



Global Shelter Cluster

ShelterCluster.org

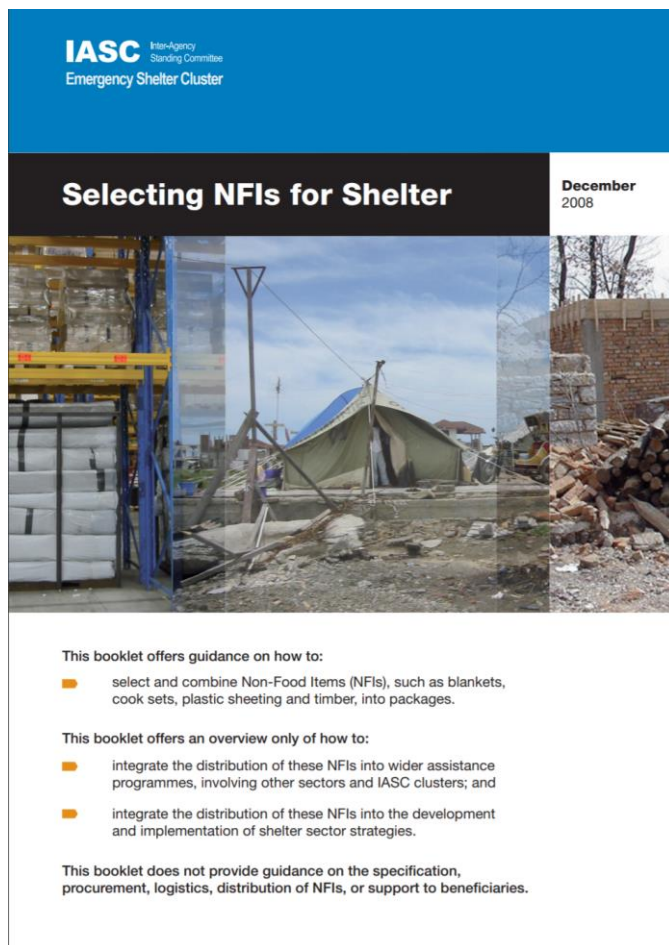
Coordinating Humanitarian Shelter

Guidance for Shelter related NFI



Humanitarian Aid
and Civil Protection

General Guidance for NFI



Objectives:

- To support programming of NFI interventions by providing guidance on how to usefully **select and combine appropriate NFI** into kits for distribution
- Integrate NFI distributions into wider assistance programmes
- Integrate NFI distributions into the development and implementation of shelter strategies

Table of contents

Acknowledgements	ii
Acronyms and abbreviations	iii
List of figures	iv
List of tables	v
Foreword by ESC co-chairs	vi
1 The role of NFI distributions	2
1.1 NFI distributions from emergency phase to durable solutions	2
1.2 NFI classification	4
1.3 NFIs and why they are needed	5
1.4 NFI distributions and cross-cutting issues	7
2 NFI distributions as part of wider shelter programmes	9
2.1 Coordinating NFI distributions	9
2.2 NFI distributions to displaced and non-displaced populations	10
2.3 NFI distributions combined with other shelter assistance methods	12
2.4 Checklist for planning NFI distributions	14
3 Climatic considerations	15
3.1 Cold climate considerations for NFIs	16
3.2 Warm, humid climate considerations for NFIs	18
3.3 Hot, dry climate considerations for NFIs	20
4 Selecting NFIs to combine into packages	22
4.1 NFI packages	22
4.2 Four steps for selecting NFIs for packages	24
5 Typical NFI specifications	28
5.1 Introduction to specifications	28
5.2 Specifications for ten items commonly distributed within shelter programmes	29
5.3 Further specifications for NFIs	51
5.4 Packaging and marking	62
6 NFI stockpiles	64
7 Case studies	67
8 Bibliography and conversion tables	82
8.1 Relief items catalogues	83
8.2 Other online resources	84
8.3 Conversion factors	85
8.4 Extract from proposed Responsibilities and Accountabilities Matrix for the ES & WASH clusters	86
8.5 Example shelter packages from DFID and IFRC	88

1
The role
of NFI
distributions

2
NFI
distributions
as part of
wider shelter
programmes

3
Climatic
considerations

4
Selecting
NFIs to
combine
into
packages

5
Typical
NFI
specifications

6
NFI
stockpiles

7
Case studies

8
Bibliography
and
conversion
tables

Main content:

- Role of NFI distribution, in general and as part of **wider shelter programmes**
- **Contextual considerations** for NFIs, such as climate, safety, and cultural specificities
- Basic steps for **NFI needs assessment and prioritisation**
- **Example specification** for 10 most commonly used items (/shelter & HH NFI) as well as indications of whether items are typically stockpiled, purchased locally and which ones can overlap with other Clusters.
- Case studies of NFI packages from different countries
- References to relief items catalogues and other resources



Agency specific Guidance

Commodity distribution (NFIs, food)

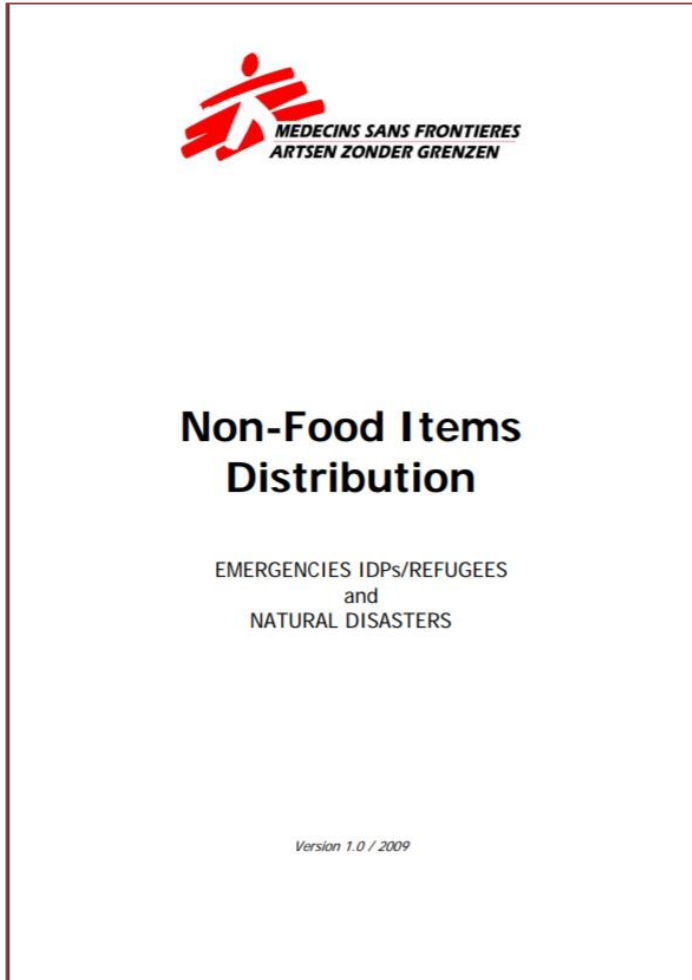
Key points

- Assess the needs of those who are affected and identify and assess their coping mechanisms.
- Based on sourcing plan to identify which commodities can be purchased locally and which need to be procured abroad.
- Ensure that persons of concern receive sufficient guidance and information about what items will be distributed, when and how, and their purpose and use.
- Do not plan a distribution without coordinating with other actors that are involved in similar commodity distributions.
- Do not make distributions at the last minute; planning them requires time.
- Do not conduct a distribution if the security of staff and persons of concern has not been assessed.

Main content:

- Basic guidance on **implementation of distributions** from needs assessment to post distribution monitoring.
- Focus on the process (how to do it and who does what)

Agency specific Guidance



Main content

- What are NFI, and under what circumstances MSF will get involved in distributions; pros and cons of different considerations
- Distributions strategies (pros and cons of different approaches e.g. blanket vs targeted, timing etc.)
- Strong focus on Logistics
- Detailed step by step practical guidance to implementation of a distribution

Agency specific Guidance



Shelter tool kits distributed in The Philippines after shelter repair kits (SRKs) to families affected by Typhoon Haiyan

Table of Contents

<i>Pathways to Permanence and NFIs Distribution</i>	2
<i>Introduction and Overview</i>	2
<i>What is the desired outcome of NFIs Distribution?</i>	3
<i>What does NFIs Distribution look like?</i>	3
<i>Program Planning</i>	4
<i>Preparedness and Contingency Planning</i>	9
<i>Program Implementation</i>	10
<i>Fundraising and Budgeting</i>	16
<i>Office and Administrative Considerations</i>	17
<i>Appendices</i>	20

Main content

- Programming and implementation of NFI distribution through the whole program cycle including logistics and needed Capacity
- Considerations on preparedness (e.g. setting up agreements with suppliers pre-disaster)
- Includes budgeting considerations for overheads/program costs

Agency specific Guidance



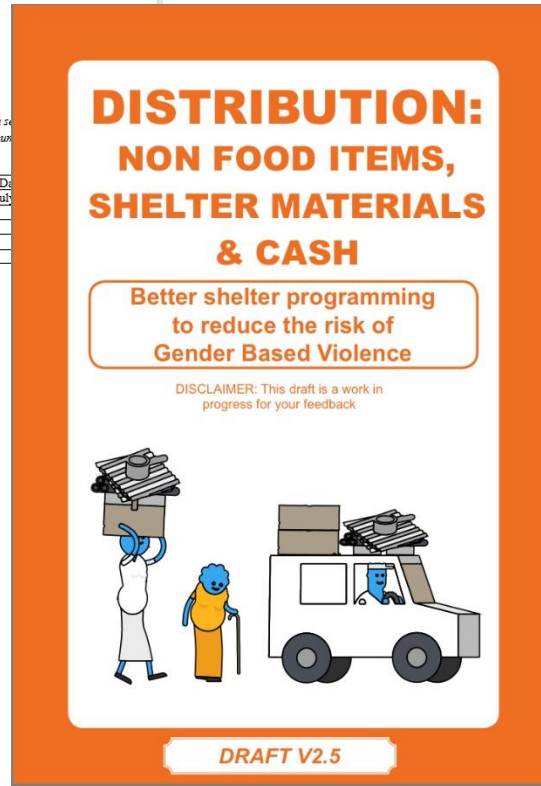
Guidance on Non-Food Items Distribution

Note: This document is intended to act as a starting point for missions which do not have a set of documents clarifying distribution procedures, or to inform missions reviewing existing documents. Please edit as required to reflect the operational contexts.

Version	Primary Author	Description	Date
1/2016	Shelter Unit, HQ	Draft	28 July

Table of Contents

- I. Introduction
 - 1-1 Purpose
 - 1-2 Scope
 - 1-3 Operational possibilities
- II. Process overview and steps
 - 2-1 Assessment
 - 2-2 External coordination
 - 2-3 Beneficiary selection, verification and registration
 - 2-3-1 Location/community selection
 - 2-3-2 Beneficiary selection
 - 2-3-3 Verification and registration
 - 2-4 Arrangements for the distribution day
 - 2-4-1 Standard composition of the distribution team
 - 2-4-2 Selection of distribution points
 - 2-4-3 Logistics planning
 - 2-4-4 Security/crowd control
 - 2-4-5 Beneficiary notification on the distribution
 - 2-4-6 Set-up of distribution point
 - 2-4-7 After the distribution
 - 2-5 Setting-up the Feedback Mechanism
 - 2-6 Post distribution monitoring (PDM)
- III. Annexes



Main content:

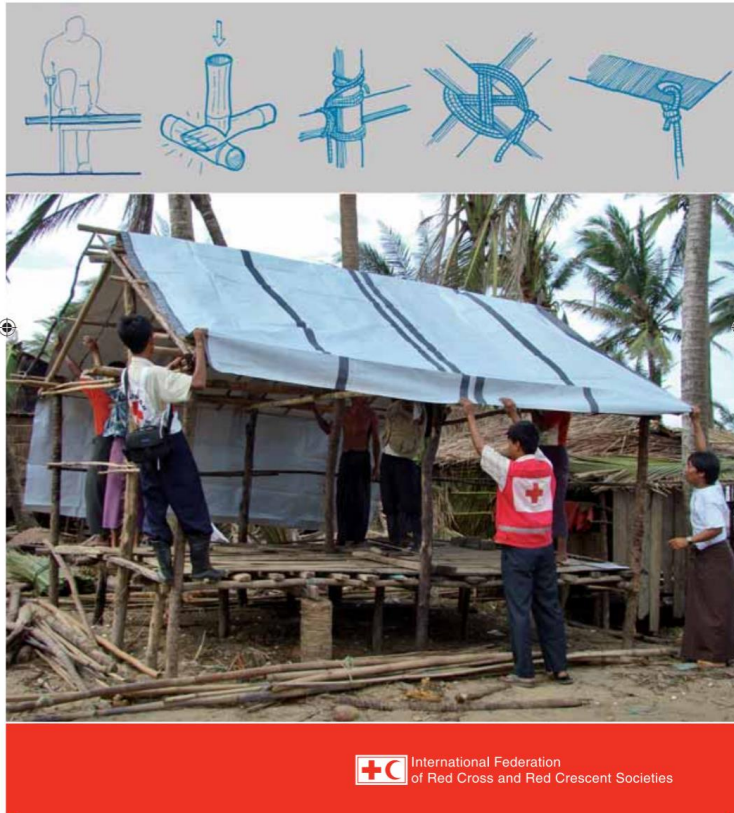
- Step by step guidance and **implementation of distributions** covering needs assessment, beneficiary selection as well as post distribution monitoring.
- Focus on the process

Media



Item specific guidance

IFRC shelter kit guidelines



Main content

- Programming considerations (assessment of needs, climate, existing capacities and options to evaluate suitability of the shelter kit)
- Basic guidance on logistics as well as implementation of kit distribution
- Detailed practical guidance for technical assistance to accompany the kit distribution
- Detailed specs of the included items
- 10 model shelter examples

Country Cluster Guidance for NFI

Paquet pour case d'urgence robuste

A. MATERIAUX EN BOIS												
Materiaux	nom CRM	Hauteur	largeur	longueur	Unité	QTE	PJ (estimation)	Montant (Ariary)	Projet structure	projet option	beneficiaire a acheter	Beneficiaires / a recuperer
TANDY (TOTOKA)												
1	bois rond pour pannes		8 cm dia x 4 m	m	pc	5	5,000	25,000	25,000			
2	bois rond pour fermes (Zestramite + central)		8 cm dia x 4 m	m	pc	8	5,000	40,000	40,000			
3	bois rond pour contreventement		8 cm dia x 3 m	m	pc	2	5,000	10,000	10,000			
4	bois rond poutre (Istoraka)		3 cm dia x 2.5 m	m	pc	40	400	16,000	16,000			
5	planche de rive	2.5 cm x	15 cm x	4 m	pc	4	18,000	72,000	72,000			
6	Kasaka (feuille de Ravenala inclus fatiere)		2 m		pc	600	200	120,000		130,000		
7	hafotra / tady zavy (fixation de kasaka)				pc	600	30	18,000		18,000		
RANDRANA IUA RIBA (RAU)												
1	Bois rond bois dur (teza ampanjoro) pilier d'angle		8 cm dia x 3.0 m	m	pc	4	10,000	40,000	40,000			
2	Bois rond bois dur (teza andry-pilier)		8 cm dia x 3 m	m	pc	10	5,000	50,000	50,000			
3	Bois rond bois dur (teza andry-contreventement vertical)		8 cm dia x 3 m	m	pc	8	5,000	40,000	40,000			
4	Bois rond bois dur(contreventement horizontal)		8 cm dia x 1.5 m	m	pc	8	2,000	16,000	16,000			
5	Bois rond bois dur (poutre haute)		8 cm dia x 4 m	m	pc	2	5,000	10,000	10,000			
6	tsipiky (bambou assemblage tsalata)		4 cm dia x 4 m	m	pc	16	400	6,400			6,400	
7	tsalata		2 m		pc	600	150	120,000			120,000	
8	tsingie (terinjimba)	2.5 cm x	6 cm x	4 m	pc	12	1,000	12,000				12,000

Photo: Courtesy of IOM



Non-Food Items (NFI) Technical Guidance

V13 – May 2018

This document provides advice to agencies delivering Non-Food Item (NFI) programming in Iraq to support conflict-affected families preserve life, health, safety and well-being, and to live in dignity. It has been produced with significant input from cluster partners.

To be reviewed in 6 months

Standard composition of the Emergency shelter and non-food items kit

This document provides guidelines for minimum full kit content aimed to assist the flood affected and/or displaced households in Ethiopia. It is subject to revisions as necessary. To note that whereas all items combined constitute a **full kit**, the cluster advocates for the distribution of **partial kits** when appropriate.

1. Emergency Shelter Kit (partial kit)

The emergency shelter kit allows the provision of an emergency shelter in the onset of a disaster that can be reused in the construction of longer-term solutions.

Number	Item	Specification
2	Plastic sheeting / tarpaulin*	Min 20 m ² , grade 1 (shelter grade)
1	Rope	Min 20 meters, 5-14 mm Nylon or polypropylene

* For more information on the use of plastic sheeting: Plastic Sheetting. A guide to the specification and use of plastic sheeting in humanitarian relief (2007) Joseph Ashmore, IFRC and Oxfam

2. Bedding set (partial kit)

2-3	Blankets	Suitable blankets commonly weigh 300-850 g/m ² , 2 x 1.5m. (1-2 kg each). Three (3) blankets recommended for highland areas
	Bed mat	Made of woven straw or plastic strips 2 x 2.5m

Cox's Bazar Bangladesh: Rohingya Refugee Crises Emergency Shelter/NFI Kit Technical Guidance Version 1.0 - April 2018

Shelter / NFI Sector

V1 – April 2018

stages of an unfolding crises involving mass displacement of populations, access to adequate shelter can be a critical determinant Shelter is essential to provide security and personal safety, protection from the climate and enhanced resistance to disease and ill health. In a rapid displacement of large numbers of people, it is important to provide shelter solutions as quickly as possible. Rather than the provision of tents or other such temporary shelter solutions, relief items such as plastic sheeting and rope can provide the basis shelter or can be used to repair or upgrade damaged shelters.

monsoon and cyclone season the likelihood of weather events that might lead to floods, landslides and wind damage to the shelter is increasing. Large number of the population might be affected by those events leading to the need for immediate shelter and NFI.

The Emergency Shelter/NFI Kit provides items to be used for the immediate short term. The provision of this kit is appropriate only directly after emergency and has to be later on supplemented with other Shelter and NFI items (Upgrade Shelter kit, Mid-term Shelter...). Where possible, it is encouraged to distribute items with orientations such as better use of tarpaulins and rope, and IEC materials.

Main content:

- Contents of different NFI packages
- Specification of items in the packages

Shelter kit contents 07/05/2015

Kit contents

The following kits, are based on the contingency plan and contents were agreed, subject to prioritization.

Note prices are indicative estimates based on prices received. However, many are based on bulk prices and pre-earthquake prices:

Household Kit

Per family based on a family size of an average size up to 6 persons:

Priority	Item	Quantity	Unit	Cost estimate (USD) ex transport
TOP PRIORITY	Tarpaulin *	2*	Piece	24
HIGH PRIORITY	Nylon Rope for distribution with tarpaulin	20	Metres	12
	Blanket ****	2	Piece	4.5
OTHER ITEMS	Kitchen Utensils	1	Set	27
	Clothes**			
	Male Dhoti or Lungi	1	Piece	3.50
	Jean Cloth	5	Piece	5.50
	Print Cloth	7	Metres	5.50
	Plain Cloth	6	Metres	2
	Female Sari	1	Metres	4.50
	Solar lamp	1	Piece	11
Insulation materials for flooring	8	M2	?	

QUESTIONS for POLL: NFI guidance

- Do you know the manual for “selecting NFIs for Shelter”? (yes/no)
 - If yes, have you ever used it/has it been useful for your practice?
- What other guidance, tools, resources have you used to learn more about NFI practices?
- What kind of resource would you wish exists to address your questions about NFI practices ?
- What topics should be included in the guidance?
- What other kind of support would be useful to help improve how we learn about/plan/implement NFI interventions?