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# Guidance Documents and Tools for Shelter-NFI

## Overview

The following tools and guidance documents are available to assist in the planning and implementation of Shelter and NFI interventions. Please be aware that certain tools and documents have been developed to fit specific contexts, and should therefore be used as a starting point for the development of tools in other contexts, not as "one size fits all" solutions.

**Standard Operating Procedures (SOPs): Guidance for NFI Distributions:** This document provides guidance on administrative requirements, assessments, distribution and post distribution monitoring (PDM) relating to the distribution of non-food items (NFIs). The SOPs can be used to guide the development and implementation of distribution activities. These tools should be adapted to suit the context of each crisis response. The guidance is supported by several resources listed as annexes.

**SOPs: Guidance on Establishing Feedback Mechanisms:** This document aims to provide guidance in terms of feedback mechanisms in the context of IOM shelter operations. It should be adapted to suit the context of each crisis response and is supported by several resources listed as annexes.

**The Land Rights and Shelter Due Diligence Standard:** This tool aims to provide shelter actors with a operational knowledge of land rights in shelter operations and how such rights are protected and upheld in benefit of the affected population and shelter programming as a whole.

**Good Shelter Programming - Tools to Reduce the Risk of GBV in Shelter Programmes:** This toolkit aims to help shelter practitioners to mainstream gender-based violence risk mitigation into their shelter programming, ultimately helping to safeguard the health, security, privacy and dignity of crisis affected people.

**Site Planning - Guidance to Reduce the Risk of Gender-Based Violence:** This booklet on site planning and the reduction of gender-based violence provides practical guidance for measures which can be taken to reduce risks to affected populations around camps and sites. It is written for all people who are involved in the planning and maintenance of sites, as it is not always possible to deploy experienced site planners, and the majority of camps and sites come into being 'spontaneously.'

**Documents from IOM South Sudan:** The following resources have been developed by IOM South Sudan and can be used as a reference for other operations: 1) BRIEF-Shelter and NFI Cluster: Republic of South Sudan, Accessing the Common NFI and Emergency Shelter Pipeline; 2) Partnership Agreement Template; 3) Shelter and

Non-Food Items Pipeline List of Items; 4) Shelter NFI Request Form; 5) Assessment and Verification Report; 6) Distribution Reporting Format; 7) Shelter NFI Stock and Distribution Report.

**Checklist for Proposal Review for Shelter NFI WASH Projects:** This checklist is meant to be used by IOM staff in charge of reviewing proposals with Shelter and WASH components. The checklist covers key points to take into account before reviewing the proposal, during the project implementation cycle and the budget. This checklist is designed based on recurring issues identified at the HQ level with Shelter and WASH programmes with an aim to strengthen proposals, for missions' consideration. Note that the checklist is not exhaustive and therefore, additional considerations need to be made as well.

**Global Guidance and SOPs for Warehouse Management:** For seamless operations and delivery, this document provides comprehensive warehouse guidelines on the management and stewardship of IOM stocks. The purpose of these warehouse guidelines is to standardize procedures within and across missions, to the extent possible, and to act as a resource as missions face a variety of warehouse and storage issues. Moreover, it is hoped that this document will enable efficient and effective warehousing operations — with appropriate control measures in place — with the goal of minimizing stock losses. This document covers primarily warehouse operations but does include some security, quality assurance, procurement and operational information pertaining to the storage of goods.

**Post Distribution Monitoring - Guidance to Inclusive Programming:** This technical note outlines a set of minimum good programming standards to be observed when conducting Post-Distribution Monitoring (PDM) of shelter/NFI distributions. The document covers PDM for blanket/general distributions and targeted distributions, and contains high level recommendations and guidance on sampling approaches and requirements, sample surveys, and prevention of sexual exploitation and abuse (PSEA).

## Links

- [Shelter Projects: Case Studies of Humanitarian Shelter and Settlements Responses](#)
- [Global Shelter Cluster](#)

## Contacts

For more information, please contact the IOM Shelter team in Geneva: [sheltersupport@iom.int](mailto:sheltersupport@iom.int).

Please also find the contact information for the IOM Shelter Reference Group: [ShelterReferenceGroup@iom.int](mailto:ShelterReferenceGroup@iom.int).

## Key Documents

- [Documents from South Sudan](#)
- [Good Shelter Programming - Tools to Reduce the Risk of GBV in Shelter Programmes](#)
- [Site Planning - Guidance to Reduce the Risk of Gender-Based Violence](#)
- [Guidance on Establishing Feedback Mechanisms](#)
- [Guidance on NFI Distributions](#)
- [Land Rights and Shelter - The Due Diligence Standard](#)
- [Checklist for Proposal Review for Shelter, NFI, and WASH Projects](#)
- [Global Guidance and SOPs on Warehouse Management](#)
- [Post-Distribution Monitoring for Shelter Programming - Guidance for Inclusive Programming](#)

## **Document date**

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