



Checklist for Protection Mainstreaming in Emergency Shelter and NFI Programmes/Activities

The content for this Protection Mainstreaming Checklist is taken from the following sources:

- Inter-Agency Standing Committee Protection Checklists for IASC Clusters
- Global Protection Cluster
- Norwegian Refugee Council Protection Good Practices

The information provided draws upon other sources, including:

- Minimum Inter-Agency Standards for Protection Mainstreaming (WVI)
- Disabilities among Refugees and Conflict-Affected Populations – Resource Kit for Fieldworkers (WRC)
- Minimum Standards for Child Protection in Humanitarian Action (CPWG)
- GBV Guidelines (IASC)
- Humanitarian Charter & Minimum Standards in Humanitarian Response (SPHERE)

This checklist is intended for use by all organizations involved in Emergency Shelter and NFI programmes and activities and is designed to assist them to identify and address protection threats and concerns within their operations.

Protection means undertaking activities to safeguard people from violence, coercion, deprivation, and discrimination and is aimed at obtaining full respect for the rights of the individual. For organizations implementing Emergency Shelter and NFI programmes and activities, protection implies implementing projects in impartial and non-discriminatory ways that promote the safety, dignity and integrity of the people receiving assistance.

This checklist is divided into three sections and tracks the first three phases of the Humanitarian Programme Cycle: Assessment, Programme Design, and Implementation. The principles of protection mainstreaming should also be incorporated during the fourth phase of the cycle, Monitoring and Evaluation.

The checklist incorporates the four key elements of Protection Mainstreaming, which include:

1. Avoiding causing harm and prioritize safety and dignity
2. Ensuring meaningful access
3. Practicing accountability
4. Promoting participation and empowerment

This checklist is not exhaustive and does not cover all issues on protection mainstreaming for Emergency Shelter and NFI interventions and should be used as a guide and adjusted according to specific context.



Checklist for Assessments

- Demographics of the target group collected in a disaggregated form
- List of vulnerable individuals have been identified, including:
 - Elderly persons
 - Disabled persons
 - Chronically ill persons
 - Child-headed households
 - Pregnant women
 - Unaccompanied minors
 - Persons from different ethnic groups or areas of origins that could be targeted or excluded
- Regular focus group discussions have been held to discuss any shelter and NFI needs or concerns, including privacy and design features to allow for dignity and comfort
- Separate focus group discussion spaces have been provided for specific groups (gender, age, ethnicity, disability) as necessary
- Consultative meetings separately held with women and girls
- Consultative meetings separately held with men and boys
- Consultative meetings separately held with groups from different ethnicities or areas of origins
- Polygamous households have been identified and second wives and families have been registered
- Unaccompanied or separated children have been registered in their own names
- Problems related to logistical and financial issues identified (distance/transportation/cost)
- Social/political issues have been identified
- Security-related issues have been identified (e.g., threats against certain groups preventing the construction of shelters or NFI distribution)
- Physical hazards that could pose dangers in the construction of shelters or in the NFI distribution locations have been identified and mitigation of these risks has been considered
- Individuals who will need assistance in shelter construction or NFI distribution have been identified
- The risks toward vulnerable community members (e.g., child-headed households, elderly) receiving shelter allocations have been identified
- Knowledge and experience of different groups (gender, age, ethnicity) regarding shelter construction have been identified
- Equitable sharing of paid and unpaid tasks in shelter construction or repair have been identified
- Surveys and general data collection are driven by principles of dignity and respect for the population surveyed, are reflected in the questions asked, and are reflected in the approach used and the modalities of interaction
- Organization of assessments teams reflects attention to the composition of the team and gender balance to facilitate contact with women and girls
- Preparation of assessment teams reflects attention to the language skills of the team to facilitate contact with minority groups
- Assessment includes a Code of Conduct and Confidentiality Agreement to be signed by the enumerators/facilitators
- Enumerators seek informed consent of the participants to the assessment



Checklist for Design of Emergency Shelter and NFI Programmes

- An assessment has been conducted to identify protection threats around the Emergency Shelter locations and potential NFI distribution locations
- Consultative meetings held with all beneficiaries, including women and girls, to understand needs and preferences for location, design, and methodology of assistance
- Programme is designed to ensure safe and equal access to inclusive and non-discriminatory provision of services
- Shelter construction is designed to ensure that women, men, girls and boys with specific shelter needs or vulnerabilities are prioritized and supported
- Programme is designed to inform all displaced about the availability and location of services
- Distribution times are safe for beneficiaries to travel to the distribution point and return home without exposure to further risk of harm
- Physical location of the shelter construction or NFI distributions can be easily and safely accessed, particularly against the risk or threat of gender-based violence and attacks from armed groups
- NFI distribution locations are designed so that all individuals can access and use them with safety and dignity
- Shelter construction and NFI distributions are designed to be respectful and inclusive of cultural and religious practice
- Shelter construction and NFI distribution methodology are designed to preserve safety and dignity
- Options for home delivery of shelter materials/NFIs for vulnerable persons (e.g., persons with disabilities who cannot access the distribution point, elderly, child-headed households, etc.)
- Shelter locations are chosen so that they can be easily accessed from main service points, schools, and markets are considered
- The provision of additional NFIs essential for personal hygiene, dignity and well-being, including sanitary materials for women and girls are consistent with cultural and religious traditions
- A system is designed for regularly finding out about new NFI needs, e.g. through camp committees, elders, or women's groups
- Programme is designed to have monitoring teams in place to assess, for example, whether service delivery locations are adequate and can be used in a dignified way
- Discussions have been held with the host community to identify potential issues
- Quality of shelter construction is of an even standard across nearby sites
- A confidential complaints and protection reporting mechanism system has been designed and beneficiaries know where to refer or report incidents of rights violations



Checklist for Implementation of Emergency Shelter and NFI Programmes

- Measures are in place to ensure safe and equal access to inclusive and non-discriminatory provision of services
- Measures are in place to ensure people with specific needs or vulnerabilities are prioritized and supported
- Measures are in place so that beneficiaries understand that they have a right to equitable and safe assistance
- The day, time, and location of the distribution has been discussed with different community members (age, gender, disability, ethnicity) to determine when/where would be the safest
- Working hours during which services are provided are appropriate for all persons, including women, children, and the elderly
- The day, time, and location of the distribution has been clearly communicated to all distribution recipients, including those who may have difficulty accessing information points
- Adequate levels of female staff with skills and experience working with women and with children exist
- Vulnerable individuals who may need assistance during distributions (e.g., child-headed households, pregnant women, elderly, chronically ill, disabled) have been identified and prioritized by placing them first on distribution lists or placed in separate lines
- Measures are in place to distribute supplies to vulnerable individuals and those who are unable to travel to distribution points, such as elderly or disabled persons
- Access roads between the shelters and distribution points are safe
- Security measures in place to ensure people can carry supplies home without risk of them being stolen
- If the distribution point is far away from the shelters, arrangements have been made to assist people to transport their goods so they are not forced to pay for transport themselves
- All recipients know how to use and are able to use the materials they have been provided
- The distribution site is safe and there are security measures in place during the distribution
- The distribution site provides a water source and shade or shelter for recipients
- A system is in place for regularly finding out about new shelter or NFI needs (e.g. through camp committees, elders, or women's groups)
- Monitoring teams are in place to assess, for example, whether service delivery locations are adequate and can be used in a dignified way
- Shelter and NFI distribution staff have signed a code of conduct agreement or zero tolerance policy for sexual exploitation and abuse
- A confidential complaints and protection reporting mechanism system is in place and beneficiaries know where to refer or report incidents of rights violations
- Beneficiaries have been clearly informed of the cost, if any, of all services or that the services are FREE