10 MINIMUM SECTORAL DATA: B. SHELTER AND SETTLEMENT

10.1 OVERVIEW AND FUNCTION

These guidance notes present key information that should be collected for the distribution and monitoring of shelter and settlement throughout the first phase of a refugee emergency. The minimum sectoral data presented in these guidance notes are based on the standards and units of measurement set by the *UNHCR Handbook for Emergencies*, Third Edition, and the *Sphere Project Humanitarian Charter and Minimum Standards in Humanitarian Response*, 2011 Edition. These guidance notes work to establish what all staff members, including an Information Manager, need to know in order to inform operational planning and an information management strategy.

10.2 HOW-TO GUIDE

The UNHCR sector specialist generally covers shelter and settlement needs assessment and analysis during the first phase of an initial emergency response. If there is no sector specialist on the ground, the information gathering and tracking of shelter and settlement needs will fall to the Information Manager, with the support of the programme officer and protection officer, under the overall direction of the UNHCR Representative.

The Information Manager may assist these efforts by setting up information and data management tracking systems, supporting the inclusion of shelter and settlement in the overall emergency needs assessment, and including these sectors in the overall information management strategy.

10.2.1 Minimum sectoral data

When considering the minimum sectoral data for emergency shelter and settlement, it is important to note that focal points should take into account the local environment and context-specific cultural practices when analyzing needs and planning and establishing an emergency response.

10.2.2 Common shelter items

Standard and Indicator
Standard UNHCR family tent (for five people): Double fly, double-fold centre-pole tent; a family sized-tent, 4.4 m x 4.4 m for a floor area of 16 m^2; centre height, 2.75 m; side wall height, 1.8 m
Reinforced plastic tarpaulins in sheets for shelter: 4 m x 5 m each; number will vary depending on climate and cultural practice

Source: UNHCR *Handbook for Emergencies* (Third Edition, Feb 2007, pgs. 439-441), see also for additional details on quality requirements; available online at: http://www.unhcr.org/471db1092.html

10.2.3 Settlement size

Standard and Indicator
Settlement (size of camp): Large camps of over 20,000 people should generally be avoided. The size of a site for 20,000 people should be calculated as follows, assuming space for vegetable gardens is included: ***20,000 people x 45 m2 = 900,000 m2 = 90 hectares (for example, a site measuring 900 m x 1000 m).***
Shelter (minimum covered floor area): 3.5 m^2 per person in tropical, warm climates, excluding cooking facilities or kitchen (it is assumed cooking will take place outside)
Shelter (minimum covered floor area): 4.5 or 5.5 m^2 per person in cold climates or urban situations, including kitchen and bathing facilities

Source: UNHCR *Handbook for Emergencies* (Third Edition, Feb 2007, pgs. 211, 221); available online at:
http://www.unhcr.org/471db1092.html

10.3 STEPS AND INFORMATION REQUIREMENTS TO TRACK SHELTER AND SETTLEMENT

It is essential that the following basic information is gathered in order to establish adequate shelter and settlement options specific to the context, and to develop a strategy that will guide the provision of emergency shelter and settlement assistance during the first three to six months.

In order to understand the context and inform contingency planning, the shelter and settlement focal point(s) should work with the Information Manager, registration and protection colleagues to compile a short written analysis that includes findings on the following:

- Baseline population figures and specific needs by location;
- Secondary data review;
- Who's Doing What, Where information;
- Developing shelter options;
- Establishment of an information/database tracking system; and
- Emergency needs assessment (include shelter and settlement priorities in the overall assessment for the emergency).

10.3.1 Establish a baseline population figure and identify specific needs

In order to establish shelter and settlement strategies and tracking systems, the baseline population must first be established. Standard UNHCR age and sex demographics and details on persons with specific needs by location should also be gathered from the registration officer. The registration officer will also need to define the rate of population influx and, when possible, provide population projection figures for arrivals. Additional information by location may be available after setting up a camp addressing system, if not already established. Reference the UNHCR Addressing Guidance, included as an annex in the Mapping section (Section 15) on how to set-up a camp addressing system.

10.3.2 Conduct a secondary data review

A secondary data review and a short written analysis will need to outline the following:

- Condition of arrivals and their ability to participate in construction of shelter by location;
- Local Government and NGO response capacity for shelter and settlement;
- Settlement and shelter type in place of origin (i.e. grouped communities, extended families living on the same plot, etc.);
- Settlement and shelter type in place of displacement, in accordance with the following settlement types: (a) Planned camps, (b) Unplanned camps, (c) Collective centres, (d) Host families, (e) Informal self-settlement, or (f) Land, house or apartment tenants;

- Shelter types constructed by refugees in their place of origin and by the host community in the place of displacement;
- Settlement type in the place of displacement;
- At the earliest possible stage, a market survey should be undertaken in coordination with supply and logistics colleagues to determine the availability and unit cost of local construction materials for the development of alternative shelter solutions to tents. Market survey information should be presented in a Bill of Quantities format (included as an annex in this section), which will enable a sector specialist to design and calculate the cost of a locally procured shelter kit;
- Situation-specific issues that may affect shelter and settlement planning or distribution; and
- Establishment of an information/database tracking system.

10.3.3 Developing shelter options

Adequate shelter and settlement options will vary from context to context depending on climate, local building practices, available construction materials and cultural considerations. Adequate shelter options may include one or more of the following:

- Shelter kits (typically plastic sheeting, poles and tools);
- Family tents;
- Pre-fabricated shelter units;
- Local shelter design (e.g. using stone, mud-brick, thatch, etc.);
- Rehabilitation of existing building as collective centres; or
- Cash assistance (either for materials or to subsidize rental costs).

Locally procured shelter solutions should be developed as soon as possible to reduce dependency on expensive international procured options.

10.3.4 Emergency needs assessment

In the initial stage of an emergency, an emergency needs assessment should be undertaken to understand the dynamics of the crisis and the contextual implications for shelter and settlement. A few key considerations for shelter and settlement, to be included in the overall ENA and to be adapted to the specific emergency situation, are as follows:

- Identification of the immediate life-saving shelter and settlement activities and priorities;
- Identification of potential future problems related to shelter and settlement, including projections and contingency planning; and
- Identification of self-supported refugees, those with adequate shelter provided from their own resources.

In situations where new arrivals are staying between camp and out of camp, self-settled or in host families, or when an influx of new arrivals may be placing pressure on local communities, the emergency needs assessment should also:

- Identify and mitigate potential shelter and settlement-related tension(s) between new arrivals and the host community; and
- Identify the type and level of support required for families in a host community.

The outcome of an ENA conducted with partners will highlight shelter and settlement priority response areas, and will need to be included in the Information Management strategy.

10.3.5 Who's Doing What, Where (3W)
The Information Manager will track only activities in the 3W that have been defined as priorities in the information management strategy as an outcome of the ENA. In order to begin mapping 3W information, the Information Manager may reach out to major partners in IM meetings to begin gathering 3W information on shelter and settlement assistance and activities.

10.3.6 Establish an information tracking system on distributions
The distribution of shelter items should be mapped in a spreadsheet (see Annex 1 in Section 11: Minimum Sectoral Data: Core Relief Items), indicating existing coverage and planned distribution by UNHCR and partners. Please note that only adequate shelter options should be tracked (i.e. in terms of item quality, standard size and material, all of which should correspond with the above stated minimum sectoral data for shelter).

Undertaking an analysis of all phases of the ordering, storage and distribution cycle will be the only way to analyze existing needs and gaps in terms of coverage. Data will need to be analyzed and broken down as per the chart below.

Self-supported*	Distributed	In Warehouse	In Pipeline
Type(s) & # of shelters	Type(s) & # of shelters	Type(s) & # of shelters	Type(s) & # of shelters
# of households	# of households	# of households	# of households
# of individuals	# of individuals	# of individuals	# of individuals
Location	Location	Warehouse location	Expected delivery date
	Procured by whom	Procured by whom	Procured by whom
	Distributed by whom	Agency to distribute	
Reporting date	Reporting date	Reporting date	Reporting date

*Self-supported: Refugees with adequate shelter provided from their own resources.

For additional considerations in setting up a shelter data tracking and monitoring system, in addition to tracking shelter distribution events, see Sections 11.4.3 and 11.4.4 in the CRI section.

10.3.7 Vulnerability considerations
If the ENA has been conducted and vulnerability lists compiled by community leaders, gather this information and analyze specific needs by location, which may affect shelter and settlement considerations. For example, calculate the percentage of households who would be unable to construct their own shelter and would require labour assistance in addition to materials.

If the emergency registration has been conducted, work with the registration officer to pull vulnerability lists by location. In turn, these should be broken down by the standard UNHCR age and sex demographics as well as specific needs, based off of which shelter and settlement needs may be more precisely calculated. Throughout the emergency, ensure the inclusion of vulnerability findings, analysis and any necessary contingency planning to support vulnerable individuals or groups.

10.3.8 Shelter and settlement strategy
The sector specialist should develop an emergency shelter and settlement strategy, which will then need to be shared with and cleared by the UNHCR Representative or the emergency team leader as delegated by the Representative.

10.4 INFORMATION MANAGEMENT PRODUCTS

Analysis and summaries of needs by location, vulnerabilities and gaps should be included in the camp profiles, SitReps, mapping and on the UNHCR web portal.