

SEALING-OFF KIT (SOK) TECHNICAL GUIDANCE

Version 3 (December 2020)

This document is prepared to support the SNFI Cluster partners and give a better understanding of Sealing-off Kit. The document gives standard details on the SOK including material list with pictures and unit price.

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INTRODUCTION

In humanitarian crises, both in emergency and post-emergency phases, access to [adequate shelter](#) is essential to provide security and personal safety, protection from the climate, and reduced exposure to some health risks. It ultimately contributes to the dignity and protection of people in need. In situations of both rapid and protracted displacement, as well as of return of large numbers of people, it is important to provide shelter solutions as quickly as possible. Failing to do so may force people to move in search of better shelter options, or cheaper ones, which clearly hampers their capacity to rebuild their lives in a resilient manner. For IDPs living outside of formal camps, there are a number who occupy Unfinished and Abandoned Buildings ([UAB](#)), with or without owner' permission. Alternatively, they may occupy shelters that do not meet the minimum conditions for adequacy¹, including collective centres and informal settlements. Delaying in the identification of transitional shelter solutions may increase the vulnerability of those occupying substandard housing options. In such cases, basic shelter relief items such as plastic sheeting, wooden poles, rope, basic tools and fixings can provide the basis for a simple shelter or can be used to repair or upgrade substandard and war-damaged shelters². SOK are becoming ever more relevant intervention due to the fact that the majority of “repairable” war-damaged shelter for returnees have been targeted by humanitarian actors and the remaining caseload are heavily damaged houses which are not in the remit or financial capacity of humanitarian actors. Therefore, returnees and IDPs out of camp living in critical shelter require a lighter and more tailored assistance to bring their shelters to standard. This was the driving factor in the development and current updating of the Sealing Off Kits (SOK) guidance.

This document has been developed by the Shelter Cluster in Iraq to provide specific guidance on the design and implementation of SOK, and their deployment as a critical part of emergency, lifesaving sheltering solutions, with consideration given to populations “on the move”, as well as part of longer term shelter strategies.

¹ See [Guidance Note: Defining Adequacy of Shelter](#)

² Provision of SOK target War-Damaged Shelter category I. See [Iraq Emergency Repairs of WDS Guidelines](#).

SEALING-OFF KITS (SOK)

The SOK are designed to provide families with an essential package of items to seal their living space as quick relief, short term shelter solutions. While SOK are not intended to provide the same level of assistance as a full-scale rehabilitation project, they can already assist as part of a longer, incremental approach where more durable interventions will be obtained over time.

Due to the comparatively low cost of this approach compared to other shelter interventions, distribution and installation of SOK can be viewed as a cost-effective way to rapidly reach large numbers of affected families with life-saving shelter assistance, in a wide variety of different locations, urban and rural, in order to provide at the minimum [adequacy of shelter](#).

The SOK should be designed to improve sub-standard shelters for the most vulnerable families by achieving the following:

PROTECTION FROM CLIMATE

- Close openings (doors, windows, walls) providing protection from rain, wind, heat, cold and dust.
- Close gaps in doors and window frames, preventing draughts and leaks.
- Seal off small holes / cracks in shelters, reducing draughts, leaks and insects or vermin.
- Enhance the thermal insulation of doors, windows and floors.
- Reduce condensation on cold walls and ceilings.

PRIVACY AND DIGNITY

- Construct temporary partitions within shelters, for example where multiple families may be living together, separating male and female areas in communal facilities, or separating family living spaces from shared / communal spaces.
- Fix broken (or install) locks on doors and windows.
- Seal bathroom fixtures and fittings using silicone sealant to ensure effective, safe use and proper disposal of wastewater.

Allow segregation of areas

HEALTH, SAFETY AND SECURITY

- Repair temporary walls or doors to the exterior perimeter to reduce likelihood of intruders.

- Ensure the shelter is closed, reducing risk of theft, vandalism or damage.
- Install handrails, barriers and balustrades on the roof or other communal areas (e.g. stairs) to reduce the risk of falling, tripping and injury.
- Cordon off unsafe or hazardous areas, such as piles of debris or structurally damaged parts.

Sealing Off Kit installation is specifically encouraged to take into account measures needed to reduce **the risk of COVID-19** to beneficiaries through the following considerations:

- additional partitioning to allow for social distancing, self-quarantine and self-isolation of family members within the shelter.
- Include items that improve ventilation to reduce the risk of air-borne diseases.
- Improve thermal comfort in general to reduce the occurrence of fly-like symptoms and respiratory concerns.



KEY CONSIDERATIONS

IDENTIFYING OF BENEFICIARIES

As per the Shelter and NFI Cluster strategy set in the HRP 2021, beneficiaries should be identified through the socio-economic vulnerability assessment tool ([SEVAT](#)) developed by the Cash Working Group in Iraq or through the Shelter Cluster Vulnerability Criteria for COVID-19 Situation³. Both tools aim to identify highly vulnerable families living in critical shelter lacking self-reliant strategies and thus are in need of external support to meet minimum durable living standards, who remain the focus of the response. Failing to undertake and communicate this fundamental step risks creating tensions between, and within communities, with families not selected for SOK distribution. Thus, it is critical to involve specialist staff trained in protection and socio-economic assessments that can determine vulnerabilities and communicate to families and local leaders the selection process vision of shelter assistance through distribution of SOK.

TAILORING SOK CONTENTS TO NEEDS AND CONTEXT

The SOK content and items specifications presented below have been prepared based on the best knowledge of Shelter Cluster partners in Iraq. Their usage may vary depending on each situation, with diversified approaches. The prioritisation of items will depend largely on specific needs identified in a given context. It is recommended to conduct specific assessments (done by shelter experts, i.e. engineers) at target locations (e.g. Collective Centre or site level) in order to tailor the kit to the needs and context, thus eliminating the procurement of items that would not usefully meet identified needs. In any case, technical advice should be sought from the Iraq Shelter Cluster when there is a requirement to adapt the contents.

DISTRIBUTION OF SOK

Shelter partners should consider the range of methods available to distribute SOKs (such as house-to-house/family distribution, distribution from a central location, market-based etc.). A number of considerations will define the most appropriate means, including security, geographic spread, local community (including host) context, timeframes and deadlines, operational capacity, availability of local or community-based organisations, contractors, shops to provide support, expectations from communities and local authorities, and norms of practice agreed with other cluster partners.

³ Please check [Vulnerability Criteria of the Shelter and NFI Cluster 2020 - 2021](#).

TRAINING, AWARENESS, ORIENTATION AND GUIDANCE

It is crucial to provide families with clear, basic training on how to use the materials and tools included in the kits, to enable them to carry out repairs and basic upgrades independently without causing themselves or others any harm. Awareness should also be raised amongst beneficiary families of key safety measures and good practices, and guidance should be given on repair, operation and maintenance of shelters and settlements. Families unable to carry out the repairs and basic upgrades themselves (for example, elderly, female-headed or those with specific needs) should be identified and supported by external, skilled people to have their kits installed. Distribution and installation of SOK should also take into account the recommended mitigation measures against COVID-19. Partners and contractors must fully adhere to all measures included in the Construction Site Safety Protocol (CSSP) for COVID 19 situation developed by the Shelter Cluster⁴. Cash Based or Local Market Responses

The Shelter Cluster recommends moving as much as possible from in-kind distribution towards more flexible cash-based approaches: vouchers⁵, conditional cash grants, and other market-based solutions to meet shelter needs. Market surveys should be undertaken before considering cash responses, to ensure availability of the items, as well as the potential impact on an increased demand of certain specific items over the local prices.

PROTECTION

Provision of shelter assistance should be coordinated with and accompanied by parallel assistance in other sectors and special consideration should be given to potential Housing, Land and Property (HLP) issues prior to implementation. Landowners should be consulted and agree in writing before commencing any shelter activity, even if temporary, to avoid eviction risks. Other key protection concerns are around the contamination from Explosive Remnants of War in and around the shelter to upgrade. Agencies specialised in these areas should be consulted, before commencing any shelter work.

⁴ <https://www.sheltercluster.org/iraq/covid-19-shelter-nfi-response>

⁵ Please see [annex I – VI](#) developed by SNFI Cluster Partners **ZOA** and **EADE** on voucher distribution system

SEALING-OFF KIT SUGGESTED CONTENTS

The below list of items has been developed as general guidance to partners and organisations, based on recent programmes implemented in Iraq and the region. It covers the main groups of items that are likely to be required in a SOK in order to make the implementation of activities effective and improve the adequacy of shelter. A SOK should aim to provide all the items affected families may require, in order to bring a shelter up to an adequate level.

It is recommended that SOK includes the following items:

- 1- CONSTRUCTION MATERIALS
 - Tarpaulin and plastic sheeting
 - Framing materials – square-cut timber
 - Other framing material
 - Exterior grade plywood sheeting
 - Fixings and rope
 - Sealants and adhesives
 - Metal straps and angles
 - Insulation materials
- 2- PERSONAL AND SITE SAFETY EQUIPMENT
- 3- TOOLS
- 4- ADDITIONAL SHELTER/WASH ITEMS⁶

The tables provide suggested lists of items that could be included in a Sealing-Off Kit, generic descriptions, and estimated cost⁷. The final lists of materials and quantities should be defined based on assessments carried out at selected sites and/or households and be balanced by the overall **recommended cost package** defined for Sealing-Off Kit assistance, as well as the security of tenure of the beneficiaries.

All dimensions and specifications are to be considered in the context of availability and ability to respond to the required needs. Items should be **fit for purpose** but may change based on need, context and availability. Please refer to additional Shelter/NFI Cluster Iraq guidance for more detailed specifications.

⁶ Following the SNFI Cluster SAG members feedback, extra Shelter/WASH items were added based on needs.

⁷ Estimates provided by Shelter Cluster Iraq partners as of September 2018 and reflect market prices. All costs in this document are in US Dollars (USD / \$).

KEY TRAINING AND AWARENESS MESSAGES

When SOKs are to be distributed directly to families in-kind, it is crucial that they receive sufficient technical support to ensure that the kits are deployed effectively and meet their intended purpose. Support to beneficiaries should include safety awareness to prevent harm or injury to those involved in the installation of the SOK, or others. SOK assistance should not be provided without the following knowledge and support to beneficiary communities:

- Training in safe use of tools and personal safety equipment.
- Training on good practices of construction using the materials provided in the kit.
- Providing guidance on a range of construction options available within acceptable scope.⁸
- Raising awareness of potential risks, hazards and dangers within the shelter or settlement, and means of their mitigation.
- Fire prevention and response.
- Regular installation guidance and frequent follow up to ensure that materials are used to the best of their potential according to the families' unique preferences.

Partners should also consider the requirements of families with specific needs and other aspects of local contexts that may require additional technical support and oversight in the implementation of SOK.

Due to the risk of COVID-19 and the challenges and higher costs of in-kind distribution (access, logistics, etc.), Cash and Voucher Assistance (CVA) methods should be employed where markets allow. CVA reduces the risk of spreading COVID-19 and other communicable diseases.



Photos: Courtesy of UNHCR



⁸ This may be defined by a number of factors, such as likely period of time to remain in that shelter, intentions and likelihood of ongoing movement, and acceptance by land / building owner and/or local authorities. Agencies should define the SOK kit contents to take these (and other) factors into consideration and tailor guidance and training to specific contexts.

SUGGESTED SOK ITEMS AND SPECIFICATIONS⁹

Notes:

- 1- *All values in this document are stated in United States Dollars (USD / \$)*
- 2- *Quantities of each item to be determined by needs assessments of targeted areas/communities. The list contains multiple options for some items where the selection must be justified by the needs.*
- 3- *1 kit per family (6 persons)*
- 4- *SOK = \$500 per kit¹⁰*

SEALING OFF KIT – CONSTRUCTION MATERIALS

#	Item and Description	Unit	Unit cost (US\$)	Use	IMAGE
TARPAULINS AND PLASTIC SHEETING					
1	Tarpaulin - Shelter-grade, 4m x 5m	piece	13	Roof/wall covering for protection from heat, cold, rain and wind. If coloured can also provide minimal forms of privacy. <i>Refer to Shelter/NFI Cluster Guidelines for full specifications.</i>	 <p>1</p>
2	Clear Plastic Sheeting - 190 GSM (gram per square meters)	m ²	1.5 / m ²	Clear plastic sheet for sealing windows and doors as well as general uses. Market price is likely to be in kg rather than m ² .	 <p>2</p>

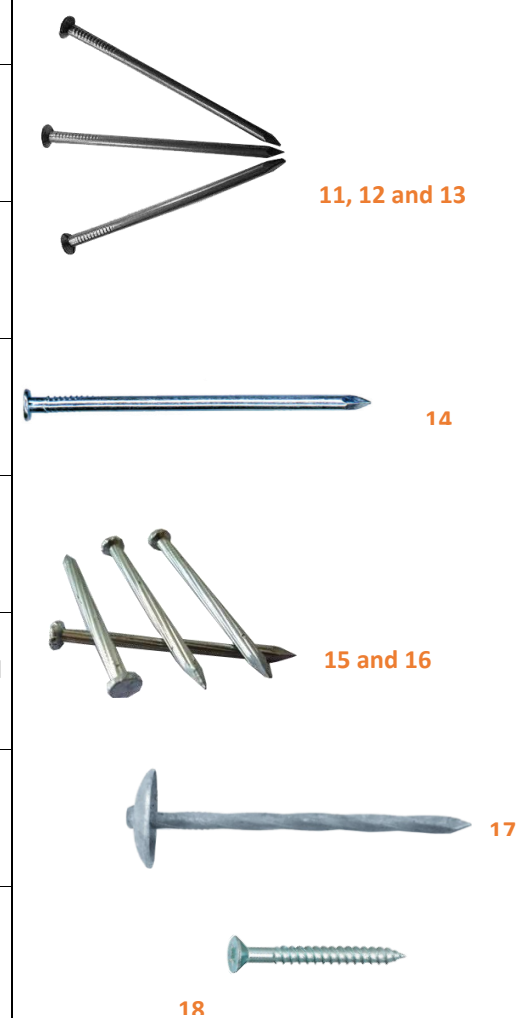
⁹ In the construction sector it is common practice to refer to high quality commercial brands as a substitute for detailed technical specifications. Any reference to brands in this document is for the purpose of reference to technical standards only and does not imply connection, preference or any other form of support, inasmuch as any brand with equivalent specification is also accepted.

¹⁰ The total cost includes covers only the cost of the kit not including the staff required to assess needs and distribute the kits, or any other relevant support costs. This cost can include both in-kind and cash-based modalities.

FRAMING MATERIALS - SQUARE CUT TIMBER				
3	Square Cut Timber - 2cm x 6cm x 3m	piece	5	For building doors and windows.
4	Square Cut Timber - 2.5cm x 10cm x 3m	piece	4	For securing plastic sheeting and general sealing off.
5	Square Cut Timber - 4cm x 9cm x 2.50m	piece	6	For construction of temporary wall framing (internal or external)
OTHER FRAMING MATERIAL				
6	Round Local Softwood - diam 4cm, length 4m	piece	4	Round timber poles for construction of temporary wall framing (internal or external)
7	Wall Frame Rail - U Shaped; Galvanized Steel; 3 meters long, 45x18 mm, 0.6 mm thickness	piece	5	To set up frames for plywood / plastic sheeting walls (separation/partitioning)
EXTERIOR GRADE PLYWOOD SHEETING				
8	Exterior Grade Plywood - 4mm thick x 1200mm x 2400mm	sheet	12	Panels for partitioning; providing cover for openings in exterior wall
9	Exterior Grade Plywood - 12mm thick x 1200mm x 2400mm	sheet	18	Panels for partitioning; providing cover for openings in exterior wall
10	Exterior Grade Plywood - 18mm thick x 1200mm x 2400mm	sheet	25	Panels for partitioning; providing cover for openings in exterior wall



FIXINGS AND ROPE				
11	50mm Common Nail - 6 D. 3 mm x 50mm, High quality low carbon steel Q195 or Q215 or Q235	kg	2	Fixing timber together; fixing sheet materials to frames.
12	75mm Common Nail - 8 D. 3 mm x 75mm, High quality low carbon steel Q195 or Q215 or Q235	kg	2	Fixing timber together; fixing sheet materials to frames.
13	100mm Common Nail - 10 D Common Nail 3.8 mm x 100mm, High quality low carbon steel Q195 or Q215 or Q235	kg	2	Fixing timber together; fixing sheet materials to frames.
14	65mm Galvanized Steel Common Nail - 3.4 mm x 65mm, High quality low carbon steel Q195 or Q215 or Q235	kg	2	Fixing timber together; fixing sheet materials to frames. Resistance to corrosion so useful for external purposes.
15	Concrete Nails - 2.8 mm x 40 mm, spiral splined, hardened steel, electrogalvanized	kg	3	For fixing timber and sheet materials to concrete and other hard materials.
16	Concrete Nails - 4.00 mm x 80mm, spiral splined, hardened steel, electrogalvanized	kg	3	For fixing timber and sheet materials to concrete and other hard materials.
17	Nails with Washer Head / Roofing nail with umbrella head - Electrogalvanised / twist shank with washer. Size: 2.70mm x 70mm	kg	3	For fixing plastic sheeting/tarpaulins (washer prevents tearing)
18	Screws for Wood - Gauge 4 x 20 mm	kg	3	For securely fixing framing and metal straps, angles and hinges together.










11, 12 and 13




14

15 and 16


17

18


19	Galvanized Washer - 2cm (adapted to the screws)	kg	2	To secure nail and screw fixings more securely to sheeting and framing materials	  
20	Duct Tape – Extra Heavy Duty, 50mm x 25m	roll	2	For taping plastic sheeting together and other simple fixing of materials together	
21	10m Rope – Polypropylene	m.l.	1	General purpose rope	
SEALANTS AND ADHESIVES					   
22	Silicone Caulking - 100%, clear, 10 oz tube	tube	2	Sealing small gaps and cracks	
23	Expanding Spray Foam - Compressed can with nozzle, 2-3x expansion, 24 hours or less cure time, polyurethane-based insulating foam sealant. 750ml can.	can	3	Sealing large gaps	
24	Construction Adhesive	tube	6	Securing timber to concrete block, door construction, etc	

METAL STRAPS AND ANGLES					
25	L-Shaped Galvanised Steel Angle - 42x42x40mm, Thickness 2 mm	piece	0.2	To fix together timber to make secure frames	
26	Flat L-Corner – Galvanized Steel, 50mm x 50mm / 5cm x 10cm Metal Plates With Screws	piece	0.5	For door and window frame construction	
27	Metal Handle For Door – Zinc or Aluminium, with screws (for wood) 10 to 15 cm length	piece	10	For door installation	
28		piece	1.5	For door installation	
29		piece	2	For securing and locking doors	
30		piece	3	For locking doors and windows	
INSULATION MATERIALS					
31	Mat - polypropylene reed-woven mat, 3m x 4m	piece	14	Providing a protective covering to flooring	
32	Carpet - thickness 1-1.5cm, (4mX4m); preferably dark colour	m ²	16	Providing an insulating layer to flooring	

SEALING OFF KIT – PERSONAL AND SITE SAFETY EQUIPMENT

#	Item and Description	Unit	Unit cost (US\$)	Use	IMAGE
QUANTITY AND TYPE OF EQUIPMENT TO BE BASED ON CONTEXT AND AVAILABILITY					
1	Safety Work Gloves - medium duty work gloves, leather/fabric mix	piece	3	Protecting hands during labour	
2	Safety Work Glasses - clear polycarbonate Class 1 safety glasses	piece	3	Protecting eyes during labour	
3	Polypropylene Rope - diameter: 8 mm, length: 200m; in a roll, preferred colour: black / dark green. Woven with 3 strands, with the possibility of being unravelled.	piece	0.2	For securing around the perimeter of buildings as well as to secure off voids and holes to prevent falling.	
4	Webbing - polyester flat belt sling, 6cm x 30m	piece	1	For securing around the perimeter of buildings as well as to secure off voids and holes to prevent falling.	
5	Braided Steel Cable – 12 Gauge, 30 meter roll	piece	1	For securing around the perimeter of buildings as well as to secure off voids and holes to stop people falling.	
6	Smoke detector - battery operated; 2 year warranty.	piece	20	To install in sealed off areas to assist with fire protection.	

SEALING OFF KIT – TOOLS



#	Item and Description	Unit	Unit cost /\$	Use	IMAGE
QUANTITY AND TYPE OF TOOLS TO BE BASED ON CONTEXT AND AVAILABILITY					
1	Handsaw - All-Purpose, total length 750mm, for wood, good quality, teeth from tempered and hardened steel. Unbreakable handle. Saw blade	piece	3	For general cutting of square cut timber, plywood sheeting and soft plastics.	
2	Tape Measure – 5 metre steel	piece	3.5	For accuracy of measuring during construction	
3	Utility Knife	piece	1.5	For general uses including cutting plastic sheeting,	
4	Pliers - steel bull nose pliers with cable cutter,	piece	3	For cutting and securing metal wires and cables.	
5	Shears - 9 inch straight pattern tinner's snip	piece	4	For cutting metal wire, cables and sheeting.	
6	Caulk Gun - 10 oz metal ratcheting caulk gun	piece	3	10 oz metal ratcheting caulk gun	
7	Screwdriver – Flat Head	piece	1.5	For 4x20mm screws and general uses.	
8	Screwdriver – Cross Head	piece	1.5	For 4x20mm screw and general uses.	

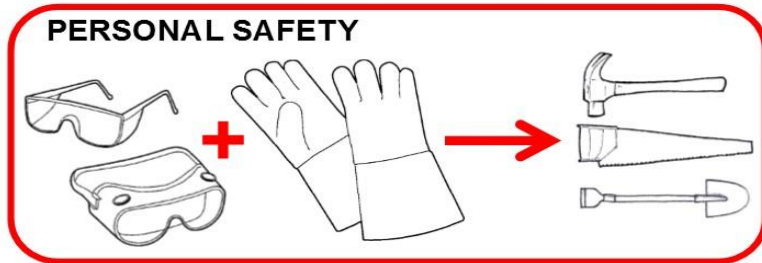
9	Shovel - Head with sharpened tip in forged steel which is tempered and hardened. Supplied with a handle. Total length: 100 to 110 cm.	piece	5.5	For digging holes, levelling earth and general uses including mixing concrete.
10	Wheelbarrow - approx. 90L dry solids, strong	piece	25	For general uses including moving materials.
11	Claw Hammer - Weight: 0.750 kg. Wooden handle, replaceable. Head in forged steel. Good quality.	piece	3	For general carpentry uses.
12	Small hoe - Head size is 15cm, sharpened tip in forged steel which is tempered and hardened. Supplied with a wooden handle.	piece	10	For digging holes, levelling ground and general tasks.
13	Plastic Bucket with Handle – 5 gallon	piece	2	For general construction related activities.
14	Water Hose - PVC Nylon Braided, 1" - 10	roll	10	For general construction related activities.
15	Glass Cutter	piece	5	For cutting the glass



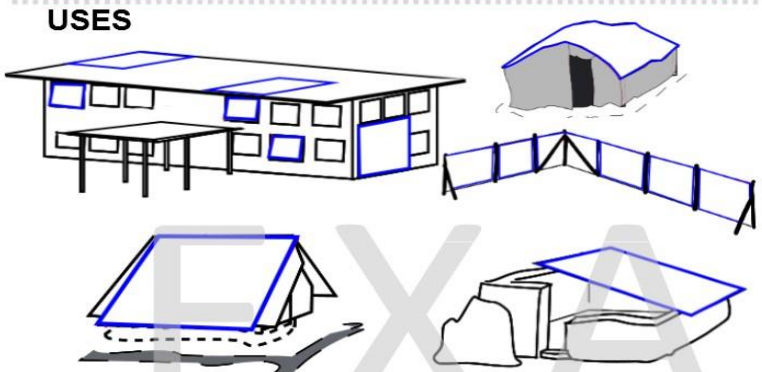
SEALING OFF KIT – ADDITIONAL SHELTER/WASH ITEMS

#	Item and Description	Unit	Unit cost /\$	Use	IMAGE
QUANTITY AND TYPE OF TOOLS TO BE BASED ON CONTEXT AND AVAILABILITY					
1	Lockset for Doors	set	20	For PVC/Steel doors.	
2	PVC Doors and Windows	m ²	30-50	Including 4mm clear glass	
3	Clear Glass	m ²	5	4mm clear glass	
4	Ceiling Fan	piece	18	3 or 4 blade fan	
5	Heater	piece	30-60	Electrical or kerosene heater	
6	Water Tank	piece	70	500 Litter capacity, HDPE virgin material, 3 layers UV resistant.	
7	Water Purifier	piece	10	Plastic 10-inch single water filter housing wall mounted water purifier.	

8	Water Pump	piece	35	3/4HP and 550W, with maximum flow of 25 l/min.	 
9	Water Heater	piece	70	160 - 200 Litter capacity (electrical, gas or combine).	



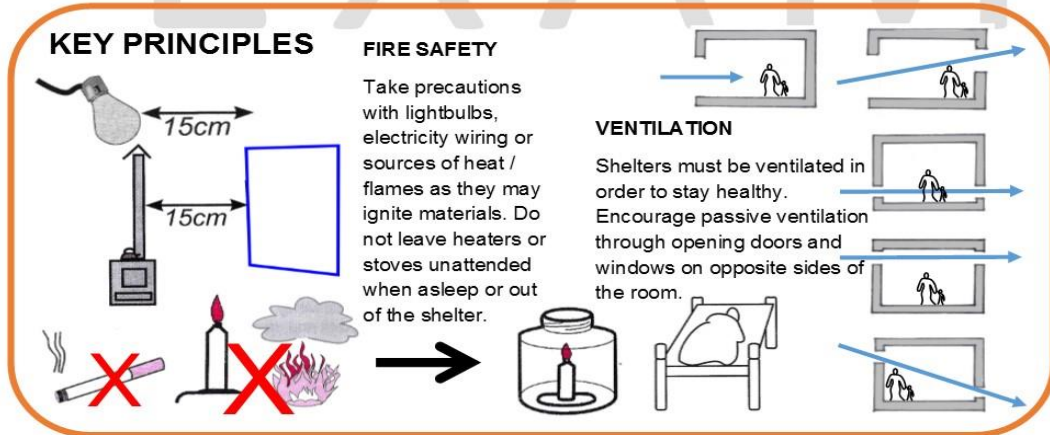
This leaflet provides guidance to help with the appropriate and safe deployment of Sealing-Off Kits (SOK) to address critical issues in inadequate shelters.



Sealing missing windows, doors and gaps / cracks in walls
Covering roofs
Preventing draughts and leaks
Partitions, fences and screens
Constructing lockable doors / windows
Balustrades and handrails
Ramps and stairs

INTENDED USE OF THE KIT

- 1) Sealing up shelters to protect from the climate and weather (heat, dust, rain, wind, snow, cold...)
- 2) Provide a means to improve privacy and dignity.
- 3) Provide a means to assure health, safety and security.



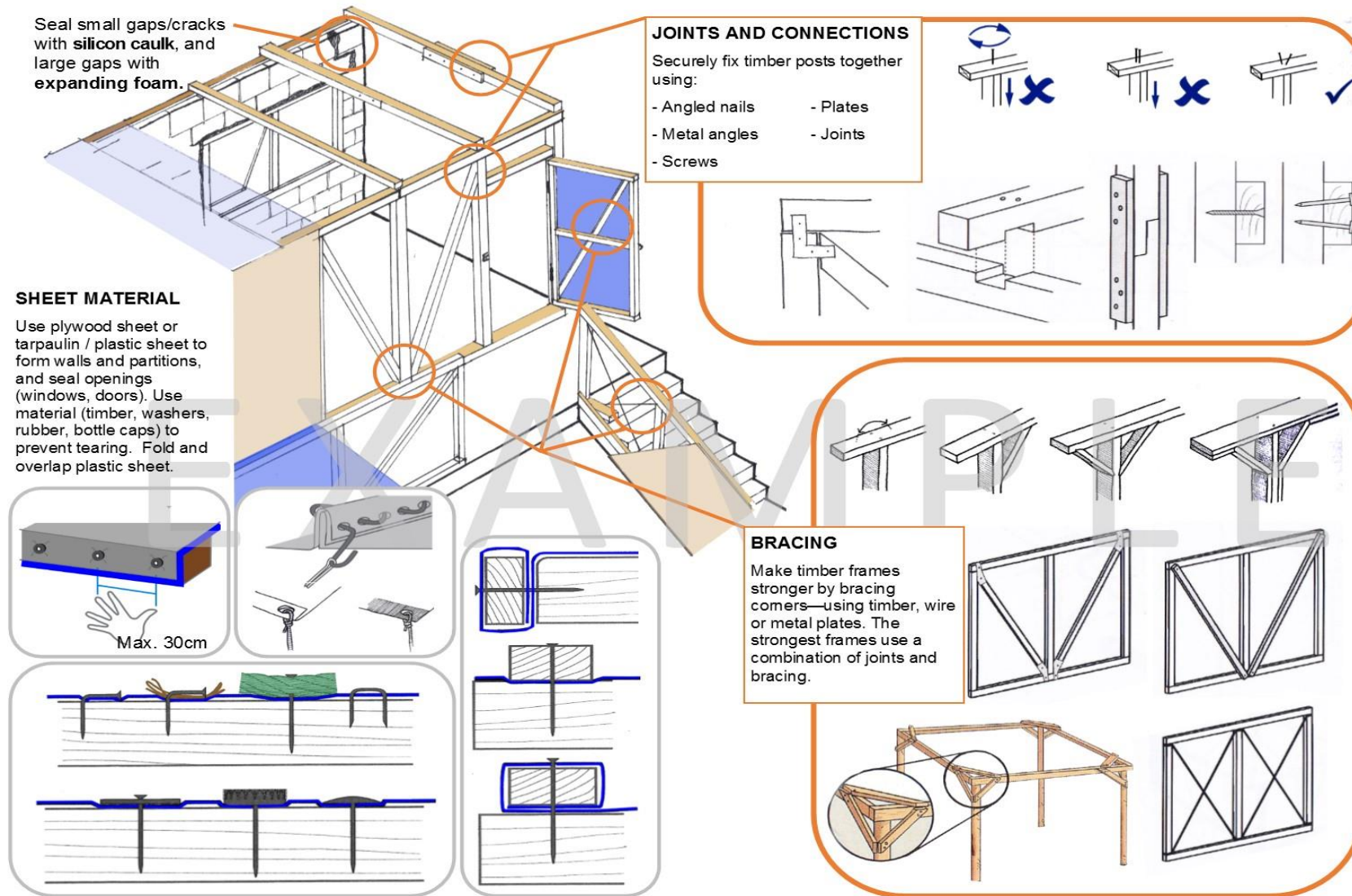
FIRE SAFETY
Take precautions with lightbulbs, electricity wiring or sources of heat / flames as they may ignite materials. Do not leave heaters or stoves unattended when asleep or out of the shelter.

VENTILATION
Shelters must be ventilated in order to stay healthy. Encourage passive ventilation through opening doors and windows on opposite sides of the room.

GENERAL ADVICE

- If you don't know or don't have the technical knowledge, ask someone who does.
- Do not encroach upon or block access to public spaces such as streets, pathways and communal water/sanitation facilities or upon the designated areas for other households.
- Measure twice, cut once.
- Use the proper tools and safety equipment to carry out the work.
- Safely remove and dispose of refuse / unused material in designated locations.

1 of 2
SOK



2 of 2
SOK

ANNEX I – VOUCHER SYSTEM FOR SOK DISTRIBUTION

Credit goes to Shelter Cluster Partners: ZOA and EADE.

1. Beneficiaries are selected based on the Socio Economic vulnerability Assessment Tool (SEVAT), combined with the shelter rehabilitation needs assessment, to select the most vulnerable and in the same time, those who have the shelter needs that an SOK would fulfil, e.g. sealing shelter in winter and providing shade in summer.
2. Tendering process for the required items, by collecting bids and price offers (in sealed envelopes) from retailers in target community and nearby markets. Procurement committee established by the PARTNER opens the tender sealed envelopes and does bid analysis, and select a few retailers who would have the following:
 - Availability of quantities of SOK contents of goods and tools that they will be providing beneficiaries with, and other materials and tools that beneficiaries may need to purchase within the same voucher value to improve their shelter.
 - Able to pre-finance the vouchers- redeeming sales to beneficiaries until the PARTNER pays back.
 - Relatively close to the community in a way that doesn't overburden beneficiaries to redeem their vouchers at the retailer's shop.
3. Contract the selected retailers, those who avail the goods in their shops with good prices, so that beneficiaries purchase SOKs and other items for shelter improvement. Agree with retailers that beneficiaries are entitled to flexibility in items, and that beneficiaries can replace any of the items in the SOK list with other tools and materials from these shops, which would be according to the beneficiaries, of benefit to them in improving their shelters.
4. Design vouchers in a way to mention the type of support, SOK support, with the voucher value amount printed, availing space for adding voucher serial number manually, and a space to manually write the name of beneficiaries. Coupons are written on cardboard paper at a print-shop that would be selected through a separate procurement process according to PARTNER'S procurement process (usually 3 offers).
5. Scheduling the coupons distribution in a way that suits the capacity of retailers and available supplies in their shops and giving the PARTNER time and opportunity to pay the retailers entitlements based on their pre-financed sales to beneficiaries using the voucher system.
6. Distributing the vouchers to beneficiaries based on the developed schedule, vouchers will be signed by, assumingly, the project coordinator for authenticity. A booklet on SOKs installation will be distributed to beneficiaries. Declaring dates of every group to go and claim their SOKs and redeem their vouchers. Providing beneficiaries with transportation allowance to go to the shops and transport their SOKs to their shelter.
7. Follow up on quality and prices of the provided SOK items that they get when they redeem their vouchers at the retailers' shops. Ensuring that retailers provide beneficiaries with an invoice in return to their voucher and keep a copy for themselves. The invoice should have a serial number, amount and price of every item.
8. Collecting from the retailers the redeemed vouchers by beneficiaries, with taking into consideration helping them to:
 - Organize the vouchers in bundles (for example 25 vouchers), attaching to them a copy of the co-signed invoice that they have given to each beneficiary in exchange to the voucher.
 - Collecting an ID copy from beneficiaries when they redeem their vouchers.
 - Prepare a cover page summary that includes the names of the beneficiaries, their voucher numbers, cost amounts of their procurement, and due amounts to retailer, which should not exceed the set cost per each beneficiary.

- Cover data includes:
 - a. #.
 - b. Date of redeeming the voucher according to the beneficiary invoice.
 - c. Voucher number.
 - d. Retailer's invoice number for this beneficiary.
 - e. Beneficiary name.
 - f. Amount in IQD or USD.
 - Help the retailer prepare an invoice to PARTNER requesting the retailer's entitlement according to the above-mentioned financial documentation.
9. Retailers submit the PARTNER invoices to designated Project Coordinator, with the following attachments:
- Cover page summary with the retailer's name on the top and a table that shows:
 - a. #.
 - b. Date of redeeming the voucher according to the beneficiary invoice.
 - c. Voucher number.
 - d. Retailer's invoice number for this beneficiary.
 - e. Beneficiary name.
 - f. Amount in IQD or USD.
 - Invoice with serial number, voucher with details of good supplied with unit price, quantity, individual value and total in IQD or USD signature of beneficiary, ID number and supplier.
 - Attach the vouchers and copy of the beneficiaries' IDs.
10. PARTNER transfers the amount of the received invoices to the retailers after reviewing the received support documents.

ANNEX II - COVER PAGE/SUMMARY

Sales summary for coupons recipients

#	Coupon exchange date as per the beneficiaries' invoice	Coupon's no.	Seller to beneficiary invoice serial no.	Beneficiary name	Amount (IQD/USD)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
	TOTAL				

ANNEX III - RETAILER INVOICE TO BENEFICIARIES

Retailer:	Commercial Registration no.:
Phone no.:	Invoice no.:

#	Item Description	Qty.	Unit Price	Total Price
	TOTAL			

Seller name:

Beneficiary Name:

Seller signature:

Beneficiary Signature:

Seller seal:

ANNEX IV - RETAILER'S INVOICE TO PARTNER

Dear [PARTNER NAME],

Greetings,

[RETAILER NAME] would like to invoice your organization [written amount in USD or IQD] for the coupons' amounts sold to the beneficiaries selected for shelter improvement programme through provision of SOK distribution activity as per the attached details.

Name/

Signature/

Seal/

Date/ / /

FURTHER READING AND IMAGE CREDITS:

[The IFRC Shelter Kit Guidelines](#), International Federation of Red Cross and Red Crescent Societies, 2010

IFRC Shelter Kit Flyer

[Plastic Sheeting: A Guide to the Specification and Use of Plastic Sheeting in Humanitarian Relief](#), IFRC and Oxfam International, 2007

[Timber: A Guide to the Planning, Use, Procurement and Logistics of Timber as a Construction Material in Humanitarian Relief](#), IFRC, UN/OCHA & CARE International, 2009

[Handbook for the Protection of Internally Displaced Persons](#), Global Protection Cluster Working Group, Dec 2007

[Transitional Settlement Displaced Populations](#), Corsellis, T. and Vitale, A., Shelter Centre & Oxfam GB, 2005

[Safer Homes, Stronger Communities: A Handbook for Reconstructing after Natural Disasters](#), Jha, A., Barenstein, J., Pittet, D. and Sena, S., World Bank & GFDRR, 2010

[Shelter After Disaster: Strategies for Transitional Shelter and Reconstruction](#), Shelter Centre, UN-OCHA and DfID

[Sphere Project Humanitarian Charter and Minimum Standards in Humanitarian Response](#), 2011

A number of images were retrieved from Google Images. Please contact the author for specific citations.