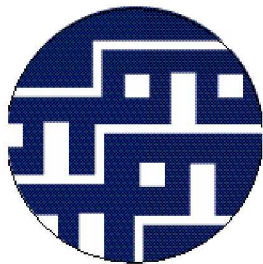


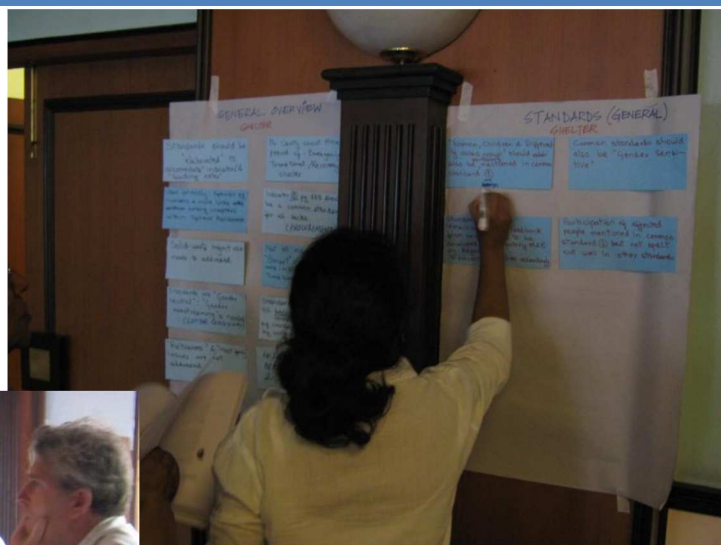


The Sphere Project



2010
Edition

Sphere Revision – Shelter, Settlement and NFI Chapter



Hotel Malla,
Kathmandu, Nepal
21st July 2009



International Federation
of Red Cross and Red Crescent Societies

and

UN HABITAT
FOR A BETTER URBAN FUTURE

Table of Contents

Executive Summary	3
1. Workshop details	5
2. Schedule	5
3. Workshop methodology	7
4. Technical feedback	8
4.1 Shelter and Settlement	8
4.1.1 Overview of Shelter, settlement and NFI chapter.....	8
4.1.2 Standards:	
with reference to common standards	9
specific to Shelter and settlement	9
4.1.3 Key indicators.....	10
4.1.4 Guidance notes.....	11
4.1.5 Linkages with common standards and other technical chapters.....	11
4.1.6 Appendices	11
4.2 Non Food Items	12
4.2.1 Overview of Shelter, settlement and NFI chapter	12
4.2.2 Standards:	
with reference to common standards	12
specific to Non Food Items	13
4.2.3 Key indicators	13
4.2.4 Guidance notes	14
4.2.5 Linkages with common standards and other technical chapters	14
4.2.6 Appendices	14
5. Comments on Common standards.....	15
6. Annexures	16
6.1 Annexure-1 : List of participants.....	16
6.2 Annexure-2: Sphere revision checklist/template	18

Executive Summary

The Sphere handbook is a relevant and 'living' document for emergency response that has improved the accountability of humanitarian agencies in recent years. In order to maintain the relevance and usefulness in disaster response, Sphere needs to keep abreast of changing practices in widely varied contexts in humanitarian work, as well as latest technical innovations. On these grounds and acknowledging the significant changes that have taken place since the 2004 edition, the Sphere Board has decided to revise the Sphere Project Handbook –Humanitarian Charter and Minimum Standards in Disaster Response. The new edition is slated to be published towards the end of 2010. Following the successful precedent set by earlier revisions, this process will also be broadly consultative, and based on establishing a consensus for the changes that will be made.

With a view to broad base the revision process, a consultation workshop on the "Shelter, Settlement and Non-Food Items" chapter was organized in Kathmandu on 21st July 2009. RedR India facilitated the workshop with the institutional support from IFRC, Kathmandu. 24 participants representing Nepal Shelter cluster members and other agencies participated in the workshop. The workshop methodology focused on participatory and consultative approach for eliciting comments and feedback on the existing handbook. Participants worked in 2 groups on the 2 sub-chapters ("Shelter and settlement" and "Non Food Items") and came up with key comments and feedback on standards, key indicators and guidance notes etc. Apart from the inputs on standards pertaining to Shelter chapter, there were also some general suggestions on handbook structure, layout of appendices, inputs to appendices and also comments on common standards.

The main feedback points that came from this workshop fall under Shelter and settlement sub-chapter. Some critical comments on Non Food Items also came from the participants. Shifting standard no.2 on personal hygiene from NFI sub-chapter to WASH chapter was a major input that came up from group work. The feedback includes rephrasing standards, indicators, shifting standards from one sub-chapter to another or from/to even other technical chapters. Groups also proposed including new standards and indicators. Some of the comments were related to common standards while many of them were applicable to overall shelter chapter.

The inference from the main feedback points are summarized below:

Shelter and settlement standard no.1 on "Strategic planning" emphasizes on rehabilitation through "return" or "host families" but the subsequent standards fail to address key issues associated with either "return" or "host families" options. The rest of the standards focus only on settlement planning in a 'camp situation'. The options of NFI packages for rehabilitation through return or host families are also missing in sphere. Shelter chapter should include options for return and host families and should have separate standards for them.

Physical planning indicator on surface area is quite high in many situations/contexts to achieve (45 sq.m per person). This needs to be reviewed. More over, the breakup of this quantitative indicator is essential, may be in the guidance notes, so that country specific planning is possible by assigning priority to various zones or activities within the camp. For example, where kitchen garden is not required that area can be reduced from the guideline figure (currently, 45 sq.m per person). In addition, the distance between various amenities,

shelter, firebreak etc should also be provided. Distance between individual shelters also requires a mention in the indicator.

There is logical inconsistency or inadequacy between standards and indicators. Standards have not captured all the indicators. Indicators are given that deal with aspects/issues that are not covered in the statement of standards. For example, standard no. 5 on construction does not state anything about *environment*. However, indicator no.1 mentions about *environment*. There has to be logical consistency throughout.

The major input that was discussed during the group work was that the shelter chapter does not address phased approach in emergency response. No specific standards or indicators are found for immediate relief, early recovery, rehabilitation etc. In addition, sphere handbook does not mention about the maximum time duration for initiating a Shelter response in each phase of disaster response. The Sphere handbook therefore, should propose standards or key indicators to specify the maximum time before which Shelter responses should begin during each phase of the disaster.

Several suggestions have come up for standards common to all sectors. Most of the suggestions are pertaining to the inadequacy of coverage for vulnerable sections of affected community. Gender needs to be covered in detail and it should be reflected in all the standards and indicators. In addition, the socially discriminated groups need mention in the vulnerable groups.

Comments have also are pointed towards inclusion of coordination systems and linkage with IASC and about cluster approach in disaster response. This should be included in the standards common to all sectors.

'Participation' standard needs to elaborate more on the involvement of affected families and community without missing vulnerable groups, mainly in the monitoring and evaluation of response.

1.0 Workshop details

The Sphere handbook is a relevant and 'living' document for emergency response that has improved the accountability of humanitarian agencies in recent years. In order to maintain the relevance and usefulness in disaster response, Sphere needs to keep abreast of changing practices in widely varied contexts in humanitarian work, as well as latest technical innovations. On these grounds and acknowledging the significant changes that have taken place since the 2004 edition, the Sphere Board has decided to revise the Sphere Project Handbook –Humanitarian Charter and Minimum Standards in Disaster Response. The new edition is slated to be published towards the end of 2010. Following the successful precedent set by earlier revisions, this process will also be broadly consultative, and based on establishing a consensus for the changes that will be made.

In line with this thought, review of the "Shelter, Settlement and Non Food Items" chapter of Sphere handbook took place at Hotel Malla, Kathmandu on 21st July 2009. This event supported by IFRC and UN Habitat was facilitated by RedR India. Shelter cluster members of Nepal participated in the workshop. The workshop started at 0930 and lasted until 1700. There were 24 participants and two facilitators from RedR India; Sriraman Varadarajan and Suneet Anand.

Participants of the Nepal Shelter cluster were invited to the workshop, with a special request that participants should be familiar with Shelter and NFI activities and/or the Sphere handbook. Participants represented a variety of INGOs and NGOs that are actively engaged in Shelter interventions, as reflected in the list of participants. Most of them knew of Sphere and there was a variety of experience of using and understanding Sphere amongst participants.

2.0 Schedule

Schedule of the revision consultation, 21st July 2009

S. No	Activity details	Timing
1	Introduction of participants and facilitators and very brief RedR intro	9.00 - 9.30
2	Paired introduction of participants. Introduction of RedR and its facilitators.	9.30 -10.00
3	Sphere revision 2010 preparation – global processes Global level preparation for sphere revised edition 2010	10.00 -10.30
4	Refreshment break	10.30 -11.00
5	Workshop objectives Overview of revision workshop; its purpose, objectives and methodology	11.00 -11.30
6	Group work for providing comments on various sub-chapters and standards Participants will be divided into groups (refer workshop paper) for deliberating on selected topics. Groups will nominate a facilitators and reporter.	11.30 -13.00
7	Lunch Break	13.00 -14.00
8	Group work for providing comments on various sub-chapters and standards Group work	14.00 -14.30

9	Presentation by groups and feedback from others	14.30 -15.30
10	Debriefing and summing up	15.30 -16.00
11	Refreshment	16.00 -16.15
12	Open discussion to provide opportunity for additional comments that are not covered in the group work and any other sphere related views.	16.15 -17.00
13	Vote of thanks and Closing	17.00 -17.15

3.0 Workshop methodology

The workshop was inaugurated by Shri. Chatur Raj Prasai, Joint Secretary, Ministry of Physical Planning and works, Government of Nepal. Participants were made into pairs and each one introduced their partners; name, designation and organization, emergency experience and exposure to sphere etc. RedR India facilitators also introduced themselves and also shared about RedR India very briefly. List of participants is attached as Anecure-1.

The first session of the day introduced the global level Sphere revision process explaining the background of Sphere, the rationale for revision and the intended outcomes. This session included proposed schedule of Sphere revision for year 2010 edition and highlighted in line with Sphere's commitment, the significance of broad consultative and participative process sphere has been adopting in the revision process for getting feedback from experts worldwide.

This session was followed by Overview of Workshop purpose, objectives and the methodology.

The participants, based on their experience, level of comfort and willingness, were divided into two groups:

Group No 1- Shelter and Settlement

Group No 2- Non-food items

Thereafter the groups reviewed the respective sub-sections of the Shelter chapter as per the checklist/revision template attached in Annexure 2. The template has questions that fall under covers overall structure of the chapter and sub chapters, the standards, indicators and guidelines, the linkages with common standards and other sectors and the appendices and references. Participants were provided with prints of Sphere handbook and the template. The group work lasted for 3 hours.

Each group then presented their observations, comments and feedback on the respective sub-chapters and the other group commented on that. This was designed so in order to make sure that feedback from group work is meaningful and is specific inputs to the sphere revision.

Before the closure of the workshop, participants were provided with the opportunity for providing feedback on common standards.

Shri. Iswar Raj Regmi, Under Secretary, Ministry of Home, Government of Nepal presented vote of thanks.

4. Technical feedback

4.1 Shelter and Settlement- from group no.1

4.1.1 General Sphere overview

i) No clarity about time period – emergency, transitional and recovery shelter

Shelter and settlement sections have 6 standards in all. The timing of response in the initial phases of emergency, transitional phase and long-term phase is not mentioned anywhere. While many organizations have their own standards for response such as “within 48 hours” or some specific period, sphere handbook does not mention about this aspect. It is also not reflected in standard no. 4 Response in “standards common to all sectors” chapter.

ii) Standards are not inclusive to accommodate indicators

Standards should be ‘elaborated’ to accommodate ‘indicators’ and ‘guidance notes’ accordingly. There are some standards, which do not reflect some of the aspects covered in key indicators or guidance notes. Even if a few indicators are eliminated, the corresponding standard can still remain the same. For example, standard no. 5 on construction does not state anything about *environment*. However, indicator no.1 mentions about *environment*. There has to be logical consistency throughout.

Logical relationship between standards and indicators is missing.

iii) Solid waste management should be part of Shelter chapter

Solid waste management is not adequately addressed within the Shelter chapter. Although there is separate section that falls under WASH chapter, this can be better recognized if it becomes a part of Shelter chapter.

iv) Returning families, host families and host community

Returnees and host family issues are not addressed- these are mentioned in Standard 1, but the rest of the standards seem to be more oriented towards camp settings

Wherever there is mention of host community, there should be mention of host family also. This will help with the recognition of host family’s substantive role in sheltering the displaced.

v) Gender issues not clearly reflected

Standards are ‘gender neutral’ and not adequately gender sensitive

vi) No standards specifically for reconstruction/rehabilitation

There should be standards for reconstruction/rehabilitation, especially for shelter and not just relief

vii) Cross-Referencing not adequate

Specific page numbers and more links within the chapter (greater cross-referencing) will make the handbook more user-friendly. Cross-referencing need to be improved.

4.1.2 Standards**With reference to Common standards:**

In some instances it appears that, the standard can be achieved even if the indicator is taken out. The 'if this, then that' relationship is missing

Participation of affected people mentioned in common standard 1- participation, but not spelt out explicitly and clearly in Shelter standards

- i. 'Women, children and differently abled group' should also be particularly mentioned in common standard 4
- ii. Within Common Standard 5 and 6-mechanism for participatory feedback from beneficiaries to be developed such as Report cards etc. The indicators and guidance notes should be changed accordingly to include such aspects.
- iii. Common standards should be more 'gender sensitive'

Specific to Shelter and settlement standards**Standard 1: Strategic planning:**

This standard on 'Strategic planning' focuses on 'return' but rest of the five standards focus on camp setting. The standard no.1 reads as:

Strategic planning: "Existing shelter and settlement solutions are prioritized through the **return or hosting** of disaster affected households, and the security, health, safety and well being of the affected population are ensured."

The standard mentions about the importance and priority of return or hosting. However, the chapter does not deal with return in subsequent standards or indicators. The rest of the standards and indicators focus on "physical planning, design, construction etc" that pertain to setting up a camp.

Standard 1 should also be sensitive to 'vulnerable/disabled/special needs' and 'cultural sensitivity'. This is not addressed in standard no.1

Standard 2: Physical Planning

This title "Physical Planning" should be reworded as 'Settlement planning' or 'Site planning'. This is suggested because physical planning refers to larger picture of city or town planning. Here sphere mentions about a site for camp. So, Site planning or settlement planning would be a more appropriate title.

Standard 4: Design

This standard reads as:

“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”.

The group felt that this standard should incorporate “safety and security measures”.

Standard 5: Construction

Standard 5 reads as:

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

The group has suggested rephrasing of this standard as:

“The construction approach is in accordance with safe building practices, [use of locally available materials and expertise/skills and ownership](#) which maximizes local livelihood opportunities”

4.1.3 Key indicators

Indicator no. 2 under standard no.2 (physical planning) needs clear reference page numbers in the handbook as it relates to various services such as water supply and sanitation.

Given minimum surface area in indicator 3 under physical planning (page 216) is high (45 sq.m per person) and needs to be revised. Moreover, distances between amenities within the settlement plan should be mentioned.

Indicator 3, page 211 should also address the needs of ‘who is *unwilling* to return’ and how to deal with them.

Within standard 3 (covered living space) key indicator regarding spacing between individual shelters is missing. A new indicator should be added and it should be quantitative.

A new Indicator needs to be added that addresses “women/children/disabled friendly” designs under standard no.4 Design.

Standard 5 on construction: the indicators addressing use of resources from affected/beneficiary or in-country community should also include—‘manpower’ and not just materials.

Indicator 5 (within the standard no.5 on “Construction”) deals with procurement. This should be applicable for all standards and all sectors/chapters. Therefore, this can be dealt with under common standards.

‘Population size’ of settlement/camp should be quantified, i.e maximum and minimum population density. This aspect is missing in the key indicators.

Not all indicators are 'SMART' (Specific, measurable, Achievable, relevant or realistic and time bound)

4.1.4 Guidance notes

A guidance note in line with the proposed new indicator under standard no. 3 (covered living space) to specify the spacing between individual shelters should be included.

Guidance note 7 (Standard 4: design) on ventilation should have quantitative indicator; area of the opening (doors and windows) should be expressed as a percentage of the total wall area.

Guiding note no. 5 on surface area (that is related to indicator no. 3) on page 217 should be more specific so that standard can be applicable relating to various country standards. In addition, the break-up of the minimum surface area should be provided so that depending upon the country context one could decide the area required based on what services are required for that context.

Guidance note no.3 on Collective settlement (that relates to indicator no.3) on page 213 should address "resettlement plan" for those who are not **willing** to return.

4.1.5 Linkages to other chapters and common standards

No specific comments by the group.

4.1.6 Appendices / Checklists

Standard template for information collection is required. In the assessment checklist, the information in socio-cultural diversity & gender-disaggregated data is missing.

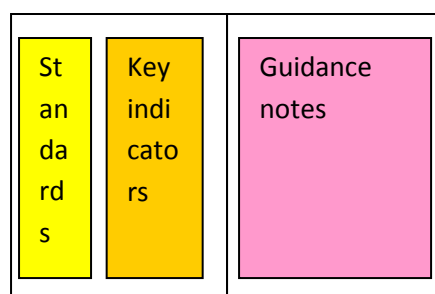
Coordination at operation level in the field needs to be established. (Humanitarian Agency & Govt). And the links with Governments (or counterparts) Vis-a' Vis clusters can find a place in the handbook.

4.2 Non-Food Items (from Group no.2)

4.2.1 General Sphere overview

Layout:

The graphical layout of sphere handbook needs to be made more reader friendly. In the existing edition of handbook, all the standards followed by key indicators and guidance notes are printed continuously. Instead, if a 2 page (2 pages facing the reader when the book is opened) is allotted for each standard, the reference to key indicators and guidance notes will be much user friendly. The standard needs to be aligned in vertical column in the left hand side page with the key indicators appearing adjacent to it in a bigger font. Then guidance notes, following the key indicators, can be printed on the opposite page. In case the guidance notes are completed within the half of right hand side page, then the next standard should not continue from there. Instead, the next standard should begin from next page on the left hand side. Such a layout will be easy to read.



More over, there should be some visuals to make the handbook reader friendly

Spiral handbook that was brought up earlier was more robust when compared to the existing handbook.

Introduction to technical chapter:

Introduction to each chapter is generic and it is repeated in all chapters. This can be avoided. Alternatively, Sector specific introduction should be provided.

NFI for Host families:

NFI packages for host families should be featuring in standards or key indicators somewhere in the chapter. Otherwise, we may miss out completely on supporting host families. This will also reinforce the point made in standard no.1 Strategic planning which states that the response options shall be prioritized through return or host families.

4.2.2 Standards

With reference to Common standards:

None

Specific to Non-Food items of Shelter chapter

Communal cooking space and communal cooking aspects need to be addressed in standard no. 3 and/or standard 4.

Standard no2 on Personal Hygiene should be moved to WASH chapter.

Standard no.5 on Tools and equipment should be moved to shelter sub-chapter, as it deals with construction and maintenance. It should not be falling under NFI sub-chapter.

In this case, the key indicator on mosquito nets (key indicator no.1) should be moved to either “Health services” chapter or vector control sub-chapter of WASH chapter.

The word “Access” appears in many standards. The word is very vague and leaves for individual interpretation. The term “Access” as defined in international legal instruments may be quoted in the introduction to provide better understanding of the term. For example, Dalits having access to water (in the sense that it was within reachable distance) but still unable to source it shows that they do not have control, though physical access is there.

4.2.3 Key indicators:

Indicator no. 2 (standard no. 3) reads as:

“Each household has access to two 10-20 litre water collection vessels with a lid or cap (20 litre jerry can with a screw cap or 10 litre bucket with lid) plus additional water or food storage vessels”

The group felt that the indicator should read as:

“[Besides provision under water supply standard no.3](#) each household has access to two 10-20 litre water collection vessels with a lid or cap(20 litre jerry can with a screw cap or 10 litre bucket with lid) plus additional water or food storage vessels”

Thermal comfort in standard no. 4 on page 234 should be clarified in indicators. It is not clear. Indicator no.1 mentions about “cooking and heating needs”. It is not clear if heating refers to room heating or not.

Indicator no.2 of standard no. 4 mentions about use of local sources for fuel and mentions about less dependence on external sources. What kind of external sources? May be the indicator should be read as:

“Environmentally and economically sustainable sources of fuel are identified and prioritized over external sources [such as kerosene,, etc.](#)”

In addition, local sources such as biomass, cow dung cakes , etc should be mentioned.

Sphere handbook uses vessels in NFI chapter and containers in Wash chapter. Why not use the same terminology?

The key indicator on mosquito nets (key indicator no.1) under standard no. 5 “Tools and equipment” should be moved to either “Health services” chapter or vector control sub-chapter of WASH chapter.

Indicator no. 2 of standard no. 3 that mentions about collection and storage of water should be moved to WASH chapter.

Indicator no.5 of standard no.1 (page 225) should include various options that are based on clean technologies that may come from time to time. Options such as manually operated and/or rechargeable torches are available.

4.2.4 Guidance notes:

Guidance notes under standard no.1 on clothing should explain more about appropriateness of clothing. The clothes should be in good condition to maintain dignity. Such aspects should be spelt out clearly.

Add mugs as an example of plastic goods. Refer Guidance note. 2 under “standard no.3”.

Under standard no.4 on stoves, fuel and lighting, no reference for artificial lighting has been made in the guidance notes.

In standard no. 5 on 'Tools and equipment' delete the word machete.

In guidance note no. 4 of standard no.4, be sensitive to local/host communities.

Guidance note no. 4 (standard no .3) on page mentions about infant feeding. This should be shifted to sub-chapter 3 of chapter 3 “Food aid and Nutrition” standard no.1.

4.2.5 Linkages with other chapters/ common standards

None

4.2.6 Appendices

None

5. Feedback received on Common Standards

Participation:
Standard no. 1 on Participation should focus on Monitoring and Evaluation aspects with community involvement, in addition to the participation in assessment, design etc.
Specific examples could be provided on the constraints to people's participation in camp or non camp setting to better illustrate the issue
Involvement of beneficiaries in the decision-making process throughout project cycle. This should be included in the head line and not only the guidance note
Common Standards must take into account the participation of host communities
Environment:
Additional common standards should be added: <ul style="list-style-type: none"> ➤ Natural Resource management. ➤ Climate change / Adaptation. ➤ Local Resource Mobilization
Coordination and linkages:
Common standards should address coordination issues and recent developments on coordination and linkages: <ul style="list-style-type: none"> • Inter-cluster plus government co-ordination & Collaboration • Linkages / reference to IASC cluster system in places
Phase wise response:
Phase – wise standards are needed for: <ul style="list-style-type: none"> ➤ Emergency response ➤ Early recovery ➤ Rehabilitation/transition
Initial assessment should not only assess the % of those who return but also assess the shelter that they are going to occupy after a disaster
Social Inclusion and discrimination issues:
Common standards : should address social inclusion / diversity
The term 'vulnerable people' should be expanded to include socially excluded groups based on caste
An indicator and also a guidance note along with targeting on reducing discrimination or non discrimination
Others:
Need for better connection between common standards and the Code of Conduct
Need to acknowledge use of cash as an intervention mode
Incorporate tools that support recovery options
Common standards on Humanitarian Accountability needs to be added
Link relief, reconstruction to development at the common standards

6.1 Annexure-1

6.1 Annexure-1

List of participants

Sl.no	Name	Designation	Organization	email ID	Mobile no.
1	Dharma Raj Pandey	Relief Coordinator	Nepal Red Cross Society	dharma.pandey@nrcc.org	9843487070
2	Ramesh Ghimire	Technical Officer	Nepal Red Cross Society	ramesh.ghimire@nrcc.org	9841253443
3	Toya Subedi	Human Rights Officer	UN-OHCHR	tsubedi@ohchr.org	9851000810
4	Narayan P. Bhandari	Engineer	Ministry of Physical Planning and Works	narayan_bhandari@hotmail.com	9841295253
5	Pankaja Bhattarai	Associate Programme officer	UNHCR	bhattap@unhcr.org	9851081930
6	Bishal Shrestha	Assistant Disaster Risk Reduction through school project	Lumanti- support group for shelter	education@lumanti.org.np	9803170546
7	Lumanti Joshi	Technical coordinator	Lumanti- support group for shelter	lumantijoshi@gmail.com	9841280485
8	Bhubaneswari Parajuli	Gender and Social and Environment management specialist	NSET (National Society for Earthquake Technology-Nepal)	bparajuli@nset.org.np	9851067886
9	Ganesh Kumar Jimée	Programme manager (Disaster preparedness and response)	NSET (National Society for Earthquake Technology-Nepal)	gjimée@nset.org.np	9841510243, 15591000
10	Chatur Raj Prasai	Senior Divisional Engineer	DUDBC	chaturprasai@yahoo.com	9852023674
11	Chandra Jung Rana	Field Coordinator	International Organization for Migration	cccmfcc@gmail.com	9851104502
12	Rashmi Manandhar	Architect	Habitat for Humanity International, Nepal	maichako@gmail.com	9841459804
13	Jyoti Karki	Technical coordinator	UN-Habitat	karkistuff@gmail.com	9842033851

14	Ashish Chaulagain	Representative	Shelter Box	acpixelash@gmail.com , shaunvet@hotmail.co.uk	9841838821
15	Gopal Dahal	Emergency Response and DRR manager	Lutheran World Federation, Nepal	tl@lwf.org.np	9851016527
16	Sanjeev Hada	Civil Engineer	Freelancer	sanjeev_hada2001@yahoo.com	9851027783
17	Iswar Raj Regmi	Under Secretary	Ministry of Home	iswarregmi@hotmail.com	9841472083
18	Gerarrd Ferrie	Shelter coordinator	UN Habitat	esc.coord1.nepal@gmail.com	9851014304
19	Prafulla Pradhan	Programme manager	UN Habitat	prafulla.pradhan@unhabitat.org.np	9851088522
20	Shakuntala Subba	Executive Director	UPCA (Under Privileged children Association)	upca@ntc.net.np , shakun.subba@gmail.com	025521838, 9742017264
21	Bijoy Patro	Delegate	IFRC	bijoy.patro@ifrc.org	9851108942
22	Andrea Reisinger	Representative	IFRC	andrea.reisinger@ifrc.org	9851047071
23	Dhruba Devkota	Response Coordinator	Save the Children	dhruba.devkota@savethechildren.org.np	9741067427
24	Dries Goeminne	Country Delegate	Belgian Red Cross-Flanders	dries.goeminne@rodekruis.be	9851105149
Facilitators					
1	Sriraman Varadarajan	Facilitator	RedR India	sriramanvaradarajan@rediffmail.com	+919444019705
2	Suneet Anand	Facilitator	RedR India	suneet@knowledgeworksconsulting.com	+919868959779

6.2 Annexure-2

Template/checklist

“Shelter, settlement and Non-Food Items” chapter

1. Overview and structure of “Shelter, settlement and Non-Food Items” chapter

- i. The chapter is introduced with “How to use this chapter?”, “contents page” and a “visual presentation” of all the standards covered under both the sections (sub-chapters) “shelter and settlement” and “Non-Food Items” and appendices. In your opinion, does this constitute adequate introduction and properly leads to the main chapter? Do you think any amendments need to be done? Indicate such amendments and explain how it can help.
- ii. The main chapter starts with sub-chapter “Shelter and settlement” and then deals with the other sub-chapter “Non-Food Items”. In your opinion, is this arrangement reads well and logical? Are there any missing sub-chapters from the point of view of planning and effectively implementing shelter related response in the field? Do you think that may be some standards needed to be taken out of existing sub-chapter and be covered under new sub-chapter? What are those sub-chapters or issues that are completely missed out from “Shelter and settlement and NFI” chapter?
- iii. Appropriateness of space allocation for coverage of contents in each of the two sub-chapters (“Shelter and settlement” and “NFI”) based on need and priority. Do you think each sub-chapter has been allotted enough and appropriate space or some sub-chapter has contents (much more in detail than needed) disproportionate to its priority/importance in emergencies? Name them and provide evidence supporting your opinion.

2. Standards

“Standards” are qualitative expression of aspirations for achieving desired minimum level of service to be attained in disaster response and they are universally applicable.

- i. Whether the standards in each sub-chapter have covered all relevant technical aspects? Do you think all the main aspects of each sub-chapter are comprehended and adequately represented through the current standards? *For example, sub-chapter “Shelter and settlement ” has 6 standards. Do all the 6 standards cover all aspects related to “Shelter and settlement intervention” adequately?*

- ii. Do you foresee a need for additional standards to address the needs of missing technical aspects within the 2 sub-chapters? Name the aspects that need to be incorporated. Can they be incorporated by amending the existing standards or do they warrant inclusion of new standards?
- iii. In your opinion, some standards may not seem to fall under a sub-chapter where they currently fall. Do you think such standards exist which need to be moved from their current place? What are they and where and why should they be moved to?
- iv. What do you think about the manner in which the standards in each sub-chapter are laid out? Are they in logical sequence or a hierarchy of importance is followed? If you feel amendments are needed, please suggest.
- v. In your opinion do you see any standard that should not fall anywhere under the chapter and it belongs to some other technical chapters like Hygiene Promotion/Watsan?
- vi. Do you know of any standard, which is covered under other chapters like HP/watsan, health, food aid etc, which should fall under "Shelter and settlement and NFI" chapter? What are they? And under which sub-chapter you will place it? Why?

3. Key Indicators:

Key indicators are provided under each standard. They, as the name suggest, serve the purpose of indication and provide signals to assess whether a standard is achieved or not. They can be either qualitative or quantitative in nature.

- i. Under each standard several key indicators are provided. Do they collectively provide a basis for measuring the achievement of the respective standards? Or do you think there are gaps? Please be specific and indicate the gaps or missing aspects.
- ii. Do you see some indicators that are SMART (specific, measurable, achievable, relevant and time bound) and hence should be retained unchanged? Name them
- iii. Do you also see some indicators that are no way close to SMART (specific, measurable, achievable, relevant and time bound) and hence should be rephrased? Name them and also mention the reasons behind why they need to be rephrased. If possible, make an attempt to rephrase the same.
- iv. Are there key indicators that should not fall under a particular standard in any sub-chapter? Name them and suggest where the same should fall under and why?

- v. Are there key indicators that made you feel “lost”? Specify the key indicators that you found them difficult to apply in your or your agency’s work due to ambiguity. How difficult was it to apply those indicators and why? Indicate them and briefly explain.

4. Guidance notes:

Guidance notes are provided for contextualizing the standards and indicators and are meant to provide an insight into application of standards in the situation specific interventions which may have to take into consideration local geo-climatic characteristics, cultural practices, habits, traditional beliefs etc.

- i. Are there guidance notes under each standard in both the sub-chapters that do not seem to be abreast with the latest technological developments or do not reflect recent experiences in the field? Indicate them and provide details of how they can be updated.
- ii. Do you see any guidance note that needs to be rewritten or that need amendments to incorporate missing aspects.
- iii. Do all the guidance notes clearly indicate how the key indicators can be applied in the field or on what grounds decisions pertaining to respective key indicators can be taken?
- iv. Are there major issues that need mention in the guidance notes but not covered in the existing guidance notes?
- v. Is there a clear link between guidance notes and key indicators in all the standards in both the sub-chapters (“Shelter and settlement” and “NFI”)? Point out, if any, logical inconsistencies between indicators and guidance notes.

5. Linkages and references to common standards and standards in other technical chapters

Sphere handbook has a chapter on standards common to all sectors. This chapter provides 8 core standards pertaining to people and processes that are applicable to all sectors. Similarly sector specific interventions are also expected to have interface and overlap with other technical sectors. In disaster response, the sectors cannot be dealt with in isolation in reality. There is always an interface or linkage. Thus “Shelter and settlement” and “NFI” chapter also needs to be seen linked with the common standards and other technical sectors as well.

- i. Do you see “Shelter and settlement” and “NFI” chapter having adequate linkages with common standards? Do the indicators and guidance notes show the linkages clearly? Are there indicators/guidance notes that have linkages with common standards but the linkage is ambiguous? Indicate them and provide suggestions for establishing clarity.
- ii. Are there any aspects or issues that ought to be linked with common standards but not linked or referred to in the existing indicators and guidance notes. Name such issues or aspects and provide suggestions for establishing linkages.
- iii. Do you see “Shelter and settlement” and “NFI” having adequate linkages with other technical chapters like “Hygiene Promotion/Watsan”, “Health services” etc? Do the indicators and guidance notes show the linkages clearly? Are there indicators/guidance notes that have linkages with other technical chapters but the linkage is ambiguous? Provide suggestions for establishing clarity.
- iv. Are there any aspects or issues that ought to be linked with other technical chapters like shelter, health etc but not linked or referred to in the existing indicators and guidance notes. Name such issues or aspects and provide suggestions for establishing linkages.

6. Appendices, checklists and references

- i. Do you have any suggestions on appendices and their contents? Please mention appendix wise.
- ii. What additional appendices are needed?
- iii. Any comments or additions on watsan assessment checklist?
- iv. Any comments on references?