



# Sealing Off Kit Items Technical Guidelines

## Introduction

This document has been drafted by the SNFI Technical Working Group (TWiG) in Libya to support humanitarian actors in the delivery assistance to people in need in Libya. These guidelines have been developed to ensure Sealing Off Kit (SOK) is consistent between the SNFI partners when providing shelter assistance. In addition, the aim of this document is to ensure that SOK's provided meet the minimum requirements on house repair/rehabilitation and emergency shelter provisions.

The SOK are designed to provide families with an essential package of construction materials and tools to repair their living space as emergency intervention and for setting a “short term” shelter solution. While SOK is not intended to provide the level of assistance as a full-scale rehabilitation intervention, however, it can consist as initial contribution of a long-term durable solution, planned and to be obtained over time.

The SOK is designed to upgrade sub-standard shelters improving the living conditions of the most vulnerable families by achieving the following:

- Repairing roof and walls for protection against weather factors (rain, wind, etc.) while ensuring privacy, safety and dignity
- Providing protection from damp or mold conditions in properties by reducing airborne moisture and condensation on cold walls/ceiling.
- Repair gaps in doors and window frames with self-adhesive foam strips or plastic sheeting and clear tape.
- Temporarily seal off / fill small holes/gaps with foam sealant, crack filler material, or silicon dispenser.
- To install windows/doors with simple timber frames and with plastic sheeting.
- Help to fix temporary broken handles/hinges etc. on doors and windows.
- Basic electrical wiring and removal of hazards (using electrical insulation tape).
- Repair any bathroom fixtures using the silicon dispenser.

## Recommendations

The provision of SOK, as in general of any assistance, depends on accessibility including the security situation to the areas where the people in needs live, the type of settlement and/or shelter, also the transportability of this kit has to be taken under consideration in the eventuality the beneficiaries are willing to move and the intention of the to move elsewhere.



Consultation with the local authorities for getting their formal approval prior any provision, is strongly recommended. The Sector and OCHA may facilitate if requested/ necessary.

Clear communications to the community must be provided prior provision, explaining criteria for the selection and number of SOKs assigned as per family size/number of individuals<sup>1</sup> per room (1 kit for up to 5 family members/individuals), basic instructions on how to use/assemble and -when requested or deemed- technical guidance by the partners.

Failing to undertake and communicate this fundamental step risks creating tensions between, and within communities, with families not selected or receiving uncompleted package of SOK. It might be recommended to involve specialized staff trained in protection and social mobilizers who may support in determining vulnerabilities<sup>2</sup> and communicate to kit receivers and local leaders the selection process of the provision of SOK.

Partners are strongly encouraged to report correctly in the monitoring/tracking platform (Activity info-4 W) the type of kit, items provided, and the provision progress status (planned/ongoing/completed) to avoid double counting.

## **Additional considerations**

This document aims at providing general guidance regarding the composition of Sealing Off Kit (SOK), the partners remain responsible for ensuring that the assistance provided is relevant and adequate in terms of quality, quantity as well as modality of delivery. Below are some additional points for due consideration:

- **Provision of SOK:**

Shelter partners should consider and define the most appropriate means, including security, geographic spread, local community (including host) context, timeframes, and deadlines, operational capacity, availability of local or community-based organizations, contractors, shops to provide support, expectations from communities and local authorities, and norms of practice agreed with other sector partners.

- **Protection/HLP:**

Provision of shelter assistance should be coordinated with and accompanied by parallel assistance in other sectors and special consideration should be given to potential Housing, Land and Property (HLP) issues prior to implementation. Landowners should be consulted and agree in writing before commencing any shelter activity, even if temporary, to avoid eviction risks.

- **COVID-19**

To minimize the risk of exposing aid workers and beneficiaries to the risk of spreading or contracting COVID-19 as a result of SOK distribution, partners are strongly encouraged to consider and adopt safe distribution modalities that reduce the risk exposure; the modalities shall be relevant and suitable to the location, targeted group and modality of distribution (through distribution points or direct/door to door delivery). Below are some main points for consideration:

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<sup>1</sup> For individuals not belonging to the same family but living in the same room

<sup>2</sup> see SNFI Guidance note and score card for Vulnerability Criteria











- Respect social distancing measures and protocols,
- Respect the relevant local authorities' regulations and preventative measures related to COVID-19,
- Ensure that staff member and beneficiaries showing any COVID-19 related symptoms are not allowed in the distribution point/center,
- Ensure that staff and beneficiaries have access to handwashing facilities at distribution points,
- Ensure that staff and beneficiaries have access to soap or hand sanitizers (and if applicable personal protective items) at the distribution points,
- Whenever possible try to organize distributions in smaller batches. The number of persons in the distribution site at any given time can be determined by the size and arrangement of distribution site,
- Ensure that the distribution modality and social distancing measures are clearly communicated to beneficiaries prior to any distribution.


For guidance on COVID-19 prevention measures please refer to **WHO materials** and resources: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance-publications>.

- Agencies and Organization may have their own COVID guidelines which are recognized by the SNFI as far as they are aligned with the WHO recommendations.




## Materials list:



S N	Specifications	Sample (picture only indicative)	Qty	Estimate d unit Price USD	Total est. cost. USD	Notes
<b>Main components</b>						
1	<b>Tarpaulin/Plastic Sheeting:</b> Standard specification: <b>Weight:</b> 200g/m <sup>2</sup> ± 5% (ISO 3801). Add 10% for reinforcement. Lighter versions (180g/m <sup>2</sup> ± 5%). <b>Core material:</b> woven fabric high-density polyethylene (HDPE), coloured to provide privacy, reduces heating under the sheeting due to the sun also reduces UV degradation. <b>coated material:</b> Low-density polyethylene (LDPE). <b>Reinforcement:</b> eyelets, Dim.4 X 7 M.		3 pcs	14	42	Item to be included in kits targeting both temporary and permanent structures Notes: - 1 sheet per household (HH) of up to 5 people. - 2 sheets for households (HH) of 6 people and more <b>No skills needed</b> <b>Basic &amp; comprehensive Kit.</b>
2	<b>Galvanized Corrugated</b> Iron roofing sheets, length 6m, Minimum Thickness 0.35 mm Zinc Coating Hot dip galvanization with minimum 120 g/m <sup>2</sup> zinc on each side of sheet, Width of Sheet not less than 875 mm.		3 sheets	26	78	Item can be included in kits targeting both temporary and permanent structures. The nature of the structure shall be examined before providing this items, considering the span, the structure supporting the CGI sheet, the ability of the structure to sustain the additional load, mechanism that can be used to fix the sheet. <b>No skills needed</b> <b>Basic &amp; comprehensive kit</b>
3	<b>Plywood:</b> Dims. 2.40m*1.20m* 6mm Thickness Min., grade B or C Min.2 to 3 plies, Malaysian or Thai Origin is preferred,		3 pcs	10	30	Item can be included in kits targeting both temporary and permanent structures. <b>No skills needed</b> <b>Basic &amp; comprehensive kit</b>
<b>Total materials kit (basic)</b>		<b>1-3 items included</b>			<b>150</b>	
4	<b>Rounded/Square Steel tubes</b> outer dim 2", 6m length, thickness 2mm, compliant with local standard, painted with primer any color		3 tubes	20	60	Item to be included when targeting temporary and permanent structures and when technical capacity is provided to ensure proper installation. The exact length and dimensions of the tubes shall be adjusted based on the span and the scope of the needed works. <b>Skills needed</b>

5	<b>Timber posts:</b> section 5.5x5.5cm with length from 3m to 4m (regular size, however length and dimensions to be decided)		4 pcs	7	28	<b>Comprehensive kit</b> Additional item to be included in kits targeting both temporary and permanent structures as necessary The exact length and dimensions of the tubes shall be adjusted based on the span and the scope of the needed works. <b>No skills needed</b> <b>Comprehensive kit</b>
<b>Total materials kit (comprehensive)</b>		<b>1-5 items included</b>			238	
<b>Fixing components</b>						
6	<b>Concrete nail box:</b> diameter 3 or 4 mm, length from 5 to 7 cm.		1 box of 20 nails	0.4	0.4	Item to be included in kits targeting both temporary and permanent structures <b>No skills needed</b> <b>Basic &amp; comprehensive kit</b>
7	<b>Screws:</b> coarse thread wood screw, diameter from 3 to 4 mm, length 32 mm		100 grams	0.5	0.5	
8	<b>Tie Wire roll:</b> diameter from 1 to 2 mm, galvanized iron, weight 2Kg each roll		1 roll (2 kg)	2.5	2.5	
9	<b>Nylon Rope:</b> 20 mm diam. (braided), whipped ends, any color (1 roll = 20 mt)		20 meters (1 roll)	10	10	
10	<b>Expanding Spray Foam:</b> Compressed can with nozzle, 24 hours or less cure time, polyurethane-based insulating foam sealant. 750ml can. Sealing large gaps		1 pc	2.5	2.5	<b>Additional item</b> to be included in kits targeting both temporary and permanent structures as necessary <b>No skills needed</b> <b>Basic &amp; comprehensive kit</b>

11	<b>Silicone:</b> Multi-purpose casting silicone for use as an encapsulant, sealant or potting compound, designed to seal and protect delicate electrical units against humidity or any other atmospheric contaminations.  Tube of 100 ml with dispenser.		1 pc	1.5	1.5	<b>Additional item</b> to be included in kits targeting both temporary and permanent structures as necessary <b>No skills needed</b> <b>Basic &amp; comprehensive kit</b>
<b>Total fixing items kit</b>		<b>items 6-11</b>			17.4	
<b>Total SOK materials basic package</b>		<b>items 1- 3 &amp; 6- 11</b>			168	
<b>Total SOK materials compreh. package</b>		<b>items 1-11</b>			255.4	

### Tools list:

S N	Specifications	Sample (picture only indicative)	Qty	Estim unit Price USD	Total est. cost. USD	Notes
12	<b>Measuring Tape:</b> 5 m length minimum, plastic or Steel body, polymer-coated tape blade, Easy to read markings for efficient measuring and marking, grading from MM to Meter.		1	2.5	2.5	Item to be included in kits targeting both temporary and permanent structures.  <b>Basic and comprehensive kits</b>
13	<b>Plier:</b> Heavy-duty, multipurpose, Carbon steel alloy material, insulating handle by plastic or rubber.		1	3	3	
14	<b>Wood Handsaw:</b> for wood, tempered, harden teeth, steal marital, wood handle, Min. 40 cm length		1	3	3	

15	<b>Screwdriver:</b> Cross Head, heavy-duty for screw and general uses.		1	1.5	1.5	
16	<b>Claw Hammer:</b> Weight: 0.750 kg. Wooden handle, replaceable. Head in forged steel.		1	9	9	
<b>Total tools set</b>		<b>Items 12-16</b>			19	

<b>Total SOK basic package</b>	<b>items 1- 3 &amp; 6- 16</b>			186.4	<b>for 1 HH/family</b>
<b>Total SOK comprehensive package</b>	<b>items 1-16</b>			274.4	<b>for 1 HH/family</b>

## Cost estimates

The table below provide **costs estimates** for the two types of kits based on the **family size**, all costs listed are in **US Dollar**.

Suggested costs in the tables above are based on locally available materials and based on the experience of the major NFI actors in Libya, the **costs might vary** due to shortages of materials in certain areas, increased demand, exchange rate fluctuations and other reasons. SNFI partners are encouraged to continue to monitor changes in market rates.

HH/family size	1-5	6-10	11 and more
<b><i>SOK basic kit</i></b>	167.4	334.8	502.2
<b><i>SOK basic kit &amp; tools</i></b>	186.4	372.8	559.2
<b><i>SOK comprehensive kits</i></b>	255.4	510.8	766.2
<b><i>SOK comprehensive &amp; tools</i></b>	274.4	548.8	823.2