UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Shelter and Settlement Section

Emergency Shelter and Settlement Preparedness and Response Checklist

Gap Analysis

		MONTH ONE		MONTH TWO		MONTH THREE		MONTH FOUR		MONTH FIVE		MONTH SIX	
		HHs	**Pop**	**HHs**	**Pop**	**HHs**	**Pop**	**HHs**	**Pop**	**HHs**	**Pop**	**HHs**	**Pop**
POPULATION	Existing Population												
	Refugee/Displaced Population Planning Figures												
ADEQUATE SHELTER	No. of Tents												
	No. of Shelter Kits												
	No. of Mass Shelters												
	No. of HH Self Assisted												
	No. of shared accommodation (host families)												
	No. of Transitional Shelters												
	No. of plastic sheets												
	Gap												

Shelter and Settlement Contingency Planning

		Beneficiary Demographics	**Host Community Demographics**
	Average No. of people per HH		
	Area of uncovered space per HH		
	Do extended families live together?		
	What are the demographics of people not forming typical house holds		
		Homestead Typology Analysis	
	Typical Design and Construction Methods		
	Typical Construction Materials		
	Source of Materials		
	Source of Labour		
	Construction Time (per shelter unit)		
	Typical Life Span of Shelter		
	Maintenance of Shelters		
	Cost of Shelter		

General Considerations		
RISKS	What are the particular shelter and settlement risks and vulnerabilities?	
	What will be the impact of the emergency on the availability of and access to adequate shelter?	
	What are the anticipated gap areas (e.g. response capacity, resource mobilization, access etc)?	
	What is the expected impact on host populations?	
	What are the potential risks for conflict or discrimination among or between groups within the affected population (and host community)?	
ORGANISATION	Which government departments are responsible for shelter, settlement planning and public infrastructure facilities (at national and local level)?	
	Which agencies have an interest in or commitment to shelter? What are their particular areas of expertise and capacity with shelter?	
	What is the capacity of the host community to assist? What additional support will need to be provided to the host community?	
CO-ORDINATION	What are the potential impacts of the emergency on other sectors that should be considered as part of the shelter response, in particular WASH, PHHIV, CCM, Environment and Protection?	

LAND MANAGEMENT	What are the issues regarding land availability, ownership and usage to meet urgent shelter needs, including camp settlements where required?	
	What are the opportunities and constraints of host populations accommodating displaced populations within their own dwellings or on adjacent land?	
	What are the opportunities and constraints of utilizing mass shelter to accommodate displaced populations?	
Camp Site Selection		
DEMOGRAPHICS	Vulnerable Groups	
	Gender	
	Age	
	Background	
	Languages	
LOCATION	Country	
	Province	
	District	
	Administrative Division	
	Distance from boarders	
	Distance from major towns	

	Distance from conflict and/or risk zones	
	Distance from protected areas (reserve forest, water reservoirs)	
	Security and protection	
	Local Health and other risks	
SIZE OF CAMP	Capacity (for camp settings <20 000pp)	
	Area	
	Potential for Expansion (3-4% per year)	
	Distance between camps (if multiple settlements are being proposed)	
WATER SUPPLY	Existing Water Provision system	
	What is the water availability on the site? (drinking/washing/livestock)	
	Do the water provisions meet the minimum of 20L per person per day for the projected population? What contingency is there if the population increases?	
	Is water available year round?	
TOPOGRAPHY, DRAINAGE AND SOIL	Topography (preferably a 2-4 degree slope, not greater than 10 degree slope)	
	Elevation	
	Soil Condition (Ensure is not too rocky or impermeable)	

	Confirm ground water table is 3m below the site	
	Drainage	
	Sanitation possibilities. Confirm the soil is appropriate for latrines.	
CLIMATIC CONDITIONS, LOCAL HEALTH AND OTHER RISKS	Is the climate suitable year round?	
	What are the seasonal variations?	
	What are the diurnal swings?	
	Are there any concerning vegetation and/or environmental conditions?	
	Is there sufficient ground cover?	
	Are there any major environmental health hazards? (e.g. malaria, onchocerciasis, schistosomiasis or teste fly)	
	Are there any unforeseen or irregular, but locally known, natural hazards such as flash flooding, landslides, earthquakes etc?	
	Is there risk of industrial pollution?	
LAND USE AND LAND RIGHTS	Clarify land-ownership and land rights	
	Ensure refugees have exclusive use of the site	
	Clarify the refugee's access rights and land-use restrictions to: collect fuel-wood, timber, fodder, graze their animals, engage in agricultural or subsistence activities etc.	

SECURITY AND PROTECTION	Where there is a presence of nearby villages and communities, determine their socio-economic status, identify areas of concern, and identify how the village and camp could support one another.	
	Is the site easily accessible by humanitarian and other service providers?	
	Are the roads "all weather" and provide year round access?	
	What is the proximity to national services (Health, Education, Administration and Law Enforcement)?	
	Is there electricity supply? What is the distance to overhead high voltage sources?	
	Proximity to economic centers	
	Proximity to income generating activities/agriculture.	
	What is the possibility to harvest wood for construction? What are the environmental implications of this?	
	What is the possibility of collecting wood for firewood/fuel?	
SUPPORTING POINTS	What is the current provision of social facilities (health clinics, schools, places of worship etc.) and what are the constraints and opportunities of accessing those facilities?	
	If communal buildings, particularly schools, are being used for shelter by displaced populations, what is the process and timeline for returning them to the intended use?	

Settlement Planning		
NOTE: The displaced population and host community must participate fully in the planning of sites and infrastructure. The process should be continual and led by a representative committee or directly by the community leaders.		
SITE RISK MAPPING AND MITIGATION	Determine area of site according to population planning figures	
	Determine required communal facilities according to population planning figures	
	Acquire topographical map of site to ensure site design is integrated with existing topography (inc. contours, rivers, forests, hills, flood plains, swamps, rocky patches, sandy soils etc).	
	Determine location of hazards, type of hazards, specific locations, severity, duration and when the hazard is likely to occur.	
	Acquire a planimetric survey to determine the location of existing buildings, roads, bridges, farm land, electrical power grids and water pipelines.	
	Acquire natural resources plan.	
	Determine preferred land uses of specific areas of the site according to site analysis e.g. agriculture, uninhabitable, community facilities, sites that could lead to contamination of water sources etc.	
	Determine water sources and develop water distribution plan	

	Determine direction of water runoff and develop drainage system	
	Devise environmental sanitation plan	
	Determine location of roads, ensuring the needs of the community and prioritized as well as the facilitation of logistics	
	Determine entry point of the site and location of camp reception area.	
SITE PLANNING	Assist beneficiaries to determine sector break up. Ensure sectors follow contours of the land to reinforce surface water drainage measures.	
	Determine location of fire breaks. A 30m wide firebreak is recommended for every 300m of built up area. Consider ways in which agricultural/recreational facilities could be included in these spaces.	
	Assist beneficiaries to determine neighborhood break up. Ensure neighborhoods follow contours of the land to reinforce surface water drainage measures. Ensure vulnerable families are located in areas where they can access additional support.	
	Assist beneficiaries to determine location of communal services e.g. market, schools, offices, health, distribution centers etc. Ensure that planning of these facilities reinforces community cohesion and are centrally located to allow ease of access by all residents.	
	Assist beneficiaries to determine location of Ritual/Religious facilities. Ensure planning of these facilities responds to cultural preferences, that these facilities reinforce community cohesion and are centrally located to allow ease of access by all residents.	
	Determine the location of schools ensuring there is one school per 5000 displaced children. If there is existing school infrastructure in host communities, what support do we need to provide to them. If now, is it possible to allow the host community access to schools may help integrate the two communities	
	Assist beneficiaries to determine location of recreation spaces for both children and adults. Ensure these spaces are integrated with the initial site plan. These spaces may include sports spaces, meeting places	

	around communal facilities etc.	
	Determine location of medical facilities and feeding centers. Is local medical infrastructure available to the displaced population? If so, what support should be provided to these facilities?	
	If new medical facilities are being constructed, ensure they have adequate access to roads, water, latrines and waste disposal.	
	Determine location of latrines and communal washing facilities	
	Determine location of utilities, camp lighting etc.	
	Determine location of warehousing facilities. Ensure there is indoor storage area, outdoor storage area, delivery area, guard shelters and road access for delivery trucks.	
	Determine location of distribution facilities. – Ensure good access from all areas of the camp. Ensure they are well guarded, have water for cleaning, a delivery Area, Sorting Area Short-term Storage Area and Administration Room	
	Determine location of agriculture plots	
	Determine location of livestock	
	Determine location of cemetery/crematorium	

INFRASTRUCTURE PLANNING CONSIDERATIONS	Ensure all infrastructure is designed so that it can be upgraded and extended	
	Has surface water drainage been designed to follow the contour lines to help prevent soil erosion and landslides? Have size and position of run off drains been identified? Are erosion belts of vegetation required? Ensure drain water does not pollute existing surface water or groundwater, or cause erosion.	
	Identify location of roads and paths (preferably following the contours). Ensure pedestrian traffic is separate from vehicular traffic and that the areas to the sides of vehicular roads are kept clear to maintain good visibility.	
	Have water sources, storage and supply infrastructure been identified and designed in accordance with minimum requirements?	
	Has water infrastructure been designed so that it can be used by the local population once the camp is closed?	
	Is there at least 1 tap per community?	
	Ensure latrines have been sited 6- 50m from dwellings. Ensure there is one latrine per family. Ensure sufficient space for new latrine pits to be added.	
	Communal Washing Facilities – Access general practices among displaced community in order to maximize hygiene and social benefits. Ensure appropriate drainage. Soak-aways may be required to prevent standing water.	
	Refuse collection and disposal infrastructure. Ensure all families have access to a refuse container/pit. Ensure dumps are located away from camps and will not contaminate water sources.	
	Ensure cemeteries, crematoria and mourning areas are provided in accordance with the customs of the	

	displaced population.	
	Ensure graveyards are located at least 30m from groundwater sources used for drinking water and at least 1.5m above the water table.	
	Provision for livestock Provide of plan areas where livestock can be kept, at a distance from living areas, and possibly fenced Provide alternative water sources for livestock, situated away from human habitation and from sources of water for humans Ensure slaughter facilities are hygienic, easy to clean and provided with traps and soak-aways for sedimentation, and facilities for disposal of wastes.	

Shelter Strategy		
CURRENT SITUATION	What initial shelter solutions/materials have been provided?	
	Have required mass shelters been identified and made available, ensuring adequate accommodation in accordance with agreed standards?	
	Have the necessary arrangements been made and support mechanisms implemented to enable hosting, ensuring adequate accommodation in accordance with agreed standards?	
	What shelter relief items (including tents, shelter kilts, alternative housing solutions and essential household items/NFIs) and materials are to be prepositioned (including agreed specifications and quantities)?	
	What additional materials/assistance will be required to meet emergency shelter needs?	
	Do we need to start developing durable shelter solutions?	
MATERIALS	What materials are potentially available and familiar/acceptable to the affected population?	
	Which items area available locally? Which will need to be imported?	
	Have local suppliers and local supply/production capacity been identified?	
	Which items can be mobilized through existing procurement frameworks?	
	What are the lead times for the materials and procurement methods?	
CAPACITY	What types of skills are required to support the proposed scale of programming? What capacity of staff/labor is required?	
	What surge capacity with the required skills exists in country?	
	What surge capacity may be required regionally or internationally?	

	Will additional assistance, through the provision of voluntary or contracted labor or technical assistance, be required to support individuals or households lacking the capacity or opportunity to build?	
	How can women, youths, persons with disabilities and older people be trained or assisted to participated in the building of their own shelters and what are the constraints?	
LIVELIHOODS	What household and livelihood support activities typically take place in or adjacent to the shelters of the affected population and how does the resulting space provision and design reflect these activities?	
	What legal and environmentally sustainable livelihood support opportunities can be provided through the sourcing of materials and the construction of shelter and settlement solutions?	
	How does the shelter support livelihood activities?	
	What is the impact of the shelter on the surrounding environment?	
ENVIRONMENT	What are the local environmental concerns regarding the local sourcing of construction materials?	
	What are the local environmental concerns regarding the needs of the displaced population for fuel, sanitation, waste disposal, grazing for animals if appropriate etc.	
	Community Consultations ▪ What role does religion play within the community and daily life? ▪ What is the nature of internal spaces within traditional dwelling types, such as divisions between activities, ambience, lighting, ventilation, heating and cooling? ▪ What are the everyday household activities, such as sleeping, washing, cooking and cleaning, even economic activities, and where in their previous homes were they undertaken? ▪ What is the typical division of labour in household and community activities? ▪ Are there any discriminatory practices existing within the community that may impact men, women or children? ▪ Are they any necessary actions to be undertaken to prevent exploitation? Status ▪ Does the affected population include groups with differing religions or ethnicities; could this lead to conflict? ▪ Outline the specific roles and influences of men, women and children with regard to decision making and construction.	

	▪ Establish who typically works in the home and who works outside the home. ▪ Is it a patriarchal or matriarchal social system?	
COMMUNITY CONSULATIONS	Gender Issues ▪ Are there any vulnerabilities that can be identified that are associated specifically with men or women? ▪ How can women meaningfully participate in the decision making process? ▪ What actions will be undertaken to prevent exploitation of women? ▪ Is it culturally acceptable to accommodate single women in separate shelters or should they be accompanied by a male representative? Privacy and Security ▪ Traditionally what privacy and security measures are in place between dwellings? ▪ Are rooms partitioned to achieve a level of privacy between ages of genders? ▪ Are room types such as sleeping facilities secured with locks (doors and windows)? Accessibility ▪ What systems are in place to assist the elderly or those with disabilities? ▪ Are there any individuals or groups who may need additional shelter support? How can the specific design of the transitional shelter offer ease of access?	

Shelter Design		
NOTE: Beneficiaries must be intimately involved in the design of transitional shelters to ensure they respond to culturally specific considerations such as religious observances, sleeping, cooking and eating, washing, cleaning, child care, and home based enterprises linked to livelihoods. The aim should be to provide sufficient material to allow the beneficiaries to construct their own shelter while meeting the minimum standards. The design of the shelter should, if possible, provide for modification by its occupants to suit their individual needs.		
CONTEXT	Does the shelter respond to the context? (Urban, sub-urban, rural).	
	How does the shelter respond to the topography of the region? How does it deal with water flow and drainage?	
	How does the shelter respond to the climate of the site (diurnal swings, humidity, temperature, air pressure)?	

DESIGN	How does the shelter incorporate passive ventilation?	
	How does the shelter incorporate passive lighting?	
	Does the shelter provide a quality of space? (Light, materials, temperature, warmth, coolness, ventilation)	
	How does the shelter respond to excessive rainfall? (Roof pitch, plinth etc)	
	How does the shelter collect rain water?	
RISK MITIGATION	Does the design of the shelter mitigate risk from natural hazards?	
	Does the shelter mitigate risk from vectors (e.g. mosquitoes, fleas, ticks, rats, monkeys etc).	
	Does the shelter reduce the risk of smoke inhalation from cooking/heating devices?	
	Does the shelter take into consideration fire prevention and safety?	
	Does the shelter design provide adequate household security?	
	Does the shelter include more than one exit route?	
	Do the facades of the shelter provide visual privacy to the occupant?	
CONSTRUCTION	Are the materials selected appropriate to the region/climate? Are they ecologically friendly?	
	Does the method of assembly allow the materials to be easily retrieved and reused? (Bolt/screw fixings)	
	Is the structure/construction method appropriate to spans, available technology and assembly method?	

NEEDS	Does the shelter meet the beneficiaries needs and aspirations?	
	Does the shelter respond to the culture of the beneficiaries?	
	How can the shelter be adapted to suit beneficiaries with mobility difficulties?	
CONTRACT ADMINISTRATION	What is the bill of quantities? What materials are required? How much do they cost?	
	Where are the materials being procured from? What is the lead time on the procurement?	
	What is the estimated construction time of the shelter?	
	What skills/capacity are required to build the shelter?	
	Which groups will require assistance from UNHCR/IP to build their shelters?	
	What training programs will be implemented to increase the capacity building of the community?	
	What maintenance will be required?	