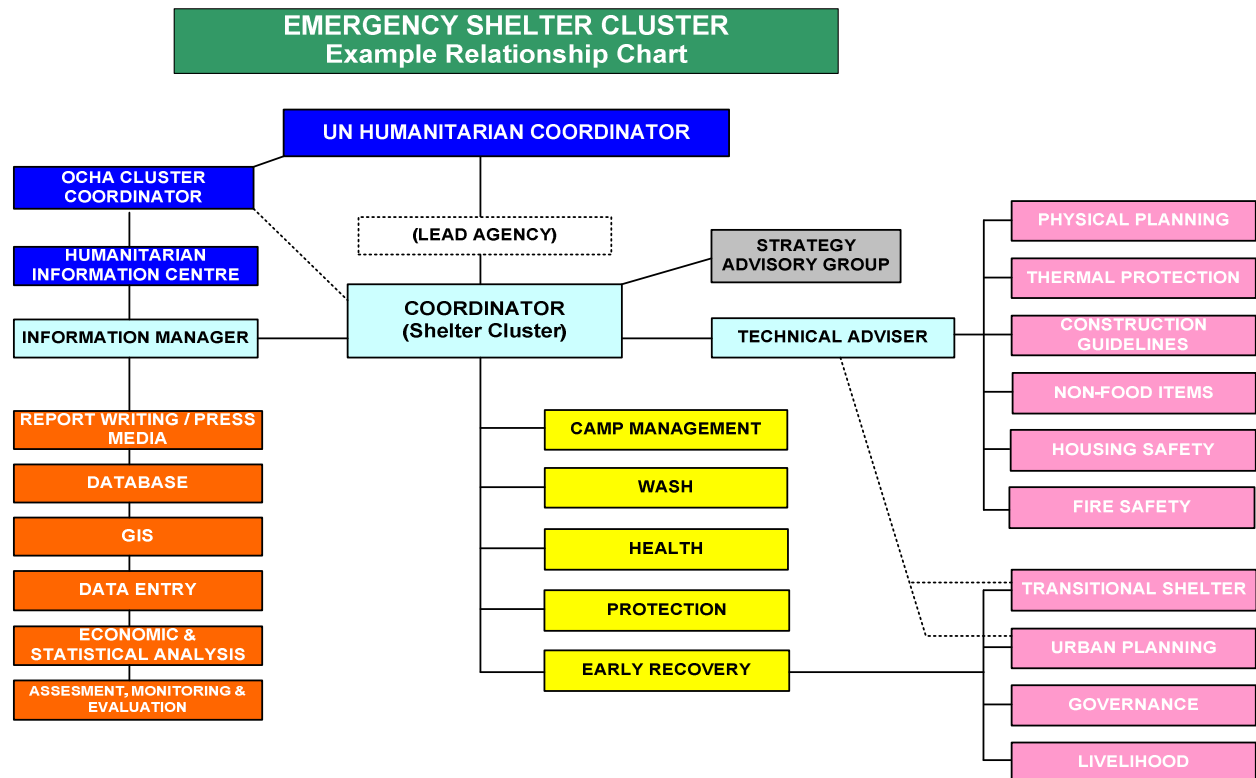
The shelter cluster in its meeting on 7-8 April 2011 reviewed the standardized Non-Food Relief Item (NFI-kit), shelter kit and shelter emergency shelter models for Nepal,.

8. Procedures

In case of major natural disaster requiring IFRC emergency shelter cluster co-ordination, the Home Ministry needs to request the Humanitarian Coordinator for international assistance. Upon request of the Humanitarian Coordinator, the IFRC is taking up the emergency shelter cluster lead in cooperation with the NRCS and the DUDBC as the Government’s line agency.

During preparedness times, the IFRC country office Nepal acts as a shelter cluster lead. In case of major natural disaster, the country office is supported by a Geneva based cluster coordination team composed of at least 1 cluster coordinator and an information manager as well as an optional technical adviser. The Terms of Reference for the cluster coordinator can be found in Annex I.

The flow chart below details the relationships of the shelter cluster amongst the other emergency stakeholders.



With the facilitation of UNOCHA, the IFRC emergency shelter cluster coordinator will call for cluster meetings - most likely in the compound of the United Nations. Information of the emergency shelter cluster will be shared on the internet via an established Google Group, which informs cluster members, who are signed up to the Google Group automatically of updates. The information of the emergency shelter cluster will be managed by an IFRC information manager, who will be part of the cluster coordination team.

If cluster meetings are needed at the district level, a similar system will be set up by the IFRC in the respective hub. Information between the Central and Hub level will mainly be shared by the cluster coordinator and his assistant coordinator (hub) and via the established information management system.

9. Activities

9.1 Flood scenario

The following table describes the actions of the emergency shelter cluster in the event of a major flood-related disaster and indicates the necessary preparedness activities required to achieve these tasks:

Kathmandu

Timeframe	Response Activities	Who is responsible	Preparedness	Who is responsible
0 hrs – 1 week	Individual agencies gathering information	Cluster members	Initiate a mitigation project to assess and identify vulnerable houses in high risk areas in flood / landslide prone areas for retrofitting for flood resilience or relocations.	All
	Call an emergency shelter cluster meeting:	Cluster lead / DUDBC / cluster members	Conduct refresher training on assessment formats. Roster of potential assessment personnel.	
	<ul style="list-style-type: none"> Share information among agencies Mapping of available resources (stocks, personnel) Mapping of affected populations and needs Disseminate standard shelter models, tool kits, NFI kits to all partners. 	Cluster lead	Ensure the maintenance of the shelter cluster website.	OCHA / EOC
	Compile information and share with humanitarian country team	Cluster lead	Strengthen the emergency shelter cluster membership and active participation, including regular preparedness activities and meeting. Consider thematic monthly meetings.	All shelter members
	Mobilisation of regional relief stocks if required	Cluster members	Review of hazard mapping collected by UNOCHA / MOHA and other sources and compare with current prepositioned stocks, to identify potential needs for prepositioning additional stock and equipment.	
	Create situation report with input from cluster members in the field and GoN	Cluster lead	Provide information / recommendations to Flagship 4 on the most vulnerable areas requiring additional DRM activities.	All agencies in a position to procure shelter / NFIs
	Attend Inter-cluster meeting if called by OCHA	Cluster lead	Identify and develop pre-agreements with suppliers for the procurement of shelter / NFI stocks.	Shelter Cluster / OCHA / Govt
	Shelter Cluster Coordinator / team deployed	Cluster lead	Interaction events in KTM and district to circulate the standard shelter models / NFI kits and other standards / guidelines to all potential shelter providers / emergency responders both in and outside of Nepal, as well as DDRCs, District ,VDC level organisations.	HCT
			Develop guidelines for humanitarian agencies on how to support host families (eg. supplementary shelter)	HCT
			Developed guidelines for host families on hosting.	HCT
		Develop a feedback mechanism for beneficiaries to report on the quality / quantity / availability of shelter / NFIs and agree on the process for addressing feedback received.	HCT	
		Encourage the development of rapid registration procedures for incoming disaster relief agencies.		

Contingency Plan for the Coordination of Emergency Shelter and Non-food Items

1 week - 1 month	<p>Regular cluster meetings scheduled as required</p> <p>Inter-cluster meetings attended as required</p> <p>Development of Emergency Shelter Cluster plan (in coordination with the field)</p> <p>Continue 3W reporting, collation and dissemination Coordinate with Logistics cluster and cluster members to update transportation, storage and distribution arrangements</p>	<p>Cluster lead</p> <p>Cluster lead</p> <p>All</p> <p>All</p> <p>Cluster lead</p>		
1 -3 month	<p>Continue organising shelter cluster meetings as required and attending inter cluster meetings when called</p> <p>Identify and gain agreement with lead agency for shelter early recovery coordination</p>	<p>Cluster lead</p> <p>Cluster lead, UN HABITAT</p>		

Field

Timeframe	Response Activities - Field	Who is responsible	Preparedness	Who is responsible
0 hrs – 1 week	<p>Individual agencies gathering information, rapid assessment and relief distributions</p> <p>Obtain and share information with Kathmandu based cluster</p> <p>Set up 1st cluster meeting if possible</p> <p>Define roles/resource mapping</p> <p>Create Strategic Advisory Group (SAG)</p> <p>Establish contact list and database of responding agencies including new arrivals</p> <p>Begin initial shelter strategy development</p>	<p>Cluster members</p> <p>Cluster members</p> <p>Cluster lead</p> <p>Cluster members in 1st meeting</p> <p>Cluster lead and members</p> <p>Cluster lead and GoN</p> <p>SAG and cluster members</p>		

Contingency Plan for the Coordination of Emergency Shelter and Non-food Items

<p>1 week - 1 month</p>	<p>UNOCHA begins to coordinate at field level.</p> <p>Scaling up of relief and shelter distributions</p> <p>Shelter cluster established at field level and operationalised –with coordinators appointed.</p> <p>Inter-cluster meeting attendance</p> <p>Continue shelter cluster meetings as required</p> <p>Create Technical Working Groups as required by information and queries from cluster members</p> <p>First IDP camp site identified and initial construction commenced Site identification, site planning</p> <p>Continue distribution of shelter materials</p> <p>Establish distribution points outside of camps for families living in other areas.</p>	<p>UN OCHA</p> <p>Cluster members</p> <p>Cluster lead</p> <p>Cluster lead</p> <p>Cluster lead</p> <p>Cluster lead</p> <p>GoN, cluster lead and members</p> <p>GoN, cluster members</p> <p>Cluster members</p> <p>GoN, cluster members</p>		
<p>1 - 3 months</p>	<p>Some relocation of IDPs to formal camps (ongoing for 2 months)</p> <p>Shelter cluster meets regularly</p> <ul style="list-style-type: none"> • Designates available space as requested by other agencies / clusters (eg. WASH) <p>Participate in Humanitarian County Team meetings at field level.</p> <p>Develop assessment guidelines for detailed early recovery assessment</p> <p>Create early recovery shelter strategy</p> <p>Monitoring and evaluation of shelter interventions</p> <p>Land identification process for relocation ongoing for several months.</p> <p>Transition to longer term shelters.</p>	<p>GoN, cluster members</p> <p>Cluster lead and members</p> <p>Cluster members</p> <p>SAG, cluster members</p> <p>GoN, cluster lead and members</p> <p>Cluster lead and members</p> <p>GoN, cluster members</p> <p>GoN, cluster members</p>		

9.2 Earthquake scenario

The following table describes the actions of the emergency shelter cluster in the event of a major earthquake and indicates the necessary preparedness activities required to achieve these tasks:

Timeframe	Response Activities	Who is responsible	Preparedness Activities	Who is responsible
0 hrs – 1 week Goal: Coordination and supply basic shelter kits	Immediate visual inspection and relief distributions of warehoused stock	Cluster members		Cluster lead and members
		Cluster lead		Cluster lead with cluster members
	First contact with Government and cluster members to get initial situation information	Cluster lead		Cluster members
	Obtain and share information with Humanitarian Coordinator and other UN agencies	Government of Nepal (GoN), Cluster members	Partner and resource mapping (Community, institutional)	Cluster lead
	Undertake rapid assessment	Cluster lead	Natural, sustainable resource mapping for shelter construction materials	Cluster lead
		Cluster members in 1 st meeting	Surge Capacity and TOR development	DUDBC and NRCS
	Set up 1 st cluster meeting	Cluster lead and members	Data Base Management and shelter response tools development	Cluster lead
	Define roles/resource mapping	Cluster lead and GoN	Standardize Relief items (Shelter n NFRI kit) addressing special requirements	
	Create Strategic Advisory Group (SAG)	OCHA, GoN, Cluster lead	Develop shelter guidelines and disseminate, Damage and need Assessment Framework	Cluster lead, cluster members and GoN
	Establish contact list and database of responding agencies including new arrivals	OCHA, Cluster lead	Coordination with IASC, Govt and other clusters.(WASH, Debris removal, Health, Food, Protection, logistics)	Cluster lead and members
	Coordination meeting with other clusters / Govt	All	Coordination and capacity building of local authorities	Cluster lead, cluster members and GoN
	CERF appeal planning and allocation to partners	All		DUDBC and cluster members
		SAG and cluster members	Capacity Building (MTOT, community volunteer, assessment and awareness) Simulation exercise	Cluster lead, members, GoN and DUDBC
	Assessment, resource, in country and surge capacity mobilization and information sharing	Cluster lead and members	Identify the warehouse sites including regional with accessibility provision	Cluster members
	Mobilisation of regional relief stocks if required	All	Stock maintenance and Pre-positioning	Cluster lead, cluster members
	Begin initial shelter strategy development	Cluster lead		DUDBC, cluster lead, local authorities and other GoN agencies
	Agree common information management (IM) platform	GoN, cluster lead	Long Term Agreement with suppliers, service providers	
	Reporting of distributions and locations (3W)		Stand by arrangements for Regional/ Global support	
	Create situation report with input from cluster members and GoN		Recovery / Reconstruction Plan	
	Attend Inter-cluster meeting if called by OCHA			
Ensure pre-agreed standards are disseminated to all responding agencies				

9.3 Activities to be undertaken after emergency:

S. No.	Activities	By whom	When
1	Coordinate with UN-HABITAT to facilitate the process of handover for recovery	IFRC	After 1 month Handover after 3 months
2	Get information from MoHA on damage assessment to undertake reconstruction and rehabilitation program	UNHABITAT / DUDBC	Within 2 months after the occurrence of disaster
3	Obtain information on available land sites for resettlements, reconstruction and rehabilitation	UNHABITAT/ DUDBC	Within 2 months after the occurrence of disaster
4	Conduct evaluation of emergency shelter and NFRI distribution	IFRC	One-time activity

10. Requirements:

10.1 Materials/supplies:

The NRCS has a capacity for stockpiling NFIs including tarpaulins for 36,000 families in the central warehouse in Kathmandu (10,000) as well as in other warehouses situated in 12 strategic locations of the country including regional warehouses in Biratnagar, Nepalgunj, Birganj, Kanchanpur, Pokhara, and Bhairawa and sub-regional warehouses Panchthar, Udayapur, Lamjung, Doti and Baitadi

Additional NFI material can be requested from the IFRC warehouses depending on the needs in country and funds available.

Currently (May 2011), the NFI kit of the NRCS includes

- 1 tarpaulin
- 1 blanket
- 1 set of kitchen utensils
- 1 set of printed clothes (heavy duty jeans cloth and 1 saree, 1 sarong)
- 1 Water bucket
- 10 m Nylon rope

Future stock of the NRCS will reflect additional items as recommended in the **standardized NFI kit (August 2009)**; please refer to **Annex V**

Any contributions from other members in cash or in kind will be highly appreciated.

10.2 Human resources:

International coordination: IFRC Coordinator, Information Manager, Technical Advisor

National Level: Staff and volunteers from NRCS, DUDBC and cluster members

District level : NRCS District Chapter, cluster partners and community level volunteers.

10.3 Funds:

Financial resources need to be identified and used in a coordinated manner.

Shelter cluster partners are responsible for securing their own funding for any emergency or recovery activities. Whilst the IFRC is taking the lead coordination role for emergency shelter, the IFRC emergency appeal is solely in support of the NRCS activities.

Note that the IFRC is NOT appealing for funds for emergency shelter through the UN appeals. However, the IFRC might facilitate for cluster members to appeal through the UN system with partners such as UNHABITAT or IOM.

Concerning recovery activities it is recommended to appeal as soon as possible after the emergency through own funding channels or the UN Flash Appeal. Based on the LRRD approach (linking relief to recovery to development) funding appeals for recovery should be connected to emergency appeals with an option to revise the recovery program once more detailed information is available. Securing funds for shelter recovery often takes months and becomes more difficult once attention for the emergency ebbs away.

ANNEXES

Annex-I

Terms of Reference for Emergency Shelter and Non-Food Items (NFIs) Cluster

Background

The Emergency Shelter Cluster was formally activated in Nepal following the Koshi Floods in 2008. The IFRC agreed to permanently lead the shelter cluster in Nepal, provided the required funding is secured. The role of cluster lead is taken in close coordination with the Nepal Red Cross Society (NRCS) (the national counterpart), the DUDBC (the Government's technical line agency) and UNHABITAT (the shelter focal point for recovery under the UNDP lead recovery network).

Purpose

The purpose of the Emergency Shelter Cluster is to ensure an effective and timely response to emergency shelter and NFI needs during natural disasters in Nepal through systematic and coordinated operational planning, response and monitoring.

Objectives

The objectives of Emergency Shelter Cluster are:

- To establish and maintain adequate capacity and predictable leadership in the emergency shelter and NFI sector for managing a humanitarian response.
- To have an effective emergency shelter and NFI contingency plan in place and implemented by all partners.
- To meet the gaps and priorities for emergency shelter and NFI in Nepal.
- To ensure effective partnerships and coordination between government, UN, Red Cross and non-UN agencies (I/NGOs, donors, etc.).

Lead role

- IFRC is the identified lead agency for the Emergency Shelter Cluster however this is taken in close coordination with the NRCS, DUDBC and UNHABITAT.
- Each agency will identify focal points for day-to-day work and regular coordination of the cluster.

Membership

- Membership of the Emergency Shelter Cluster will be open to all agencies (government and non-government) working in the emergency shelter and NFI sector in Nepal and will be requested to register as cluster members.
- Members will be entitled to participate in cluster-related matters, will have a role in defining the strategic and operational direction of the cluster, will be eligible to participate in cluster-related fundraising efforts and will receive priority for cluster-funded training.

- Each member organization will be requested to nominate one focal person for consistency in representation and to facilitate communication. Cluster members will be expected to attend monthly cluster meetings and relevant sub-group meetings regularly, and contribute actively to cluster activities.

Tasks and responsibilities

1. Humanitarian coordination mechanisms

- Ensure that all relevant agencies are invited to join as cluster members including national and international NGOs, the International Red Cross/Red Crescent Movement, governments and other organizations and keep an updated list of members of contact details.
- In non-disaster times, convene regular monthly or bi-monthly meetings of the Emergency Shelter Cluster members and technical working groups as needed.
- During disasters, ensure appropriate coordination and information exchange with all humanitarian partners through establishment and maintenance of appropriate sector coordination mechanisms, including working groups at the national and, if necessary, local level.
- Establish appropriate linkages and coordination with other clusters especially Camp Coordination and Management and Logistics.

2. Contingency planning and preparedness for emergencies

- Establish and maintain a register of current emergency shelter and NFI stocks and capacities available in-country.
- Identify any gaps and priorities and where additional funding/resources are needed.
- Through a consultative process, develop, maintain and regularly test an Emergency Shelter and NFI Contingency Plan for meeting basic emergency shelter and NFI needs during a disaster which is implemented by cluster members and other relevant sector groups.

3. Standards and tools for an effective response

- Through a consultative process, develop any relevant guidelines, technical standards, models and other tools to improve the quality, effectiveness and standardisation of emergency shelter and NFI responses in Nepal.
- Ensure that cluster members and other sector groups are aware of and, to the extent possible and appropriate, implement all relevant laws, policy guidelines, technical standards, tools, models and relevant human rights commitments applicable to emergency shelter and NFI responses in Nepal.

4. Advocacy and resource mobilization

- Identify core advocacy concerns, including resource requirements, and contribute key messages to broader advocacy initiatives of the humanitarian community.
- Advocate for donors to fund humanitarian actors to carry out priority emergency shelter and

NFI activities, while at the same time encouraging cluster members and sectoral group participants to mobilize resources for their activities through their usual channels.

- Represent the interests of the cluster in discussions with the Humanitarian Coordinator and other stakeholders on prioritization, resource mobilization and advocacy.

5. Training and capacity building

- Promote/support training of staff and capacity building of cluster members.
- Support efforts to strengthen the capacity of the national authorities and civil society.

6. Priorities during disaster

- Ensure effective and coherent emergency shelter and NFI needs assessment and analysis, involving all relevant partners.
- Secure commitments from humanitarian partners in responding to needs and filling gaps, ensuring an appropriate distribution of responsibilities within the cluster, with clearly defined focal points for specific issues where necessary.
- Promote emergency response actions while at the same time considering the need for early recovery planning as well as prevention and risk reduction concerns.
- Ensure the complementary approach of different humanitarian actors' actions.
- Ensure that sectoral coordination mechanisms are adapted over time to reflect the capacities of local actors and the engagement of development partners.
- Develop an exit, or transition strategy for the cluster.

7. Monitoring and reporting

- Ensure adequate monitoring mechanisms are in place to review impact of the sectoral working group and progress against implementation plans;
- Ensure adequate reporting and effective information sharing (with OCHA support), with due regard for age and sex disaggregation.

8. Cross-cutting issues

- Ensure integration of agreed priority cross-cutting issues in sectoral needs assessment, analysis, planning, monitoring and response (e.g. age, diversity, environment, gender, HIV/AIDS and human rights) and contribute to the development of appropriate strategies to address these issues.
- Ensure gender-sensitive programming and promote gender equality.
- Ensure that the needs, contributions and capacities of women and girls as well as men and boys are addressed.
- Ensure that humanitarian responses build on local capacities.
- Ensure utilization of participatory and community based approaches during needs assessment, analysis, planning, monitoring and response.

Annex IIA

Responsibilities of the cluster of Emergency Shelter and Non-food Items (NFIs)

S.n.	Organization	Responsibility	
		National	Global
1	International Federation of Red Cross and Red Crescent Societies (IFRC)	Convener, emergency shelter cluster during major natural disasters	Global Convener, emergency shelter cluster (natural disaster)
2	Nepal Red Cross Society	Focal organization during small and medium natural disasters in Nepal	
3	Department of Urban Development and Building Construction, Ministry of Physical Planning and Works, GoN	Focal Department for technical support in emergency shelter	
4	Ministry of Home Affairs	Overall responsible Ministry for disaster risk management	
5	United Nations- Human Settlements Programme (UN-HABITAT)	Focal organization for shelter recovery	Focal point for recovery and settlement in Shelter Cluster under the UNDP led recovery network
6	UN OCHA	Coordinating organization for humanitarian affairs	
7	International Organization for Migration (IOM)	Cluster Lead, Camp Coordination/ Management (natural disaster)	Cluster Lead, Camp Coordination/ Management (natural disaster)
8	United Nations High Commissioner for Refugees (UNHCR)		Cluster Lead, emergency shelter cluster and CCCM (conflict-related)
9	(I)NGOs	Operational partners and members of the cluster	

Annex-IIB

Organization related with Emergency Shelter and NFIs Cluster

SN	Agency	Name	Title	Phone (977-1)	Mobile (977)	Email
1 NRCS						
		Mr. Umesh Prasad Dhakal	Executive Director	4270650	9851056369	umesh@nracs.org
		Mr. Pitambar Aryal	Director	4270650	9851105681	pitambar.aryal@nracs.org
		Mr. Dharma Raj Pandey	Deputy-Director	4270650	9841487070	dharma.pandey@nracs.org
		Mr. Ramesh Ghimire	Technical Officer	4270650	9841253443	ramesh.ghimirev@nracs.org
2 IFRC						
		Ms. Victoria Bannon	Country Representative	4286100	9851047074	victoria.bannon@ifrc.org
		Ms. Indu Acharya	Liaison Officer	4286100	9851919573	indu.acharya@ifrc.org
3 UN-HABITAT						
		Mr. Padma Sunder Joshi	Program Manager	5536699	9851124763	ps.joshi@unhabitat.org.np
		Mr. Rajesh Manandhar	Program Officer	5542816	9851035762	rajesh.manandhar@unhabitat.org.np
4 DUDBC						
		Ms.Sarita Maskey	Sr. Divisional Engineer	4263406	9841586084	dudbchousing@gmail.com
		Mr. Dilli Raj Adhikari	Engineer	4263406	9841545358	dudbchousing@gmail.com
		Ms.Pratigya Manandhar	Engineer	4263406	9841249555	pratigya_manandhar@hotmail.com
		Mr. Dharmendra Panthi	Engineer	4263406	9841712708	dpanthee@yahoo.com
		Mr. Gopal Bhattarai	Sub-Engineer	4263406	9849150559	bhattdamu@hotmail.com
5 MoHA						
		Focal Point				
		Alternate				
6 NSET						
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Contingency Plan for the Coordination of Emergency Shelter and Non-food Items

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Contingency Plan for the Coordination of Emergency Shelter and Non-food Items

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Annex-IIC

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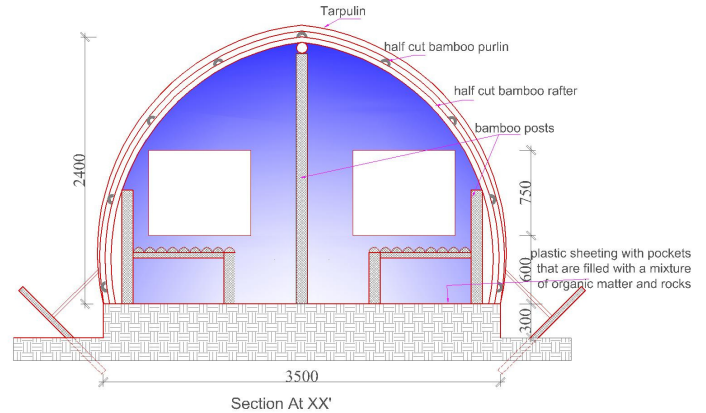
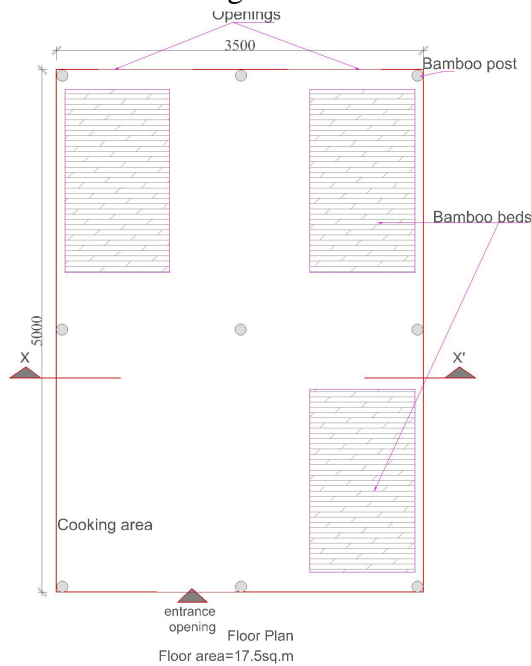
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Annex-III

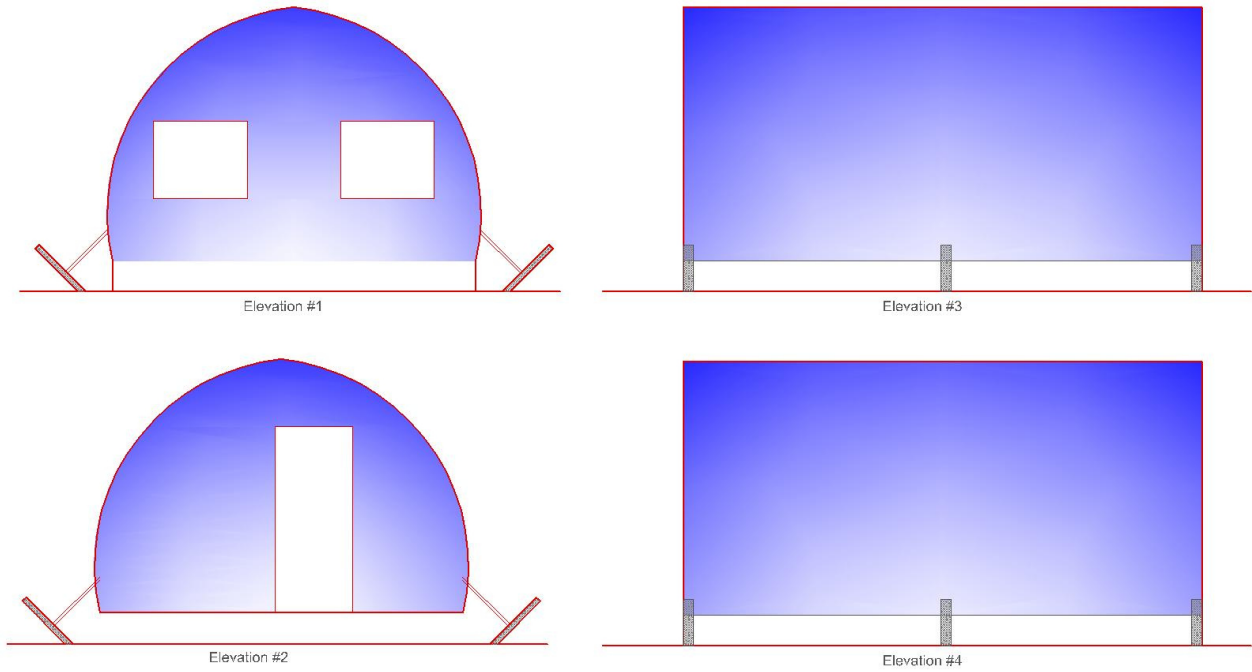
Types of Recommended Emergency Shelters in Nepal

Semi –Circular/Parabolic Type Model

This model is designed for terrain and hot region.



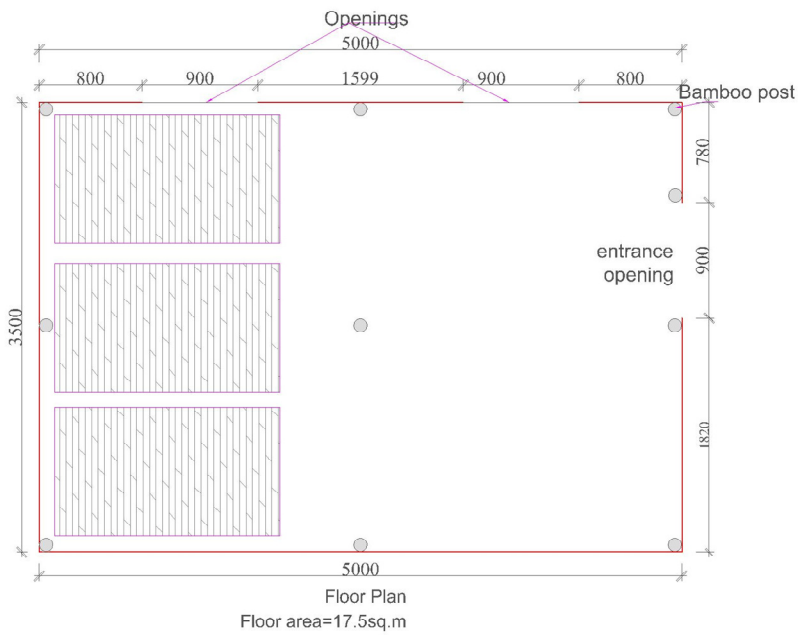
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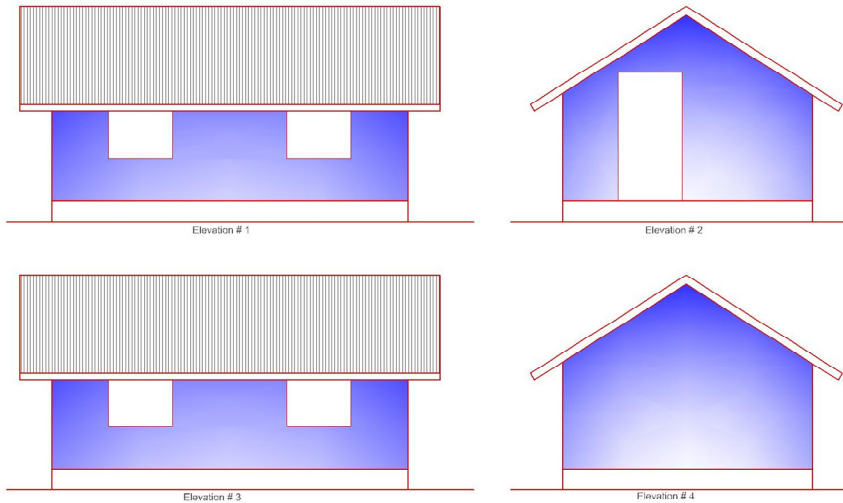
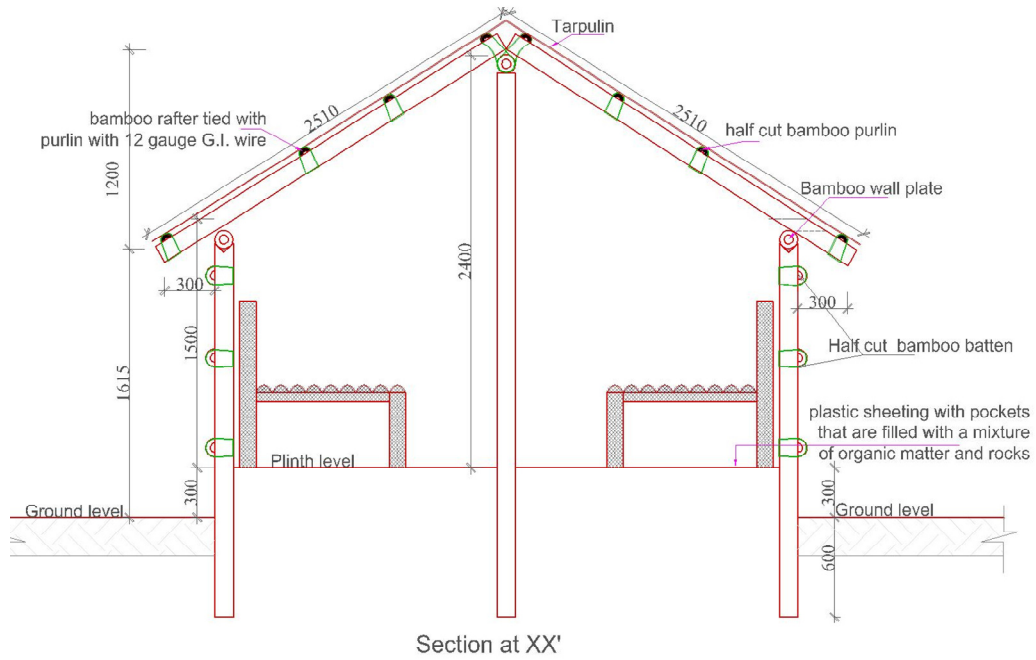
Triangular Type Model

OPTION#1

TRIANGULAR TYPE



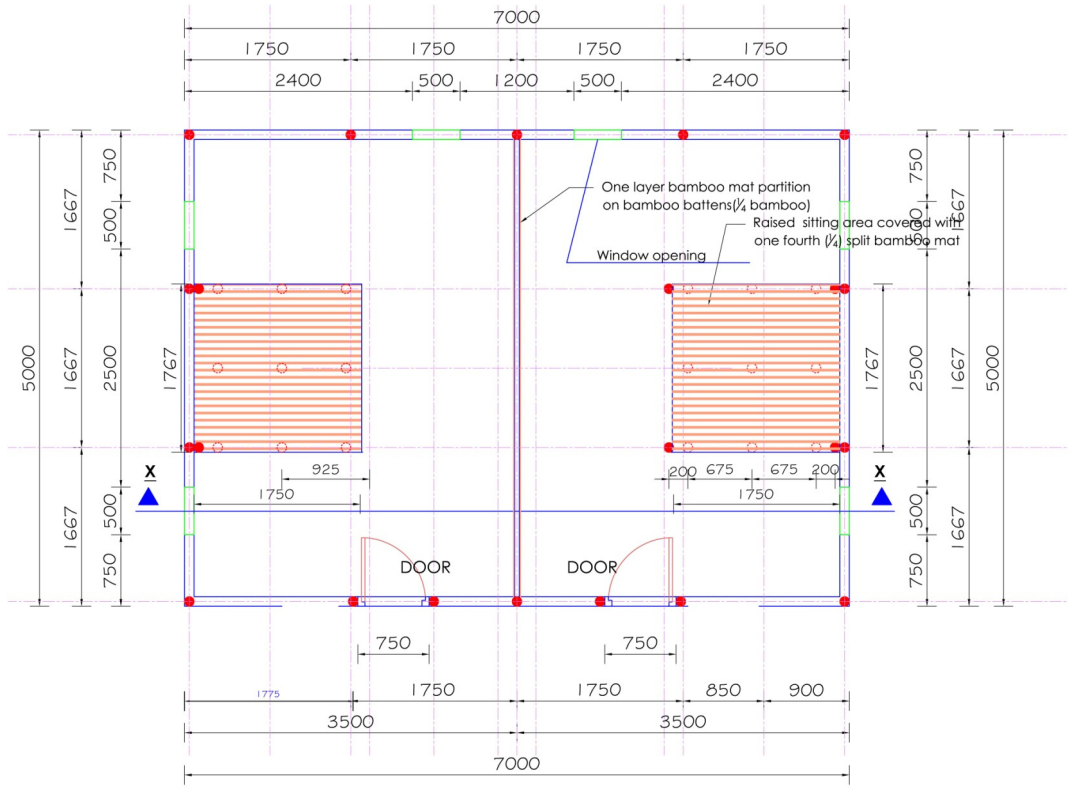
Contingency Plan for the Coordination of Emergency Shelter and Non-food Items



Twin Type Model

This model may be useful in case of shortage of land especially in urban setting.

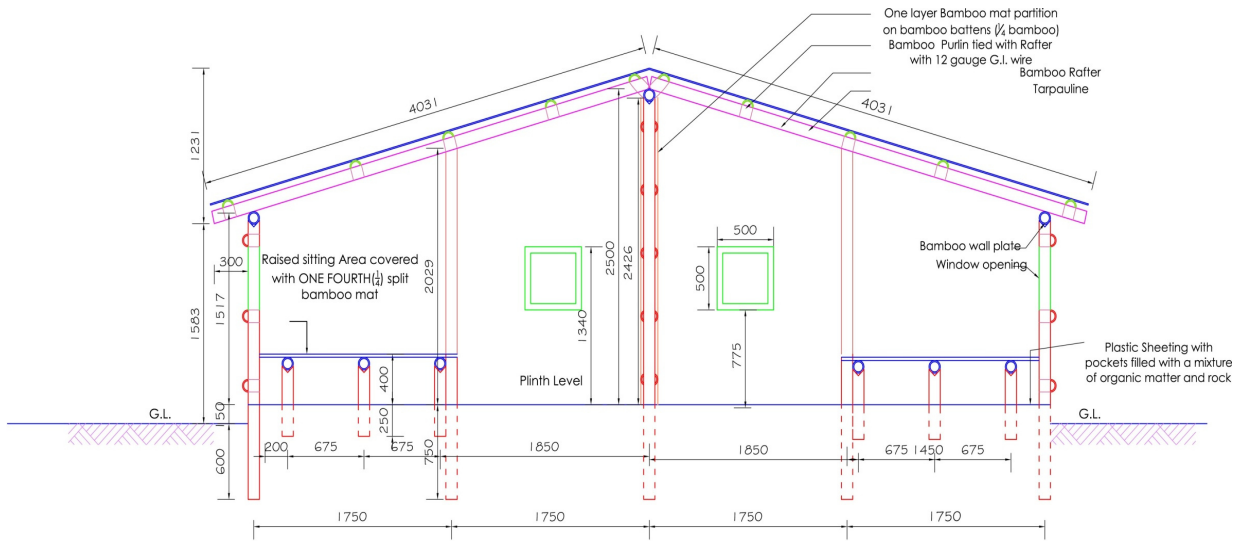
Contingency Plan for the Coordination of Emergency Shelter and Non-food Items



FLOOR PLAN

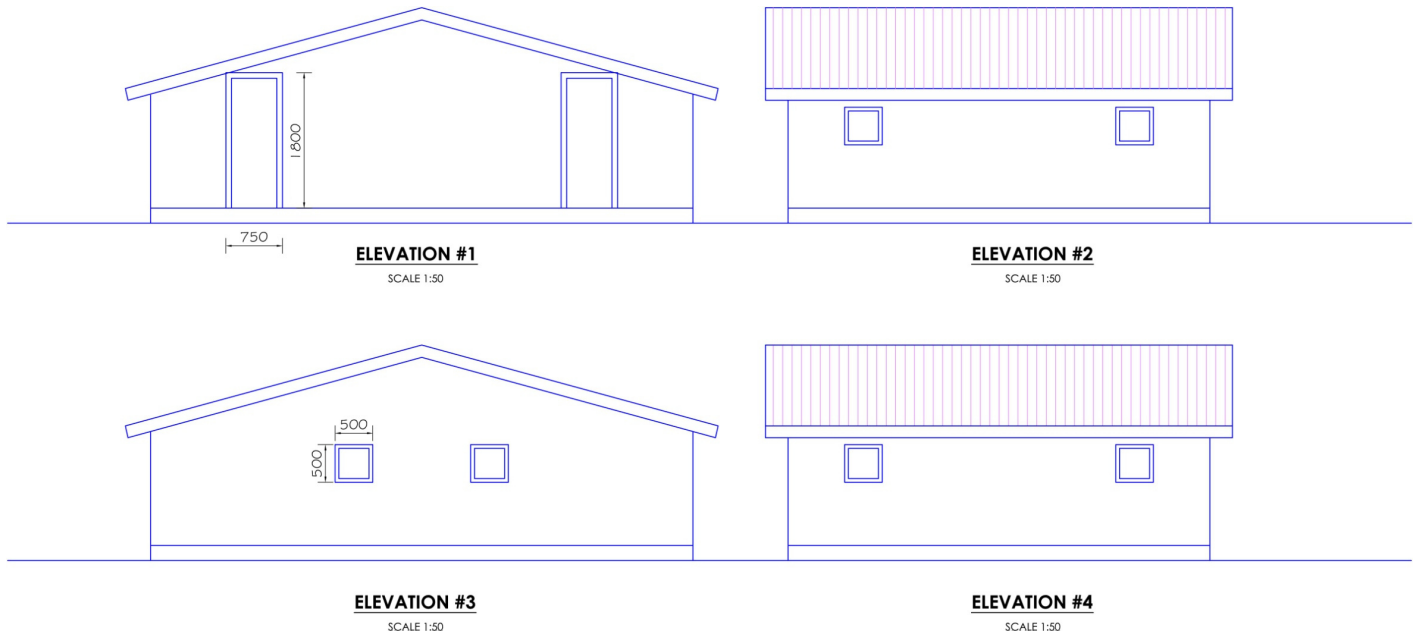
Floor Area = 40.32 sq.m.

SCALE 1:50



SECTION AT X-X

SCALE 1:30



Annex-IV

SPHERE: Minimum Standards in Shelter, Settlement and NFIs

Sphere : Common standards

Common standard 1: participation

The disaster affected population actively participates in the assessment, design, implementation, monitoring and evaluation of the assistance programme.

Common standard 2: initial assessment

Assessments provide an understanding of the disaster situation and a clear analysis of threats to life, dignity, health and livelihoods to determine, in consultation with the relevant authorities, whether an external response is required, if so, the nature of the response.

Common standard 3: response

a humanitarian response is required situations where the relevant authorities are unable and or willing to respond to the protection and assistance needs of the population on the territory over which they have control, and when assessment and analysis indicate that these are unmet.

Common standard 4: targeting

Humanitarian assistance or services are provided equitably and impartially, based on the vulnerability and needs of the individuals or groups affected by disaster.

Common standard 5: monitoring

The effectiveness of the programme in responding to problems is identified and changes in the border context are continually monitored, with a view to improving the programme, or to phasing it out as required.

Common standard 6: evaluation

There is a systematic and impartial examination of humanitarian action, intended to draw lessons to improve practice and policy and to enhance accountability.

Common standard 7: aid worker competencies and responsibilities

Aid workers possess appropriate qualifications, attitudes and experience to plan and effectively implement appropriate programmes.

Common standard 8: supervision, management and support of personnel

Aid workers receive supervision and support to ensure effective implementation of the humanitarian assistance programme.

Sphere: Shelter and settlement

Shelter and settlement standard 1: strategic planning

Existing shelter and settlement solutions are prioritised through the return or hosting of disaster-affected households, and the security, health, safety and well-being of the affected population are ensured.

Shelter and settlement standard 2: physical planning

Local physical planning practices are used where possible, enabling safe and secure access to and use of shelters and essential services and facilities, as well as ensuring appropriate privacy and separation between individual household shelters.

Shelter and settlement standard 3: covered living space

People have sufficient covered space to provide dignified accommodation. Essential household activities can be satisfactorily undertaken, and livelihood support activities can be pursued as required.

Shelter and settlement standard 4: design

The design of the shelter is acceptable to the affected population and provides sufficient thermal comfort, fresh air and protection from the climate to ensure their dignity, health, safety and well being.

Shelter and settlement standard 5: construction

The construction approach is in accordance with safe local building practices and maximizes local livelihood opportunities.

Shelter and settlement standard 6: environment impact

The adverse impact on the environment is minimized by the setting of the disaster-affected households, the material sourcing and construction techniques used.

1.2.2 Non-Food Items: Clothing, Bedding and Household Items

Non-food items standard 1: clothing and bedding

The people affected by a disaster have sufficient clothing, blankets and bedding to ensure their dignity, safety and well being.

Non-food items standard 2: personal hygiene

Each disaster-affected household has access to sufficient soap and other items to ensure personal hygiene, dignity and well-being.

Non-food items standard 3: cooking and eating utensils

Each disaster-affected household has access to cooking and eating utensils.

Non-food items standard 4: stoves, fuel and lighting

Each disaster-affected household has access to communal cooking facilities or a stove and an accessible supply of fuel for cooking needs and to provide thermal comfort. Each household has access to appropriate means of providing sustainable artificial lighting to ensure personal security.

Non-food items standard 5: tools and equipment

Each disaster-affected household responsible for the construction or maintenance and safe use of their shelter has access to the necessary tools and equipment.

(For details, visit <http://www.sphereproject.org>)

Annex-VA

NFIs Kit and Specifications

Per family based on a family size of an average size of 6 persons recommended by the shelter cluster in July 2009 and also updated in April 2011

Son	Item	Quantity	Unit
1	Tarpaulin	1	Piece
2	Blanket	2	Piece
3	Female Sari	1	Piece
4	Male Lungi*	1	Piece
5	Jean Cloth	5	Meters
6	Print Cloth	7	Meters
7	Plain Cloth	6	Meters
8	Kitchen Utensils	1	Set
9	Water Bucket with lid	1	Piece
10	Nylon Rope	10	Meters

*Revised Male Dhoti to Male Lungi by Shelter Cluster in April, 2011

1. Tarpaulin

- The Tarpaulin should be made from high density polyethylene woven fabric laminated on both sides by polyethylene film.
- Mass of fiber: 200-225 gm/m² (weight: 5 kg.(±5%))

- Maximum width of the strip = 2mm.
- There should be no gapping between the strips. The strips should be even & straight.
- The selvedge of the tarpaulin should be double stitched and electrically sealed with nylon rope in all round. The width of the selvedge should be minimum 30mm. Eyelets should be fitted in all corners and every meters on four sides of the tarpaulin.
- Width of the tarpaulin: 3.65 meter (12 ft.)
- Length of the tarpaulin: 5.48 meter (18 ft.)
- Color : Blue , Green or Yellow
- Area of the Tarpaulin (finished size) : 20 sq m (216 sq feet)
- Tolerance for size & width : $\pm 5\%$
- Welding : No welding is allowed in the middle of the sheet
- Features : Water, rot, soil, fauna and ultra violet resistance
- Number of eyelets : 18
- Size of nylon rope: 4 mm diameter
- Size of text print : Height of letter : 0.15 m , width of letter: 0.038 m , color: Red

2. Woolen Blanket

- 1) Woven ,minimum 80% wool and rest other fibers (cotton)
- 2) Edge of blankets should be stitched with cloth,
- 3) The size of blanket must be 150 x 225 cm. weight of blanket must be 2 kg.
- 4) Each blanket preferably with Red Cross emblem printed on it.
- 5) Tolerance for size & weight $\pm 3\%$
- 6) Make - woven , dry raised
- 7) colors –Grey, Brown or other Dark colors
- 8) Packing – Bales of 25 blankets weight 50 kgs.
- 9) Making on the package – Blankets, 80% wool, 150 x 225 cm -25 pieces in jute or plastic bag.

3. Sari

- 1) Materials : 100% cotton
- 2) Universal count of warp & weft yarn : 15 tex
- 3) Length : 4.75 meter ($\pm 2\%$)
- 4) Width of Saree : 110-115 cm
- 5) Ends per cm. : Minimum 22 cm
- 6) Picks per cm : Minimum 20 cm
- 7) Color : Fast except military colors (in different print)
- 8) Tolerance for Length : $\pm 2\%$
- 9) Packing : Each saree should be packed in water proof sheets.
- 10) Brand : Mahabir, Madhu (Indian) or equivalent

4. Dhoti (For gents)

1. Materials : 100 % cotton fiber

2. Universal count of wrap & weft yarn : 15 tex
3. Length : 4.5 meters (+_2%)
4. Width of Dhoti : 110- 115 cm
5. Ends per cm : minimum 22 cm
6. Color : Fast , White
7. Tolerance (size) : +_ 2%
8. Count : 40x40
- Packing : Each dhoti should be packed in water proof sheets .

5. Jean cloth (heavy duty material)

- 1) Materials : 90 % cotton
- 2) Universal count of wrap & weft yarn : 50 tex (+_3%)
- 3) Width of cloth : 45 inch (+_2%)
- 4) Mass of the cloth : 275-300 gsm
- 5) Ends per cm : Minimum 30 cm.
- 6) Picks per cm : Minimum 18 cm
- 7) Color : Dark Blue , Blue & Sky Blue. Other color will not be accepted .

6. Printed cloth

- 1) Materials : 65% +35 (cotton and polyester)
- 2) Universal count of wrap & weft yarn : 20 tex (+_)5%)
- 3) Width of cloth : 40 inch(+_2%)
- 4) Mass of the cloth : 110-120 gsm
- 5) Ends per cm : Minimum 40 cm.
- 6) Picks per cm . : Minimum 20 cm
- 7) Print : Different print (4 types maximum)
- 8) Pattern : Small
- 9) Washing Fastness : Minimum 4

7. Plain cloth

- 1) Materials : 100 % cotton
- 2) Universal count of wrap & weft yarn : 20 tex (+_5%)
- 3) Width of cloth : 40 inch (+_2%)
- 4) Mass of the cloth : 110-120 gsm
- 5) Ends per cm : Minimum 40 cm.
- 6) Picks per cm : Minimum 25 cm
- 7) Color : Except military color
- 8) Pattern : Small
- 9) Washing Fastness : Minimum 4

8. Kitchen Utensils

S. N	Description	Inner dia (mm)+1%	Inner Depth (mm)	Minimum Weight (gm)	Minimum thickness (mm)	Nos. Utensils to be included
	A- Class Dekchi Cover	225	105	350	2.0	1 pc
	B-Class Dekchi	225	-	150	1.2	1 pc
	C-class Dekchi	170	83	180	1.0	1 pc
	D-Class Dekchi	160	75	175	0.7	1 pc
		135	78	100	0.6	1 pc
2.	A- Class Plate	220	24	145		1 pc
a						
b	B-Class Plate	210	20	125		1 pc
c	C-Class Plate	200	17	100		1 pc
3	Glass	70/50	91	50 (Top x bottom)	1.2	2 pc
4	Cup	90	36	50	1.2	2 pc
5	Dadu	-	-	150		1 pc
6	Panyu	-	-	150		1 pc
Total Weight				1825gm (+_2%)		

9. Water Bucket

Capacity 20 litres with lid and handle, NS brand, recommended colour: red or blue

10. Nylon rope

Nylon, 10 mm diameter, 10metre in length, in roll, recommended colour: blue

Annex-VB

Shelter kit and specifications

Items and specification for 1 kit

Sn	Items	Specification	Unit	Quantity (per kit)	Remarks
A Construction materials					
1	Tarpaulin	Woven high-density polyethylene (HDPE) black fibers fabric laminated on both sides with low-density polyethylene (LDPE) coating; Size (12'x18') m; Weight: 5 kg; No welding is allowed in the middle of the sheet; Number of eyelets 18; Color blue, green or yellow	pc	2.00	
2	Plastic sheet	500 gauge; color green or blue	kg	5.50	
3	Nylon rope	8mm dia; Polypropylene recycled fibers UV stabilized; minimum 3 strands; color black/blue; Packed in roll	kg	1.5	
4	Tie wire	Low carbon steel, galvanized binding wire; 16 gauge; Commercial type medium coated, Packed in roll;	kg	1.5	
5	Nails for roof	Iron nails, made of polished low carbon steel, cold processed, not heat treated except for galvanization; Spiral rolled or twisted shank, sealed umbrella-type spring-head Size: 75x3.6mm, Attached rubber washer to each nail; head dia 22 mm thick; Packed in strong and thick plastic bag	kg	0.5	
6	Nails for wood	Iron nails, polished low-carbon steel; cold processed, not heat treated except for galvanization; Large type-(75x3.6) mm, head dia 7.7mm and Large type-(40x2.2) mm, head dia 5.5mm; Packed in a strong and thick plastic bag	kg	0.5	
7	Bamboo	Straight, matured (3-5 years) and green bamboo; Size: length 7 m, Circumference: 7 inch to 9 inch; Type: Mal Bas or equivalent	pc	15.0	
B Toolkit					
1	Hand saw	Carpenter hand saw, 400-450mm blade, lacquered, overall length 550mm±50mm; Blade thickness : 1 mm, protected against oxidation; Protective cardboard, teeth protection with hard plastic cover; 7 teeth per inch; Wooden dismountable handle, polished varnish hardwood	pc	1.0	
2	Shovel	Pressed carbon steel, hardened and tempered; Size: (295x225) mm, hole diameter: front side 36mm, back side 40 mm; Weight : 1000 gram without handle; Handel : Length 1070 mm, Smooth polished, varnished surfaces with Dry, strong and flexible wood.	pc	1.0	
3	Pick	Pressed carbon steel, hardened and tempered; Handel : Length 1000 mm, Smooth polished, varnished surfaces with Dry, strong and flexible wood.	pc	1.0	Hoe for rural setting
4	Machete	Curved blade, 405 mm (16 inch), lacquered against oxidation, overall length 55 cm; Black smith made and locally available ;	pc	1.0	
5	Combination pliers	Heavy duty Hot-forged carbon steel, side cutting pliers known as linemen pliers or side cutter; protected against corrosion with special paint; having gripping jaws, a cutting edge and insulating handel; Size 200 mm;	pc	1.0	
6	Claw hammer	Carpenter hammer, head and handel, hammer head with flat and claw side: High carbon steel head, treated to achieve a martensitic structure, with dressed striking faces; Weight of head: 750 gram; Handel: Smooth polished, varnished surfaces with Dry, strong and flexible wood.	pc	1.0	
7	Gall (Crow bar)	Iron; Circular shape, smooth and sharp in one end for digging; Size : Dia 25 mm, Length 1000 mm; Weight: 4 kg	pc	1.0	
8	Woven sack	New, woven polypropylene; Size : 1300x400mm; Colour : White; All tools (1 to 7 items) should be packed in woven sack	pc	1.0	

Annex VI

IFRC recommended shelter toolkit (Content and Specifications)

IFRC shelter toolkit can be used based on the country need and available fund.

Item	Specifications	Quantity per Kit	Units
1	ROPE , polyester, diameter: 12 mm, 30m, in roll, Preferred colour: Black	1	roll
2	HAND SAW , total length 750mm, for wood, Good Quality, tempered, hardened and set teeth. Unbreakable handle. Blade covered by protective cardboard (*Item code: ETOOSAWSW400 but length 750mm)	1	pc
3	ROOFING NAILS , Capped, with attached rubber washer 75mmx3mm (3''), twisted and galvanized preferred, to be supplied in sealed bag.	0.5	kg
4	SHOVEL , head only is hot forged carbon steel, Hardened and tempered. HRC 35min to 48 max. Supply with handle. With pointed head.	1	pc
5	HOE , head only is 230 x 175 mm, 1.360g in forged steel, Supply with wooden handle length approx. 130cm, supply blade covered by cardboard (*Item code: RAGRTOOLHOE1)	1	pc
6	MACHETE , wooden handle. Supply blade covered by cardboard (*Item Code: RAGRTOOLMAC1)	1	pc
7	TIN SNIPS , for cutting tin roofing sheets, safety latch, Good Quality (*Item code: ETOOCUTTSH1)	1	pc
8	NAILS , 0,5 kg Steel, 3 inches long (75 x 3mm), to be supplied in sealed bag.	0.5	kg.
9	TIE WIRE , Diameter 2mm. 5m long in roll (*Item code: EHDWWIRETR11)	1	roll
10	CLAW HAMMER , Weight: 0.750 kg/pc. Replaceable Wooden handle. Forged head, not cast. Good Quality	1	pc
11	WOVEN SACK , of synthetic material containing above items as kit, with or without	1	pc

Contingency Plan for the Coordination of Emergency Shelter and Non-food Items

	handles, colour: white or gray, closed with string or wire. With IFRC Logo in red		
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* For item code, please refer to Emergency Items Catalogue: www.icrc.org/emergency-items/