



Technical Guidelines for Shelter and NFIs interventions in Afghanistan (2016)

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INTRODUCTION:

The present guidelines are aimed to **provide a common operational framework for Shelter and NFIs practitioners** in Afghanistan who are committed to ensure the best standards of assistance to population in need of this basic life-saving assistance.

As a **self-imposed mandatory document it will be the basis for the technical review** of project proposals that need the Cluster Technical Review. These guidelines have to be read in conjunction with the Cluster Technical Reference Documents (uploaded in the Afghanistan Shelter website <https://www.sheltercluster.org/response/afghanistan>) and are not pretending to replace them but to complement with a commonly agreed approach.

This document **is not** (and **shouldn't be taken as**) **a summary of the whole array of rich Global shelter reference bibliography** but a complement of these. Thus, the complete read of the recommended technical references is fundamental for Cluster Partners who are seriously engaged in developing proper Shelter and NFIs assistance.

The present document should be complemented by specific training supported by the Cluster, particularly in emergency and transitional shelter and the selection and use of NFIs in relief operations.

Any humanitarian Shelter and/or NFIs intervention that are not aligned with the present standards should be reported by the Cluster Coordinator/Focal Point and/or any Cluster Partner directly to UN OCHA Afghanistan.



A- Some Cluster Technical Reference Documents

1- Global Cluster Shelter Technical Resources

<https://www.sheltercluster.org/resources>

2- NFIs Global Cluster References

<https://www.sheltercluster.org/References/Pages/Non-FoodItems.aspx>

3- Selecting NFIs for shelter

<https://www.sheltercluster.org/sites/default/files/docs/Selecting%20NFIs%20for%20Shelter%202009.pdf>

4- Transitional Settlement, displaced Populations

<https://ochanet.unocha.org/p/Documents/Selecting-NFIs-for-Shelter-2008.pdf>

5- SPHERE standards Shelter & NFIs

<https://ochanet.unocha.org/p/Documents/Shelter%20-%20NFI%20SPHERE.pdf>

6- Do not harm principles

First defined by Mary B. Anderson in 1999's book: "Do not Harm, How Aid can support Peace or War" has been a reference for humanitarian practitioners. Although there is no official website for downloading copyrighted material a simple search with: "Anderson Do Not Harm principle" will give access to many resources. It worth reading them!

7- Supporting Principled Humanitarian Action

<http://reliefweb.int/sites/reliefweb.int/files/resources/9662774.pdf>

8- The IFRC Shelter Kit <http://www.ifrc.org/PageFiles/95526/publications/D.03.a.07.%20IFRC%20shelter-kit-guidelines-EN-LR.pdf>

9- Shelter case Studies, a compilation of studies, best practices and worldwide relief lessons learned <http://www.sheltercasestudies.org/references.html>

10- The Shelter Center Library, a comprehensive compilation of more than 2,000 related guidelines and documents for shelter practitioners <http://www.sheltercentre.org/library>

11- Shelter and cash interventions. A complete reference guide of tools and documents for programming cash interventions: <https://www.sheltercluster.org/library/shelter-and-cash>

12- Shelter interventions of IFRC <https://www.ifrc.org/en/what-we-do/disaster-management/responding/services-for-the-disaster-affected/shelter-and-settlement/>

13- Mandatory Guidelines for ECHO Partners

https://www.sheltercluster.org/sites/default/files/docs/echo_afghanistan_-_cash-for-shelter_guidelines_-_final.pdf

14- NRC Shelter projects

<http://www.nrc.no/?aid=9137056>

**B- Organizational Technical Capacity, Assessment, Implementation and Reporting****1- Technical Capacity:**

Organizations working under the Shelter and NFIs Cluster coordination scheme and presenting project proposals under the CHF, ERF, CERF, UFE, Flash Appeals, CAP, CHAP, SRP or any other funding for what the Cluster Review is necessary, should fulfill the minimum requirements:

- Have record of participation in both cluster and technical cluster meetings
- Have dedicated technical staff with adequate knowledge in emergency shelter, transitional shelter and humanitarian assistance.
- Have proved record of operational capacity in relief assistance
- Actively participate in peer reviews of cluster fellows' proposals
- Have demonstrated capacity in the integration of cross cutting issues into Shelter & NFIs proposals
- Have operational capacity/presence in the area of proposed intervention

2- Assessments:

- Actively report ongoing projects and assessments
- Undertake Need Assessments based in common approach (use of MIRA¹ and/or RAF and agreed indicators)
- Coordinate with Sub-clusters and actively participate in joint assessments
- Do not use for project proposals assessments that have not been shared & cleared by national Cluster, Regional Sub-Clusters and OCHA
- Use participatory approach during assessments and include the particular needs of different gender and age groups
- Pay particular attention of people request for assistance in terms of what items, type of shelter, dignity spaces/items, timeframe, etc.
- Evaluate environmental impact of any proposed shelter intervention, in particular the use of water, wood, competition for scarce resources, and long term presence of new settlements
- Always ensure the adequate arrangements on land ownership and access to land for shelter assistance projects. In this regard, the Local Authorities, traditional leaders, community leaders (including Imams, Shuras and elders) should be consulted to confirm land access prior to any shelter intervention.

3- Implementation:

- All cluster interventions should be based in the "do-not-harm" principle² and respect SPHERE³ minimum standards
- Implementation should always engage/include the beneficiaries (shared ownership) and aimed to provide dignified income and boost their affected self-confidence. It's not a proper approach to sub-lease construction contractors to provide humanitarian shelter assistance.
- There should be a skill transference/training to most of the beneficiaries Heads of Household (HoH) and whenever possible basic construction tools (for construction and future repair/maintenance) should be provided.
- All shelter designs should be accompanied of Bill of Quantity (BoQs) and a detailed estimation of the construction labor/hours per each part of the shelter and the estimated total construction time per unit.

¹ https://docs.unocha.org/sites/dms/CAP/mira_final_version2012.pdf

² See this critical review of the University of Sussex that define Do Not Harm as a cornerstone of good Humanitarian Practice <http://hwc.gtc.ox.ac.uk/documents/Shivji%202012.pdf>

³ <https://ochanet.unocha.org/p/Documents/Shelter%20-%20NFI%20SPHERE.pdf>



- Designs should be discussed previously with beneficiaries and there should be an open possibility for small modifications to respond to special needs. Beneficiaries' own contribution should be encouraged and welcomed.
- People with special needs and vulnerable women should be assisted for free to avoid cases of abuse and/or harassment. Communities should be actively engaged to support most vulnerable people.
- Shelter interventions should always include the provision of latrines (in coordination with WASH Cluster and according its standards) unless other joint/coordinated projects will be providing this assistance.
- Shelter interventions should be sustainable and whenever possible include initiatives to improve protection and harsh beneficiaries' living conditions.
- Maximize the use of local materials, local designs, local procurement and beneficiary's engagement.

4- Reporting:

- All implementation issues (i.e. advances, delays, constraints, best practices, lessons learned) should be reported both at sub-cluster and cluster level.
- CHF, ERF and CERF projects should be not only routinely report to OCHA but permanently report to ESNFI cluster and sub-clusters.
- Maintain the use of standard Monthly⁴ and Quarterly⁵ reporting forms and other cluster developed reporting standards.
- Cluster requests for information should be always respond within the requested timeframe.

5- Protection Issues:

- All Cluster activities should take into consideration and adhere to the Gender Guidelines for Shelter⁶; the Shelter and NFIs Gender marker Tip Sheet⁷ and the ESNFIs Protection Check List⁸

6- Vulnerability Criteria:

- The cluster has adopted seven specific vulnerability criteria for identifying the extremely vulnerable among the affected population:
 - Female Headed Household;
 - Child Headed Household;
 - Disabled Headed Household;
 - Elderly Headed Household;
 - Very Large Family (8 members or more);
 - Very Poor Families;
 - Families with Chronically-ill members or having other pressing vulnerability
- Besides, it should be necessary to take into account the potential beneficiaries assessed capacities to overcome the critical situation they are facing. In other terms, if they have sufficient material, monetary of labour resources or other coping mechanisms.

⁴ Add link from our website

⁵ Add link from our website

⁶ <http://www.humanitarianresponse.info/system/files/documents/files/SHELTER%20AND%20NFIs%202012%20Tip%20Sheet.pdf>

⁷ http://www.humanitarianresponse.info/system/files/documents/files/SHELTER_AND_NFIs_2012_Tip_Sheet.pdf

⁸ Add link from our website

**C- Core NFIs for emergencies and selection of NFIs for Shelter assistance**

C.1- Based on well recorded experience, UNHCR defined the reference list of the **Core Relief Items Catalogue**⁹ that should be the basis for technical reference on items description and standards.

The Table below is a reference of the basic items to compose an emergency NFIs package in the context of Afghanistan operation. This example takes into account dignity and hygiene items that are in most of the case unavailable/ inaccessible to IDPs. Kerosene cooking stoves are not included as the provision of cooking fuel is extremely difficult and its use in emergencies is still controversial.

Table 1: CORE RELIEF ITEMS

Combined Non-Food Items Kit & Kitchen kit contents

Item	Minimum Quantity
Blanket	2
Solar lantern, system with battery or table lamp	1
Cooking pot and pressure cooker	1
Glass for tea	4
Cooker (gas)	1
Bowl	2
Tea pot	1
Spoon	4
Peeling knife	1
Soap (toilet)	2
Jerry can	1
Match box (pack)	1
Big spoon for serving	1
plastic mat	1
Clothes for women (socks, gloves, sweaters, hats...)	2
Clothes for men (socks, gloves, sweaters, hats...)	2
Clothes for Children (socks, gloves, sweaters, hats...)	2

Note: Components of a complete NFI kit for Cat A families. All agencies must include kitchen sets/items with NFI kits. 13 of the 17 items (75%) must be included at a minimum for the ESNFI cluster to consider in 3W reporting

C.2- Regarding **NFIs specifically targeting Emergency Shelter assistance**, the following are the recommended items to be included per family:

Table 2: BASIC EMERGENCY SHELTER KIT

Emergency Shelter Items

ITEM	Quantity
Family Tent	1
Tarpaulin (4mX6m)	2
Rope 30m	1

Note: Emergency shelter must be either a family tent of 2 tarpaulins, both of international standard. 30m Rope is preferred but may be optional

⁹ <http://www.unhcr.org/4ec628819.pdf>

**TECHNICAL STANDARDS 2016**

C.3- For programs intended to support **self-construction/repair and transitional shelters**, the following are the recommended items to be included in the assistance package:

Table 3: BASIC EMERGENCY SHELTER SELF CONSTRUCTION/REPAIR TOOL KIT

ITEM	QTY
Sisal Rope (100 m)	1
Plastic Rope roll (30 m/ 8 mm diameter)	1
Hoe(iron made, with wood handle)	1
Shovel (iron made with wood handle)	1
Axe (iron made with wood handle)	1
Mason's Bucket (15 Liters reinforced)	1
Plastering Trowel (10' with wood handler)	1
Claw Hammer (4', steel magnetic head)	1
Pick digger (with wooden handle)	1
Hand-held Saw (blade of 1mm thickness and 60 cm length)	1
Wheelbarrow (sufficient resistance to move construction materials and stuff)	1
Latrine squat base	1
Water storage tank (min 100 Liters)	1

**Items are optional but its inclusion will support immediate recover in cases of damaged houses reconstruction / repair and will also substantially improve the hygiene and sanitary conditions of displaced populations*

C.4- To provide families with emergency cooking and eating solution, based on the above mentioned standard references and the experience acquired by humanitarian practitioners in Afghanistan operation, the following are the basic/minimum NFIs components of a Family Cooking and Kitchen Kit:

Table 4: BASIC FAMILY COOKING AND KITCHEN KIT:

ITEM	QTY
Cooking Pot 3 Lts (Aluminum non-stick cookware with two handlers)	1
Cooking Pot 6 Lts (Aluminum non-stick cookware with two handlers)	1
Jerrycan 20 Lts (made of food grade LDPE clean of toxic elements)	2
Kitchen Knife (strong enough for all kitchen use)	1
Serving Spoon (medium size, stainless still, strong enough for all kitchen use)	1
Stainless steel Mugs (minimum capacity 200 Cl)	7
Stainless still Soup Plates (minimum diameter 20 centimeters)	7
Stainless steel Table size Spoon	7
Plastic food serving/container (for meal serving, with cover/cap)	1
Plastic Bucket (Minimum capacity 15 Lts, with steel handler and cover/cap)	1
Anti-bacterial Hand Soap Bar (minimum 70 grs)	3
Laundry soap (minimum 200 grams per pack)	3
Cleaning sponge (combined foam and fiber)	3

Additionally, Cluster Partners are including cooking solutions (i.e. stoves and fuel), some examples are as follows:

Gas Stove (single burner with attached 5kg gas cylinder)	1
Solar Cooker (plate shape or box style)	1
Fuel Stove	1
Charcoal braziers	1

**TECHNICAL STANDARDS 2016**

C.5- The Emergency Response Mechanism funded by ECHO has developed the following sets of own standard list:

Table 5: Kitchen Kit

ITEM	DESCRIPTION	QTY
Bag Cloth Kitchen Kit	Must be big enough to include all the items included in the Hygiene kit.	1
Battery Powered Light/Torch		1
Cup Stainless Steel	Made out of stainless steel (neither glass nor plastic). Height: 10 cm. Diameter: 8 cm. Volume: 330 ml. With a handle.	7
Kettle/tea pot	Volume: 3 liters	1
Knife for kitchen	Plastic Handle. Durable stainless steel blade. Blade length: 20 cm	1
Ladle/cooking spoon	Made out of durable stainless steel. Total length: 40 cm	1
Match boxes	For each kit: match boxes, high quality matches	100
Metal Bowl	For food. Made out of durable stainless steel. Volume: 1L.	7
Mosquito Net	Treated with insecticide/repellent	1 *
Pot 5 Liters	Aluminum 5L > 1.2kg	1
Pressure Cooker	Made out of durable stainless steel. Volume: 10 liter. With handles and lid	1
Spoon	Table Spoon. For adults. Made of durable stainless steel. Length 19 cm	7
Rice Tray		2

Table 6: Cooking Kit:

ITEM	DESCRIPTION	QTY
Gas Bottle /charcoal stove	2kg capacity, >2.55kg, original Hatam Gaz, with top for cooking	1

Table 7: Family Tents:

ITEM	DESCRIPTION	QTY
Tents	Family Tent, UNHCR standard-double roof	1

Table 8: Miscellaneous:

ITEM	DESCRIPTION	QTY
Blanket	Double size. Made out of polyester. 200 cm x 240 cm. Weight: 3.3 kg. Number of blankets varies according to the partners	3
Tarpaulin		2
Mattress		2 *

* Under certain conditions

**D- SHELTER ASSISTANCE**

Although the primary aim of the ESNFIs is the provision of emergency shelter solutions, in Afghanistan, shelter interventions have been taking the form of the following three types of interventions, depending on funding resources, implementation time/urgency and humanitarian access:

- 1- **Emergency Shelters:** including Tents, plastic sheets and basic emergency shelter items
- 2- **Transitional Shelters:** To provide urgent assistance while bridging the gap between emergency shelters and permanent shelter assistance and supporting the repair/rebuilding of damaged housing.
- 3- **Permanent shelters:** Assistance aimed to build, repair and in some cases rebuild lost houses/dwellings or supporting IDPs settlement once land access/rights are obtained.

Decision on Shelter response options should be made balancing the outcomes of the needs assessment vs availability of funds.

Table 9: TYPES OF SHELTERS

TYPE OF SHELTER	DESCRIPTION	TARGETED BENEFICIARY GROUPS (Vulnerability Criteria should be applied)
EMERGENCY SHELTER	Any easily to assemble, mobile, climate resistant small covered area that can provide immediate protection from climate inclemency and safety for affected people". It's provided as the immediate assistance solution and can be later reinforced with additional shelter support if funds are available. Possible responses are: Tents and/or the Basic Emergency Shelter Self Construction/Repair Tool Kit (See Table 3 in page 6 above)	<ul style="list-style-type: none"> ■ People affected by natural disasters ■ People affected by armed conflicts ■ People evicted or forcibly displaced
TRANSITIONAL SHELTER	Transitional Shelters are an intermediate housing solution for HHs in need until durable-long term housing solution is achieved. It also implies the gradual transition from emergency shelter assistance to more suitable shelter solution. In general it could be applied when urgent shelter assistance is needed but land ownership is an issue or when the beneficiaries may return to their original houses and re-use the provided transitional shelter materials. Examples in Afghanistan are NRC Transitional Shelter designs (See link on Page 10 below)	<ul style="list-style-type: none"> ■ IDPs with no access/rights to land ■ People affected by Armed Conflict or Natural Disasters that can rebuild or repair their houses. ■ Displaced People with pressing housing needs in temporary land use arrangements.
DURABLE SHELTER	Are all types of shelters that are designed to last for at least 5 to 10 years and made of durable and affordable materials, respecting local costumes and the minimum living space standards. In general are made of solid mud or cooked bricks, with resistant doors and windows and light & isolated ruffing. In most of the cases durable shelter assistance is accompanied by the construction of a family latrine. DRR mainstreaming / build-back-better should be ensured, while remaining cost-effective. Types and examples are detailed in Page 12 below, click in the images or check the respective Annex.	<ul style="list-style-type: none"> ■ IDPs affected by natural disasters or by armed conflicts that have land access/rights for settling. ■ Houseless People who are returning to their areas of origin where they have land rights. ■ Vulnerable Houseless people granted of land access.



D.1- Emergency Shelters

A practical definition of emergency shelter is of: ***"any easily to assemble, mobile, climate resistant small covered area that can provide immediate protection from climate inclemency and safety for affected people"***. It provided an immediate assistance solution and can be later reinforced with additional shelter support if funds are available.

Shelters provide lifesaving protection to families in distress by safeguarding them from harsh climate conditions, from external aggressions related to conflict or natural disasters, protecting from diseases and providing minimum privacy and dignity living spaces.

The significance of emergency shelters laid on its critical importance to determine the survival capacity in the initial phase of disasters or armed conflicts. Harsh climate conditions and the absence of shelter materials in the area are of the ultimate concern for relief practitioners as those elements would shape the emergency shelter assistance programs. These aspects should be always considered together with the **core items proposed in Table 2, Page 5**.

Shelter support should be also aligned with WASH and if possible with early recovery interventions. In particular, the site designs, site selection, availability of water and toilets and the coordinated way to assist women, girls and people with special needs.

Emergency shelters, should provide shield from adverse climate, preserving health, dignity and protection while increasing the possibilities of people to recover from shocks. These interventions should be always linked with future transitional solutions aimed to self-sustainment and building resilience. As an example, we refer to the IFRC shelter kit designed for natural disasters¹⁰ this can provide useful information, not only in materials, design and applicability but in coordination and decision making processes.

D.2- Transitional Shelters

Transitional shelter is an incremental process which supports the shelter of families affected by conflicts and disasters, as they seek to maintain alternative options for their recovery.

Through its five characteristics, transitional shelter can be:

- (1) upgraded into part of a permanent house;
- (2) reused for another purpose;
- (3) relocated from a temporary site to a permanent location;
- (4) resold, to generate income to aid with recovery; and
- (5) recycled for reconstruction.

The process starts with the first support offered to families and extends over the period of securing land rights and reconstruction, which may take several years. For tenants, the process is appropriate only when land rights and safe shelter close to their livelihoods cannot be achieved immediately. For owners, the process should be considered only when repairs or reconstruction cannot start immediately. The process should only be considered as part of the ongoing development and maintenance of a coordinated, integrated and comprehensive inter-sector strategy for shelter, settlement and reconstruction.

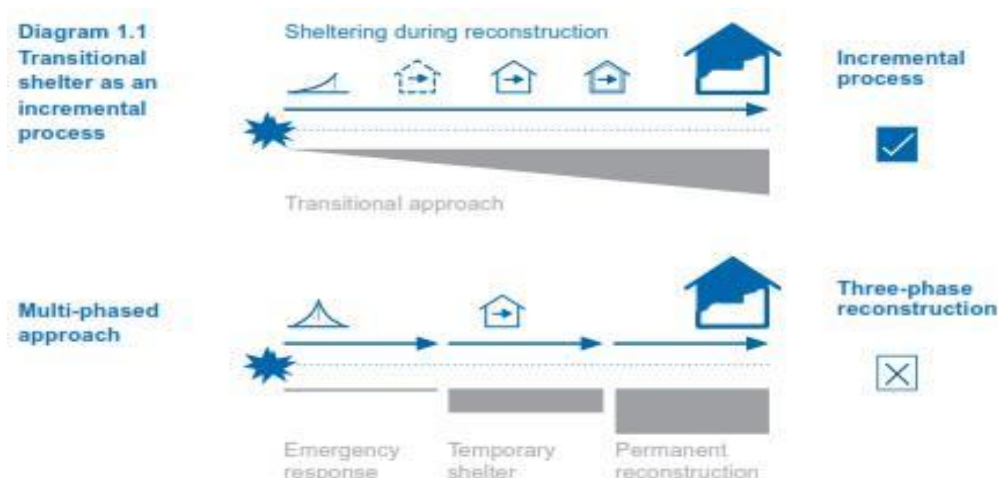
In our website (<https://www.sheltercluster.org/response/afghanistan>) there are references of technical documents and guidelines to be used as orientation in terms of planning and designing transitional shelters that can be successfully adapted to Afghanistan environment and to the different needs of displaced population (for example the IFRC model of 8 designs¹¹).

10 <http://www.ifrc.org/PageFiles/95526/publications/D.03.a.07.%20IFRC%20shelter-kit-guidelines-EN-LR.pdf>

11 <http://www.ifrc.org/PageFiles/95186/900300-Transitional%20Shelters-Eight%20designs-EN-LR.pdf>



On the other hand there is already a complete Transitional Shelter Guidelines¹² elaborated by the Shelter Center in 2012 with the support of DFID, UK Aid, SIDA and IOM that are to the present the most complete and "must-to-read" literature for shelter practitioners.



Transitional Shelters are an intermediate solution for HH in need until durable-long term housing solution is achieved. It also implies the gradual transition from emergency shelter assistance to more suitable shelter solution.

In Afghanistan context, access to land and the chronic nature of the armed conflict are real obstacles to the implementation of durable housing solution. Besides, the Cluster Partners should be able to identify and/or evaluate main possibilities to assist people in need of transitional shelter support: by upgrading their current dwelling, by the construction of transitional shelters or by the provision of cash assistance (or the combination of any).

Upgrading works are required for sub-standard shelters that are not fit-for-purpose such as:

- Shelters that cannot withstand strong rain and winds (including rainstorms and landslides)
- Shelters that do not have adequate foundations or floor slab to meet agreed standards,
- Shelters that have structural deficiencies (unsafe),
- Shelters that are prone to flooding/landslides, or
- Shelters that do not have access to adequate water and sanitation.

The upgrade works should be closely supervised by trained personnel of the involved organization/s and the assistance should always be accompanied of construction items detailed in Table 3 above. Repairing costs assistance per HH should never exceed the cost of a transitional shelter construction; otherwise the latter should be the option. Construction of Transitional Shelters should follow the principles detailed in B- 3 above and will respect local accepted building practices and safety regulations. Land permits should be obtained before presenting any project proposal. In general terms, there are few variations of transitional shelters that are prevalent and culturally accepted in Afghanistan:

- Houses made of mix of blocks, bricks and mud with combination of wood walls and straw roofs
- Houses made of stones with wood and straw roofs
- Mud Brick houses with mud plastering (round or square)

It's important to highlight the respect of the minimum covered space per person of 3.5 square meters (without counting latrines or kitchens). This means that a family of 7 people will not be provided with less than 24.5 m² (living + room space). The aim of these technical guidelines is to set up a common agreed minimum standards and it's recommended that implementing organizations should provide more space than the minimum SPHERE standards.

¹² <https://www.iom.int/files/live/sites/iom/files/What-We-Do/docs/Transitional-Shelter-Guidelines.pdf>



D.3- Durable Solution Shelters

Although the concept of long-lasting solutions is not in line with relief ESNFI interventions, in reality, most Cluster Partners have been engaged in the provision of durable shelter assistance. This is in part due to the absence of National Housing Programs and the common understanding that if funds are available these type of interventions (i.e. Building Back better = BBB) are helping the most vulnerable people to build up resilience while receiving a dignified and safe shelter assistance.

The main issue has been the misunderstanding of the Government Authorities that durable shelter assistance is what humanitarians should provide instead of immediate shelter relief assistance. In fact, the duration of medium to big durable shelter programs can be up to one year or more, depending of the weather conditions, availability of skilled labor force, availability of funds, construction materials and accessibility to implementation areas.

On the other hand, new implementation approaches (as cash for shelter) have demonstrated to curb some of the main implementation challenges noted in the above paragraph.

Taking into consideration the complexity and cost of durable shelters and based on Cluster Partner's experiences, there are some key considerations to take into account on developing and implementing these programs:

- **Land tenure:** Mechanisms to ensure that the beneficiaries have the right to use the land plot where shelters will be constructed. On this regard, some Cluster Partners developed a form that should be jointly signed by relevant Government and Civil Society stakeholders to recognize and grant land access to shelter project's beneficiaries.
- **Phased Construction:** It's imperative to provide not only material (or Cash) assistance altogether with technical support in phased manner. This mean that before the construction, beneficiaries and supporting masons should get sufficient training and understanding on the modality of the construction program; once one phase of the construction is completed, it must be inspected and cleared before next stage support (material or cash) is provided. This will avoid deviation from planned program; diminish corruption and/or runaway risks while facilitating the interaction with beneficiaries and communities.
- **Engagement of Beneficiaries:** It's very important to secure the cooperation and acceptance of beneficiaries on durable programs because of the long term objectives of providing a participative, dignified and safe solution. In most of the cases, the most vulnerable people in need of housing solution have no income (i.e. FHoH, elderly) or are the among the poorest (making a living from begging or from very low income informal activities). Thus, the labor costs should be quantified and integrated to each stage of the shelter construction, in other words, beneficiaries would have the possibility to either pay skilled labor or to save the equivalent cost by doing the work themselves. It's not realistic to think that the most vulnerable displaced people would have between USD 500 to USD 1,000 to contribute to shelter construction while the assertion would be valid for refugees/returnees. On this regard, these standards are focusing on the assistance modalities for the most vulnerable IDPs, HHs affected by natural disasters or host population cases.
- **Community Considerations:** Whenever possible for large group of shelters to be repaired, reconstructed or build; the needs of community services (i.e. schools, clinics) should be considered as well as proper urbanization plans. Cluster partners should always coordinate with Government Authorities and ensure that shelter programs are in line with future development plans (if any) as well as coordinate with relevant clusters for large response programs (i.e. WASH, Health, Education). It happens that Cluster Partners integrate shelter assistance to larger livelihood or recovery programs, in such case, it's necessary to ensure coherent, coordinated and sustainable responses.

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- **Proper Vulnerability Assessment:** All shelter interventions have to prioritize the most vulnerable people in need among any affected population group. The cluster has adopted seven specific vulnerability criteria for identifying the extremely vulnerable among the affected population: Female Headed Household; Child Headed Household; Disabled Headed Household; Elderly Headed Household; Very Large Family (8 members or more); Very Poor Families; Families with Chronically-ill members or having other pressing vulnerability. Under no condition these vulnerabilities should be disregarded in favor of other groups or conceding to external pressures.

Table 10: Reference matrix for inclusion of Beneficiaries for Shelter Assistance according to vulnerabilities

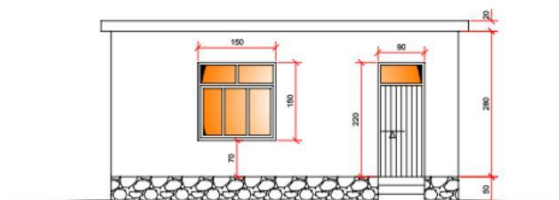
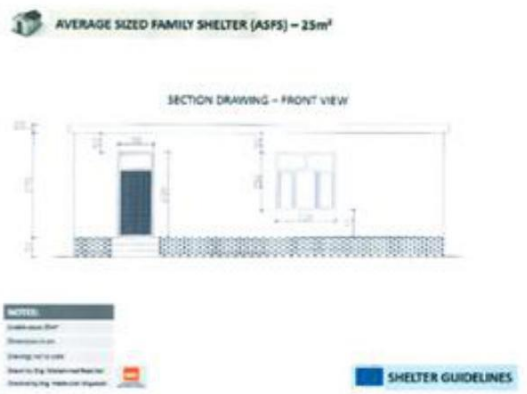
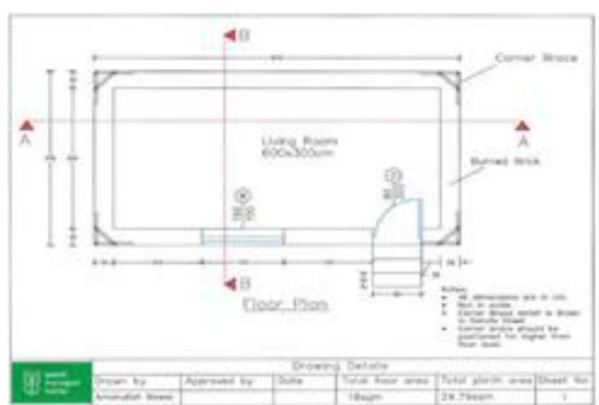
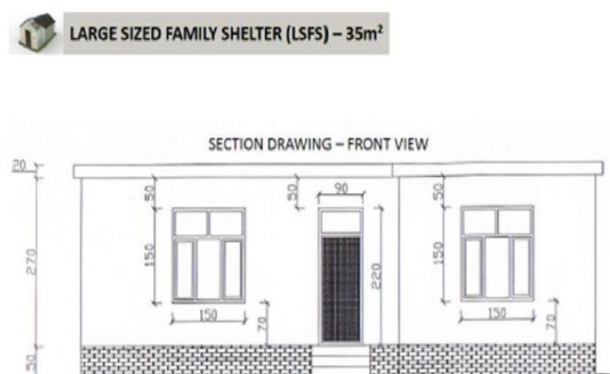
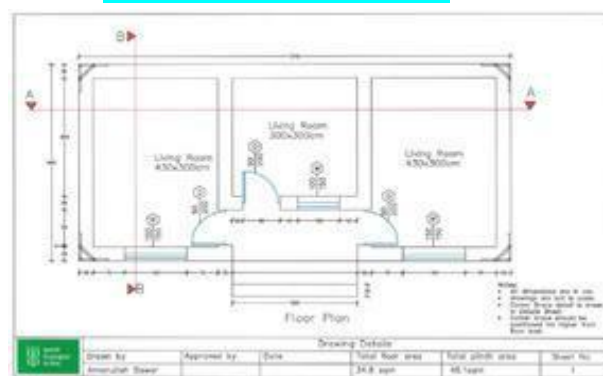
VULNERABILITY	Able to Contribute with Labor	Unable to Contribute with labor	Have resources	House/Shelter Lost or Seriously Damaged	House/Shelter Partially damaged	Have Land Rights/Access	Don't Have Land Access/Rights
Female Headed Household	YES	YES (+ Support)	NO	YES (Full Assistance)	YES (Partial Assistance)	YES	NO
Child Headed Household	YES	YES (+ Support)	NO	YES (Full Assistance)	YES (Partial Assistance)	YES	NO
Disabled Headed Household	YES	YES (+ Support)	NO	YES (Full Assistance)	YES (Partial Assistance)	YES	NO
Elderly Headed Household	YES	YES (+ Support)	NO	YES (Full Assistance)	YES (Partial Assistance)	YES	NO
Very Large Family ¹³	YES	YES (+ Support)	NO	YES (Full Assistance)	YES (Partial Assistance)	YES	NO
Very Poor Families ¹⁴	YES	YES (+ Support)	NO	YES (Full Assistance)	YES (Partial Assistance)	YES	NO
Families with Chronically-ill or other pressing vulnerability	YES	YES (+ Support)	NO	YES (Full Assistance)	YES (Partial Assistance)	YES	NO

¹³ Excluding the cases of families with several adult labor able/capable persons who can contribute to construction/repair of their own shelters

¹⁴ Defined as “those who are below the poverty line and has no one or limited income insufficient to cover the basic living needs”

**F.1. Examples of Shelter Characteristics and Designs**➤ **NRC One Room Shelter**

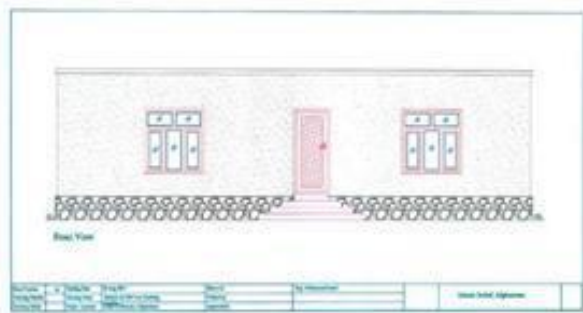
Front View of One Room Shelter (18sq.m)

➤ **ECHO 25 sqm Shelter**➤ **WHH One Room Shelter**➤ **ECHO 35 sqm Shelter**➤ **ECHO 18 sqm Shelter**➤ **CONCERN Two Rooms Shelter**



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ISLAMIC RELIEF Rooms Shelter



UNHCR Two Rooms Shelter

UNHCR SHEDLER PROVISION 2013
100% SHEDLER SHEDLER, 100% SHEDLER, 100% SHEDLER
FRONT VIEW / WEST CLAY



NRC Two Rooms Shelter



WHH Two Rooms Shelter



UNOPS Two Rooms Shelter



**E- Cash Assistance modalities (extracted from ECHO partners standards):**

The shelter standard adopted for cash-for-shelter interventions was designed on the basis of ECHO partners' field experience and proven effectiveness. Lessons learned with regard to DRR and innovative techniques have been incorporated as well. It is expected that the agreed standard will adequately cover basic needs in most cases, however, should strong specific needs and/or constraints (i.e. related to climate, materials availability, disaster risks) be identified by ECHO partners, amendments to the standard should be agreed upon on an Ad-Hoc basis.

While traditional construction techniques should prevail in the delivery of shelters, innovative techniques and materials should be looked at in view of increasing the resilience and cost-effectiveness of the shelters.

The approach promoted by ECHO for shelters delivery is cash-for-shelter ("CFS"), for the following reasons:

- CFS is the most flexible option with regard to skilled and unskilled labor availability, maximizing the use of beneficiaries' workforce contribution.
- CFS allows greeter ownership by allowing beneficiaries inputs in the design and construction process.
- CFS requires limited project teams and thus improves the cost-effectiveness of the action.
- CFS does not require heavy procurement and avoids related delays in project delivery.
- CFS is not taxable by the GoIRA.

A unique shelter standard has been developed, with three variants depending on the size of the beneficiary household:

- **Shelter surface:** Three standard shelter sizes should be considered in order to match the beneficiary households' composition and needs, while ensuring optimal cost-effectiveness and matching basic SPHERE standards to the extent possible:
 - 18 sq m of living space for households made of up to 4 members.
 - 25 sq m of living space for households made of up to 7 members.
 - 35 sq m of living space for households made of above 7 members.
- **Technical standards:** A unique standard is proposed and is considered adequate to most emergency cases in Afghanistan. This standard takes into consideration the following aspects:
 - Costs constraints: ECHO's priority is to ensure high needs-coverage while providing culturally and qualitatively acceptable shelter to beneficiaries.
 - Comprehensive costs assessment: All types of costs, including beneficiaries' contribution, are provided in BOQs.
 - Resilience: Essential structural reinforcements, DRR features and adequate foundations are required. Innovative techniques can be considered, with a focus on rationalizing existing practices rather than increasing costs. This should be based on the prevailing disaster risks, local practices and availability of materials.
 - Shelter extension: The design of the 3 proposed shelter solutions should make possible the future extension of the shelters by the beneficiaries, whenever possible.
- **Number of rooms:** For all three shelters sizes, only one room shall be provided. However, for shelters of 35 sq m, the design allows for a simple partition wall to be added by the beneficiaries. Costs related to further separations, extensions and/or improvements shall be borne by the beneficiaries, whatever family structure and cultural constraints may require in a given area.
- **Installments plan:** To each shelter size & related BOQ corresponds an installments plan, defining the amount of cash to be transferred according to set completion thresholds (See Annex 4). The first installment shall be transferred upfront the construction start, once the initial beneficiaries' training is completed. When relevant and possible, simple low cost measures allowing the protection of food stocks and other essential items should be looked at in order to reduce the impact of possible future disasters (e.g. elevated storage space...). Similarly, low cost measures to improve pest control and increase the durability of wooden elements (roofing) should be promoted by the partners. The proposed BOQs only reflect systematic costs related to the construction of shelters. Other costs, e.g. water and materials transportation, timbers treatment for pest control..., should be borne by the beneficiaries. Should specific constraints make additional project support necessary (e.g. targeting the most vulnerable households), this will be discussed on an ad hoc basis, depending on the project's modalities and constraints.

**F- Mandatory documents to accompany shelter proposals**

All Shelter and NFIs proposals presented for UN coordinated funding schemes (CHF, ERF, CERF-UFE, Flash Appeals, SRP 2015 and bilateral agreements with UN Agencies and Programs) should include the following mandatory documents:

- 1- Proposal Narrative
- 2- Proposal Budget and budget narrative
- 3- Bill of Quantity of the items with its estimated market costs and including labor costs and construction time (work/hours calculation)
- 4- Designs reference to the present Technical Standards (in case of shelters)
- 5- Detailed implementation workplan
- 6- Summary CVs of Technical staff directly involved in the implementation

G- Examples of previous shelter interventions in Afghanistan

The need to create and maintain repository knowledge has been recognized by all Cluster Partners and stakeholders interacting with the ESNFI Cluster. Cluster partners should fill one page project description of ALL ACTIVE and CLOSED PROJECTS with the following minimum information:

- Shelter Type and design (reference to present Standards)
- Number of shelter constructed
- Shelter costs
- % of shelter costs paid as self-construction
- % of overhead costs
- % of operational costs
- 3 Pictures of construction process
- 1 picture of finalized shelters

H- Post Distribution / Post construction participatory Evaluation

Following a NFIs distribution or a Shelter assistance project, the involved Organization (in coordination with ESNFI Cluster) should perform a participatory evaluation. In principle, the evaluation survey and field visits should be conducted with another/s cluster partner/s and the evaluation result reported to the ESNFI Cluster within two weeks of performed. The Cluster TWG agreed to use the ECHO Partners Post Distribution Monitoring¹⁵ survey as reference document to standardize information collection and analysis

I- Simplified Lessons learned reporting format to Cluster and Donors

This section will be completed with a two-page lesson learned from every project implemented in the following simplified format¹⁶

- Project Title
- Project Objectives
- Project Budget
- Project Duration
- Area of Implementation
- Number of
- Project indicators results
- 3 Issues that worked well
- 3 Issues that didn't work
- 3 recommendations

¹⁵ To Include link from our website

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