

Checklist for Proposal Review of Shelter/NFI WASH Projects
Version 1 (27 December 2016)

This checklist is designed based on recurring issues identified at the HQ level with Shelter and WASH related proposal with an aim to strengthen for missions' consideration.

Kindly note that this checklist does not contain all issues related to Shelter and WASH projects, therefore, additional consideration need to be given as well, not limiting the matters highlighted in the checklist.

In case you have comment on the checklist, please send to sheltersupport@iom.int.

★ MUST

⦿ SHOULD

Before reviewing the proposal

- ★ Understand if the proposal has already been discussed with the donor or it is an open call for proposals, etc.
- ★ Have all relevant documents such as Humanitarian Response Plan (HRP), HIP, etc.
- ★ Know if this type of programme is new or there are several other similar projects going on.

Project description (sometimes written in the rationale)

- ★ Ensure consistency of proposed activities with the needs identified in the rationale/background.
- ⦿ Consider Cash-Based Interventions (CBI) where possible/relevant.
- ★ Ensure that forced relocation and secondary displacement are avoided.
- ★ New camps and tents are built/used as the last resort. If applied, strong justification is provided.
- ★ Explain or understand the location type of the proposed interventions (e.g. collective centres, spontaneous/unplanned sites, planned camps, host communities, return locations, urban or rural etc.)
- ★ Consideration has been made on land tenure issues for relevant project proposals (such as new sites, relocation, etc.).
- ★ Consideration has been given to how targeted locations have been selected.
- ⦿ Explain criteria for beneficiary selection and address specific needs of vulnerable groups (women, girls, children, elders, persons with disabilities etc.).
- ⦿ Mention consultation with targeted affected populations, concerned national/local authorities and related partners, to justify the proposed actions.
- ★ Apply strategies/standards/guidance from the cluster/sector/working group and, if it does not exist, from national and/or local authorities. Mention such documents in the proposal. If not decided yet, explain the current discussion or plans.
- ⦿ Explain the local context and/or agreement in the coordination system for deciding the shelter type.
- ⦿ Clarify in detail on the items to be distributed (not just "NFI kits" but items included in the kits are clarified) with additional information (BOQ, cluster technical guidance, etc.)
- ★ *For construction of WASH facilities (wells, water points, latrines showers etc.):* include and budget plans for maintenance (e.g. management committee is organized and trained) in the activity for sustainable use of the facilities.
- ⦿ *For hygiene kits distribution:* include sensitization and/or hygiene promotion as an activity and allocate funds adequately.
- ⦿ *For providing regular services (water distribution, desludging septic tanks, etc):* Explain exit strategy of the services once the Project ends.
- ⦿ *For construction projects:* include technical trainings for the supervising/monitoring staff and/or beneficiary as an activity.
- ★ *Essential for OFDA proposal (encouraged for other donors):* Separate the section for NFI and Shelter and avoid tents.

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- ★ *Essential for OFDA proposal (encouraged for other donors):* Explain on how the beneficiaries use the received tarpaulins. And if other shelter materials are provided, explain on how it will be converted into shelters.

Partnerships and Coordination

- ★ Explain relevant coordination mechanism and how IOM is positioned within those.
- ★ Explain clearly the implementation method and the relationships with Implementing Partners (IPs), if this is the case.

Evaluation

- ★ Include a plan/budget for post distribution monitoring (PDM).
- Explain the beneficiary feedback mechanism for the project.

Log frame

- ★ Indicator: Include achievable and measurable indicators and ensure budgets are allocated towards the set indicators.

Work Plan

- The duration is minimum of 9 months for any shelter project with a construction component and 3-6 months for distribution project (though longer preferred – particularly in complex crisis/conflict). If not, explain the reason why it can be implemented quickly in the project proposal.
- Outline a basic implementation process (i.e. coordination, assessment, procurement, beneficiary selection, implementation, PDM etc.) with realistic timeframes (or clearly understood by the team).

Budget

- ★ Include sufficient dedicated staff with adequate grades (i.e. programme manager, engineers, supervising and monitoring staff etc.), especially for new programmes.
- ★ Budget partner's costs adequately if using IPs.
- ★ Budget transportation costs including warehouse and distribution staffing with DSA.
- ★ Note that budget is at the level of detail required by the donor. Adding too much detail on the proposal, which is good for the mission's planning though, will limit the project implementation if the situations change.
- Provide Bill of Quantities (BOQs) for construction and kit components.