

Due Diligence Checklist for Transitional Shelter Projects

1. Rational:

This document serves as a comprehensive, step-by-step guide to ensure that Yemen Shelter Cluster members exercise due diligence for the Transitional Shelters implementation, regardless of the modality employed. It is designed to provide clear and actionable instructions to facilitate effective and efficient shelter solutions. The document will be updated as needed to incorporate feedback from the communities and integrate lessons learned.

2. Practical Steps:

The following practical steps and questions are to be considered before, during, and after implementing Transitional Shelter Projects.

A. Phase I: Before the Implementation

Y/N	Issues/Steps to Consider
	Is there a sufficient budget allocated for this activity ¹ ? If not, please consider not to proceed.
	Have you coordinated with national and local authorities, Shelter Cluster, CCCM Cluster, Protection Cluster, WASH Cluster, and other relevant sub-national coordinators on the selection of the IDP site?
	Has the technical land suitability assessment been conducted on the allocated land/site ² ?
	Is there a coordination with the WASH Cluster in collaboration with the CCCM Cluster for the provision of WASH services including latrines, water points, etc. if they are not available on the site?
	Is a new site plan drafted based on the available spaces in the land and community requirements?
	Has the land/site been assessed for any environmental risks?
Please confirm that each of the following risks has been assessed and mitigated. This confirmation should be based on the results of the technical land suitability assessment to ensure the appropriateness of the site for transitional shelter implementation.	
	Are there any HLP risks that might threaten the implementation of transitional shelters in the field, prevent using some specific materials in the shelter designs, or expose the targeted population to further protection risks including evictions? Relevant risks include: <ul style="list-style-type: none"> ▪ Clear land ownership documents. ▪ Availability of written agreement specifying a minimum of 3 years for the IDP to stay in the land. ▪ Landlord agreement for the implementation of transitional shelters, latrines, etc. ▪ Landlord agreement for the use of the shelter materials initially planned for the construction.
	Is the land size sufficient to ensure the minimum shelter space and accommodate other services as outlined in the new site plan?
	Is the land topography suitable for constructing transitional shelters, with appropriate slopes to drain rainwater and avoid stagnant water? Is leveling needed before implementation?
	Are there any natural hazards, including flood risks, landslides, or soil erosion, that could damage transitional shelters after implementation?
	Are there any risks and solutions introduced to mitigate white termites that could significantly affect the shelter's wooden structures and reduce their lifespan?
	Is there availability of clean and sufficient water sources and water fetching arrangements?
	Is the land suitable to absorb wastewater?
	Is there a safe access to the land? Is the area safe from landmines or UXO hazards?
	Are the soil condition (sand, rock, clay, gravel) and land permeability assessed?

¹ Please refer to the [Shelter Cluster Activity Matrix 2024](#) to get an idea of the average cost of a Transitional Shelter.

² In case one of the results of the technical land suitability assessment highlights manageable risk(s), then measures should be taken to mitigate this risk. If serious risk(s) cannot be mitigated for example landmines or land disputes, then transitional shelters should not be implemented on this specific site/land. However, another suitable land should be identified.

	Was environmental assessment (NEAT+) implemented to assess environmental sensitivity?
Shelter Design	
	Is the transitional shelter design considering the use of local materials, adaptable to the community building practices, and addressing findings from the technical land suitability assessment, including landowner acceptance, climate conditions, and risks like white termites, wind, and floods?
	Are the shelter materials in the market being reviewed and considered?
	Are there different shelter sizes to fit each beneficiary's family composition or at least the number of shelter units adjusted based on family composition?
	Does the design of the shelter include the needs of vulnerable individuals including persons with disabilities, older persons, etc. within the targeted families?
	Have the potential environmental impacts been thoroughly assessed and effectively mitigated in the shelter design?
	Is the targeted community being actively consulted, including through focus group discussions, to ensure their acceptance and satisfaction with the shelter design? Additionally, are there any suggested improvements from these consultations being addressed?
	Is the targeted community being consulted about the modality of implementation?
	Is a prototype being implemented and delivered to a community household to identify and address any technical mistakes, and to gather additional feedback after finalizing the design? This step should be taken if the design is new to the targeted area or if it has been suggested by the community.
	Has the tender process been initiated after finalizing the design and preparing clear, detailed technical documents, if the agreed modality involves a contractor?
Preparation to Begin Implementation	
	Has the process of selecting and verifying targeted families been finalized? Has the family composition data been collected? Additionally, has the community been informed about the number or size of shelter units that will be provided to each beneficiary family?
	Is there a communication plan to keep all stakeholders informed throughout the implementation process? Is the community mobilized for the implementation stage?
	Are there contingency plans in place for unexpected delays or issues during implementation?
	Are there measures in place to ensure the safety and security of both the construction workers and the community during the implementation phase?
	Is there a system for tracking the progress of each shelter unit to ensure timely completion?
	Is there a monitoring and evaluation plan to assess the effectiveness and impact of the shelters post-implementation?
	Have the authorities been informed of the implementation plan? Have all necessary permits and approvals been obtained from relevant authorities?

B. Phase II: During the Implementation

Y/N	Issues/Steps to Consider
	Has the land been handed over to the Contractor (if the agreed modality is contractor-based) or to the IDP families (if the agreed modality is community implementation) in coordination with the community and authorities to begin implementation?
	Is there a plan for managing and disposing of construction waste in an environmentally friendly manner?
	Is there active engagement including participation, monitoring, or communication with the community to keep them informed about the progress and any changes in the implementation plan?
	Are there mechanisms in place for addressing any complaints, or feedback from the community during the implementation process?
	Are technical capacities in place to supervise the contractor's work, provide technical support to the community, and ensure the quality of constructed transitional shelters? This applies to both the contractor modality and community implementation modality.

	Is there robust community engagement, active participation, and comprehensive technical support in place to promote ownership and enhance resilience?
	Are there regular missions to ensure compliance with safety and quality standards?
	Are there regular coordination meetings with all stakeholders to review progress and address any emerging issues?
	Is the field team submitting regular progress reports to ensure awareness of implementation progress among different stakeholders, including the organization management?
	Have training sessions been planned for the community on how to maintain and use the shelters effectively?

C. Phase III: After the Implementation

Y/N	Issues/Steps to Consider
	Has the handover of constructed transitional shelters to the community been coordinated with the authorities?
	Is community feedback being systematically gathered through focus group discussions and post-distribution monitoring surveys regarding the provided shelters, their quality, suitability of design, the protection they offer, and any recommendations?
	Are there any lessons learned, or best practices documented from the implementation process to inform future projects?
	Have the lessons learned and feedback as well as the new design of the project (if any) shared with the Shelter Cluster Coordination Team to inform future Transitional Shelter Programmes?