

# Shelter and Non-Food Items (SNFI) Kit Guidelines

*Technical Working Group, Somalia Shelter Cluster*

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## Overview

This document has been developed as a guidance for the cluster partners on appropriate processes for the distribution of Shelter and Non-Food Items (SNFI) kits in Somalia, and the key considerations to observe throughout the project cycle – from needs assessments, implementation modalities, technical qualities, distributions, to monitoring and reporting. It aims to harmonize the process and contents of the kits to ensure improved quality and consistency, adhering to the required technical standards.

Its objective is to aid highly vulnerable families by providing them with individual emergency shelter materials, and general household items to ensure their health, safety, dignity, and well-being. The SNFIs suggested in this guide are designed for families of six people. However, if the rationale of six persons per household is not viewed as appropriate, partners can adjust the packages (both in terms of type and quantity of items) according to the needs and expected family size. Note that this document focuses on emergency shelter materials, general household and personal support items, and does not cover shelter construction items that support the installation of a full shelter.

The document has been developed and revised by the Technical Working Group, Somalia Shelter Cluster, and considers the lessons learnt during the implementation of SNFI kits in the recent years.

**This guideline is linked to the Somalia Humanitarian Needs and Response Plan, 2024, Objective 1 and 2:**

**Objective 1:** *Populations affected by conflict, disasters, and evictions are provided protection from harsh weather conditions, privacy, and improved safety through the timely provision of emergency shelters and non-food items while minimizing negative impact on the natural environment.*

**Objective 2:** *Vulnerable displacement and disasters affected populations have access to sustainable shelter solutions, enabling safer and more dignified living standards and preventing recovering communities from slipping back into humanitarian need.*

In 2024, the Shelter Cluster plans to reach 1.39 million people, among which 1.27 million internally displaced and 119,643 non-displaced people, in 24 districts in collaboration with 30 partners. One of the primary shelter cluster activities has been the distributions of NFI kits, and the cluster partners will continue to do so in accordance with the needs of the impacted community. Only 36% of households reported living in a functioning domestic space, which means they have access to an adequate supply of non-food goods to carry out basic home tasks, according to the 2024 Shelter cluster HNRP.

The target groups include conflict and climate change affected households which includes Internally Displaced Persons (IDPs), refugee returnees, and host communities. Newly displaced, refugees, evictees, IDPs affected by fire incidents, and IDPs living in sites without long-term security of tenure should be prioritized, with high severity and People in Need (PiN).

One of the primary principles to ensure that the quality of items meets needs adequately is to provide them in a timely and reasonable time frame, which is usually around six months apart from the kitchen sets that are deemed to last longer. It is important that the NFIs items are fit for purpose and do not pose any risk to users. Therefore, the Shelter and NFI Cluster in Somalia strongly recommends agencies to accompany distributions with clear guidance to ensure that items are used safely and properly, and to avoid any injury or risk. Additionally, it is important to clarify the frequency of new distribution to raise awareness of wear-and-tear risks. It is also recommended that the distribution of NFI items should consider the restricted movement of certain groups, such as child- and female-headed households, gender minorities, the elderly, and persons with disabilities (PWDs). This is due to the far distances to distribution points, long wait times, and lack of transportation, especially for heavy items.

This guidance further includes suggested cost envelopes for SNFIs. The aim is to promote fairness of assistance among agencies and across different geographic locations. The costs presented in this guidance note are based on current SNFIs prices and should be used as a reference. The cluster recognizes that there may be slight price variations depending on where agencies source the items. Example specifications have been provided to ensure quality and standards for items. The items should meet the minimum requirements based on needs assessments.

## Process

Provision of the SNFIs should follow following steps:

- **Identification of needs:** Initially the needs can be identified by a partner using the cluster assessment and verification tools or can be referred by local authorities to another partner or the shelter cluster. The affected population can also contact one of the partners or the local authorities, in 24 districts in collaboration with 30 partners. As this is a crucial step, the partners should always conduct proper initial needs identification through collecting the right information on the communities in need which later to help in proper field assessment. Partners are required to submit the 5W matrix with complete information in order for the Shelter cluster to identify the presence of

the partners and to coordinate efforts.

- **Assessment:** The next step is to launch a household level SNFI assessment to identify the needs in the areas of concern. For a harmonized approach, a common assessment framework will be developed by the shelter cluster for the purpose of assessing the needs. The assessment should cover the vulnerability assessment of the household, availability of the items at a household level, preferred modality, and a separate market survey to assess if SNFIs are available in sufficient quantity and quality in the markets surrounding the area of response. The survey should also measure if markets are accessible to people. If items are internationally procured, it should adhere to the standard specifications. The assessment findings will inform the modality of assistance.
- **Implementation modalities:** Based on the market findings, and affected population's preferences, the partner will design the most appropriate SNFI programme, which can be either through Cash or Voucher Assistance (CVA) or in-kind distribution. Provision of assistance through CVA brings several advantages as affected population can buy the items (including quantity and size) they need from the local markets, and it also supports the local economy. However, it is recommended for partners to carefully assess the quality and quantity of items in the local markets, as well as the capacity of vendors to scale up quantity of the items. The implementing partners should ensure that components — such as aid diversion, inclusion of the communities' categories, such as marginalized groups, host communities, etc. that contribute to lowering the risk associated with SNFI implementation are properly taken into account at this point.
- **Distribution:** Sites for distribution should be carefully selected in coordination with the local authorities, and all beneficiaries should be notified in advance. During the distribution, partners should mobilize enough staff members to ensure smooth distribution process, and to provide support to older people, pregnant women, persons with disability and sick, as required. In the case of Cash Voucher Assistance (CVA), the utilization of the vouchers should be properly communicated to the beneficiaries prior to the distributions.
- **Monitoring:** Partners should strive to minimize the harm they may inadvertently cause through provision of assistance. As such, all partners are responsible for monitoring the shelter kit distribution and the markets close to the target populations. They are accountable to ensure assistance is provided safely and that beneficiaries have access to complaints and feedback mechanisms. Monitoring should be done throughout the period of intervention to ensure risks are identified and carefully mitigated. A post-distribution monitoring (PDM) is also required after four to six weeks of distribution, but no later than twelve weeks. The harmonized cluster PDM form should be used for monitoring and the PDM report should be shared with the cluster. The cluster will compile the received PDM reports including learnings and will share the compiled report with the partner. The learnings will help to improve future programming.

- **Reporting:** Partners should report all planned, ongoing and completed SNFI distribution activities to the cluster through 5W reporting matrix. And as mentioned above, the PDM reports should also be shared with the cluster who will consolidate all reports from partners to produce a learning document highlighting key achievements and challenges with the cluster partners, the inter-cluster coordination group, and the Somalia Cash Working Group.

## Considerations

Partner should consider the following before and during the distribution of the SNFI items:

### ***Before Intervention:***

- When targeting, the partner should clearly communicate the targeting criteria to all households living in a community or an IDP site. The existing committee at settlement/community level can be mobilized for beneficiary selection. Partner should ensure that no one is excluded on the basis of status and/or affiliations. In addition, the partner should produce sensitization materials within the target area to ensure the message on target group, assistance, duration and modality is understood by all groups (beneficiary and non-beneficiary).
- Partner should conduct a market assessment and ask beneficiaries about their choice on response modality. The risk associated with the cash-based assistance and availability of the items in the local market, distance of the market from the community and means of transportation should be carefully considered.
- Decision on the modality has to be carefully made and communicated to the beneficiaries with all details such as the amount of cash or voucher or the kit contents with the quantity of items.
- Vendors should be identified in advance and the quality and price of the items should be negotiated to ensure the best value for the money.
- The partner is advised to have a contractual agreement with vendors to ensure they respect their commitment to supply, prices, quality and availability of goods.
- **In-kind assistance:** The location of distribution, time and date should be clearly communicated to all beneficiaries in advance through the most effective way of communication. If the distribution is planned for several days, beneficiaries should know in advance which day to go to collect the assistance.
- **Cash and voucher assistance:** The list of vendors, location of shops, opening time, duration for which items will be available should be clearly communicated in advance to all beneficiaries through the most effective way of communication.
- **Number of kits:** If the size of the household is twelve or above, it is recommended to give two kits.
- The date and time of the distribution should be selected in way that it does not interfere with other activities and is convenient to the beneficiaries.
- The selected location for the distribution should be safe, sufficiently close to the community and access to the distribution site of physically challenged, sick, older people

and children should be ensured, and all required support should be provided.

- The local authorities, community leaders and camp managers should be informed about the planned distribution with all required details.
- For any reasons that are beyond control, the distribution is postponed, the reason and new distribution date should be communicated to all concerned.
- There should be a mechanism for complaint and feedback that is communicated and explained to all households.

### ***During Intervention:***

- Distribution should take place during daylight hours. Travel time from the distribution center to the community or IDP sites should be factored.
- There should always be female staff present during the distribution.
- There should be separate line for male and female during the distribution.
- Distribution should take place under a shed. Existing structures including distribution points constructed by another organization, if available should be used. Alternatively, the shed can be constructed and related costs can be charged to the distribution cost.
- Physically challenged people, older people, sick and children should be prioritized and supported as necessary during the distribution.
- There should be a mechanism for complaint and feedback at the distribution center as well as at community/settlement level that is communicated and explained to the whole community. This will enable beneficiaries to complain and provide feedback but also non-beneficiaries who think that they have been left out for unjust reasons.

## **Cost of shelter Kit**

The cost of the kit is not included in this document as it varies from location to location. However, for planning purposes, the cluster recommends using USD 100. This does not include the cost of transportation, storage, distribution and money transfer charges in case the assistance is provided through cash. The market assessment should inform the cost of the kit or amount of the cash assistance. The cluster plans to monitor the price of key items in main urban centers of the country periodically. The price monitoring will be consolidated and shared with the partners to plan their SNFI interventions. In case beneficiaries need to pay for transport, the transportation cost should be added to the assistance amount.

## SNFI kit contents

The following table lists all items that are part of the standard SNFI kit.

Sl No.	Item	Size	Unit	Qty	Specifications	Targeting / Messaging
1.	<p><b>Plastic sheet</b></p> <p><i>Emergency Shelter Material</i></p>	<p>6M x 4M or 5M x 4M</p>	No.	1	<p>Woven high density polyethylene (HDPE) fibers laminated on both sides with low density polyethylene (LDPE) coating. Material density: 190 g/m<sup>2</sup>. Tensile strength: Minimum 600 N.</p> <p><b>Directions:</b> Material for the plain sheet woven high-density polyethylene (HDPE) black fibers fabric laminated on both sides with white low-density polyethylene (LDPE) coating.</p> <p>The reinforced attachment points (sheets) are made of 6 bands of 7.5cm in width, made of woven black HDPE fiber fabric coated with grey LDPE on the outside.</p> <p>6mx4m Pre-punched 8mm holes on the 2 sidebands at 0.1m +/-10% intervals, positioned in the center of the bands.</p> <p>The plain sheet's UV resistance was measured as its remaining tensile strength after UV exposure. The tarpaulin's tensile strength under ISO 1421-1 after 1500 hours UV under ASTM G53/94 (UVB 313 nm peak) must be at Least 80% of the original value of</p>	<p><b>TARGETING</b> - A standard of one plastic sheet to be distributed, and in exceptional cases (such as for newly displaced people, distributing as part of ESKs, etc.) distribution of two plastic sheets is recommended. Partners are required to reach out to the Cluster/ Common Pipeline to standardize response.</p> <p><b>MESSAGING:</b> Puncture only in the reinforced black strips. Average 7-10 months of use in direct sunlight.</p> <ul style="list-style-type: none"> <li>• Use the holes provided in the tarpaulin, and do not nail it where there are no holes</li> <li>• Only cut through the white circle</li> <li>• Use ring on the holes to protect the tarpaulin</li> <li>• Cover the edges of the shelter with soft grass, old clothes, or plastic bottles to avoid damage to the tarpaulin</li> <li>• Avoid putting heavy items on the roof of the shelter to prevent causing damage</li> <li>• Cooking should be done outside the shelter to avoid damage to the tarpaulin</li> </ul>

					<p>the actual product AND not less than 475N.</p> <p>White sun reflective on both sides of the sheet. Grey coating on the outside of the bands. Inner black fibers to ensure opacity.</p> <p>White Coating color definition: L.a.b Coordinates under ISO 105J01 Minimum L: 82 "a" value between -1.7 and +1.5 "b" value between -4.5 and 0 Opacity Minimum reflection.</p>	<ul style="list-style-type: none"> <li>Sharp objects should be kept away from the tarpaulin</li> </ul>
2.	<p><b>Ropes</b></p> <p><i>Emergency Shelter Material</i></p>		M	<b>30M minimum</b>	<p>Diameter 6mm +/- 0.5mm, Length 30m +/- 0.150mm, Weight n/a, Number of strands 3 minimum, Type Twisted, Material Polypropylene (no recycled fibers, UV stabilized), Color Black, Tensile strength 350 kg 1,040kg breaking strength</p>	<p><b>MESSAGING:</b> To be used as a fixing material to tie the plastic sheet properly to the shelter and with the ground.</p>
3.	<p><b>Blanket</b></p> <p><i>Household item</i></p>	1.5M x 2M	No.	<b>3</b>	<p>Synthetic blankets made of polyester or acrylic materials. Material density: 350 to 670 g/m<sup>2</sup>. Thickness: Minimum 3 mm. Tensile strength: Minimum 250 N.</p>	
4.	<p><b>Sleeping mat</b></p> <p><i>Household item</i></p>	1.8M x 0.9M	No.	<b>2</b>	<p>Synthetic yarn from virgin or recycle raw material. - Material density: 500 g/m<sup>2</sup>.</p>	<p><b>TARGETING</b> – Need extra for people with additional needs highlighted e.g. incontinence, inability to self-mobilize.</p>
5.	<p><b>Kitchen set</b></p> <p><i>Household item</i></p>	NA	<b>Set</b>		<p>Cooking pots (stainless steel or aluminum) with lids: 7 liters capacity-1 No. and 5 liters capacity- 1 No. Stainless steel plate (dia 25 cm): 5 No. Stainless steel bowl (1 litre): 5 No. Stainless steel cups: 5 No. Stainless steel tablespoons: 5 No. Kitchen knife: 1 No. Serving spoon: 1 No. Kettle: 1 No.</p>	<p><b>TARGETING:</b> For families with no method for cooking or serving food, therefore not for distribution to people sharing cooking sets or using local/natural resources to make/serve food</p>



						<b>MESSAGING:</b> For cooking on the open fire, cover the bottom in mud and cook for ___ minutes. Without mud, cook only for ___ minutes.
6.	<b>Mosquito net</b> <i>Household item</i>	1.8 M x 1.6 M x 1.5 M	<b>No.</b>	<b>1</b>	Long-lasting insecticidal nets treated with WHO PES-recommended insecticides. Material: 100% Polyethylene or polyester	<b>TARGETING:</b> If intended for a flood response, the quantities could be increased to <b>two</b> . Distribution of mosquito nets to be coordinated with <b>health actors</b> for a joint in-kind integrated response.
7.	<b>Solar lamp</b> <i>Household item</i>		<b>No.</b>	1	Portable Solar Powered LED Lamp with 0.5W/ 4.4V mono-crystalline solar panel with rechargeable battery, Outlet minimum energy: 3.5 - 5 Wh. Female USB outlet, to charge a mobile phone. Female Micro-USB inlet for connecting the solar panel or the charger	
8.	<b>Jerry cans</b> <i>Household item</i>	10 liters	<b>No.</b>	<b>2</b>	Non-collapsible*. Material: Food grade LDPE. Weight: 190-230 g *Where possible, non-collapsible jerry can should be provided.	<b>TARGETING:</b> For joint in-kind, integrated area-based responses, <b>item to be removed and combined with hygiene kits with WASH</b> , only if there is information that a WASH actor is distributing jerry cans at the same time. If not, the suggestion is to keep them. After the distribution, the partners need to involve WASH team for prompt hygiene promotion.