



## Annex 7. Workflow for the Implementation of Humanitarian Housing Repairs with Contractor Involvement

**The definition of "Household" by Shelter Cluster** : To enroll in shelter assistance, a household will comprise all people living in the same housing unit (house, apartment). It can include a group of core or extended family members living together or people living together in a housing unit without a family relationship.

I	Beneficiaries' list received	Lists of potential beneficiaries are received from: ▪ local authorities in the form of an official letter (date and signature).						
II	Preliminary screening	Partner checks the addresses and selects beneficiaries in accordance with the SOPs  Partner visits all addresses deemed relevant (see point II) In each visit, basic info is collected: (a) non-technical assessment - family profile, vulnerabilities Guidance on the use of standardized specific needs codes in line with UNHCR guidance <sup>1</sup> . (b) rapid (technical) damage assessment Partner informs the HH about the scope and limitations of category I repairs. The partner makes clear that this first visit is not a commitment to provide assistance. HH signs the Application form, acknowledging the scope and limitations of Partner house repairs. Information on the eVidnovlennya program is provided and acknowledged by the HH.						
III +	HH profile Initial Assessment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Relevant DOCS</td> <td>▪ Application form or Letter of Consent ▪ Filled non-technical assessment + rapid (technical) damage assessment form (e.g., KOBO) ▪ eVidnovlennya info material</td> </tr> <tr> <td style="background-color: #f2f2f2;">Responsible field staff</td> <td>Enumerator/Technical Assistant OR Technical Officer for the non-technical assessment Technical Officer (with the help of Enumerator/Technical Assistant if needed) for the rapid (technical) damage assessment</td> </tr> <tr> <td style="background-color: #f2f2f2;">Notes:</td> <td>1. This rapid damage assessment does not replace the need to conduct the detailed damage assessment before repairs. 2. The assessment is at the household level; there should be one entry per household</td> </tr> </table>	Relevant DOCS	▪ Application form or Letter of Consent ▪ Filled non-technical assessment + rapid (technical) damage assessment form (e.g., KOBO) ▪ eVidnovlennya info material	Responsible field staff	Enumerator/Technical Assistant OR Technical Officer for the non-technical assessment Technical Officer (with the help of Enumerator/Technical Assistant if needed) for the rapid (technical) damage assessment	Notes:	1. This rapid damage assessment does not replace the need to conduct the detailed damage assessment before repairs. 2. The assessment is at the household level; there should be one entry per household
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IV	Detailed Damage Assessment and Estimate BoQ	Partner (technical staff) visits the beneficiary, explains again the scope and limitations of contractor-led house repairs, and clarifies in detail the parts of the intervention under Partner (contractor) responsibility and those under the beneficiary's responsibility (if any). The partner asks again for the beneficiary's commitment to live in the house once the repair is complete. Data collection for the preparation of the preliminary Bill of Quantities (BoQ) during the Detailed Damage Assessment includes visual inspection of damage, measurement of affected elements, and calculation of quantities of repair works and required materials. The collected data serve as the basis for cost estimation and technical documentation. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Relevant DOCS</td> <td>Preliminary BoQ for House repair</td> </tr> <tr> <td style="background-color: #f2f2f2;">Responsible field staff</td> <td>Enumerator/Technical Assistant OR Technical Officer for the non-technical assessment Technical Officer (with the help of Enumerator/Technical Assistant if needed) for the rapid (technical) damage assessment</td> </tr> </table>	Relevant DOCS	Preliminary BoQ for House repair	Responsible field staff	Enumerator/Technical Assistant OR Technical Officer for the non-technical assessment Technical Officer (with the help of Enumerator/Technical Assistant if needed) for the rapid (technical) damage assessment		
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V	Joint Partner + Contractor Visit & Agreement with Beneficiary	The partner's contract manager assigns selected addresses to the Contractor with the scope of work prepared. The Partner prepares the preliminary Bill of Quantities (BoQ) based on the Detailed Damage Assessment and shares it with the selected Contractor for verification. A joint field visit is conducted to cross-check and confirm the quantities specified in the preliminary BoQ. Following this verification, the Partner finalizes and approves the BoQ. The BoQ is amended if necessary and signed by both the Partner and the Contractor. Once signed by both parties, it becomes the official document binding for all parties. The beneficiary signs the Agreement/MoU with the Scope of Works (without prices) and receives a copy. The beneficiary is considered a participant of the programme from the date of signing the Scope of Works. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Relevant DOCS</td> <td>▪ Agreement or MoU (with beneficiary) form ▪ Scope of Works for HH</td> </tr> <tr> <td style="background-color: #f2f2f2;">Responsible field staff</td> <td>Technical Officer <b>AND</b> Technical Assistant</td> </tr> </table>	Relevant DOCS	▪ Agreement or MoU (with beneficiary) form ▪ Scope of Works for HH	Responsible field staff	Technical Officer <b>AND</b> Technical Assistant		
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VI	Works execution	The partner's contract manager prepares the Work Request signed by the Partner. A work request has been given to the contractor to begin construction. Authorities are informed by Partner on which addresses were selected. Partnerstaff visits the construction site to monitor the Contractor's work as often as the complexity of the repairs - or the sensitivity of the case - requires. Any changes in amounts or types of work must be approved in written form (written request and written reply) by the Partner through online correspondence. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Relevant DOCS</td> <td>Work request</td> </tr> <tr> <td style="background-color: #f2f2f2;">Responsible field staff</td> <td>Technical Officer</td> </tr> </table>	Relevant DOCS	Work request	Responsible field staff	Technical Officer		
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VII	Works completion	Once works are completed, the Contractor submits the final BoQ to the Partner. A site visit is agreed between Contractor and Partner/UNHCR to verify the compliance of the "as-built" with the agreed scope of work and the final BoQ. If the compliance is verified, the Act of Acceptance between Contractor and Partner is signed. A separate document containing actual amounts of works done (without prices) - Act of Acceptance by HH - is signed by Partner, UNHCR, and HH. <b>Works are considered completed and accepted upon fully signing both Acts of Acceptance.</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #f2f2f2;">Relevant DOCS</td> <td>▪ Certificate of Completion or Act of Acceptance by HH</td> </tr> <tr> <td style="background-color: #f2f2f2;">Notes:</td> <td>&gt; A "final BoQ" is required only if during the works execution there has been a need to modify the "initial BoQ"</td> </tr> <tr> <td style="background-color: #f2f2f2;">Responsible field staff</td> <td>Technical Officer</td> </tr> </table>	Relevant DOCS	▪ Certificate of Completion or Act of Acceptance by HH	Notes:	> A "final BoQ" is required only if during the works execution there has been a need to modify the "initial BoQ"	Responsible field staff	Technical Officer
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<sup>1</sup> UNHCR. Guidance on the Use of Standardized Specific Needs Codes. Available on the official UNHCR humanitarian portal.