Shelter Projects 2017-2018

Data collection form

*To encourage genuine lessons learned, all case studies will be presented anonymously, without attribution to any organisation or individual. Contributors and their organisations will be listed in alphabetical order in the acknowledgements section of the book. Both successful and unsuccessful projects can be submitted, as what interests us is the learning outcome for the sector. Kindly note that due to space limitations, not all case studies can be included in the final publication. Completed forms can be submitted to* *submissions@shelterprojects.org**. Note that the maximum attachment size is 12MB, for larger attachments please use a file-sharing platform.*

*Many thanks indeed for your time!*

## Contact Information

### Who filled in this form? When and where was it filled in?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Role** | **Email address** | **Telephone** | **Skype contact** |
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### Additional contributors contacts

[List the names and contacts of individuals and organisations who can be contacted for technical and other information, and mention who should be credited in the acknowledgments section. The latter should be people who have made a significant contribution to the compilation of this case study. Shelter Projects is a publication made for practitioners by practitioners, so we encourage those who have been involved in the project to contribute inputs and reflections in the data collection]

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|  | **Name** | **Organisation** | **Role** | **Email** | **Telephone/Skype** | **Add to Credits? Y/N** |
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## Project documents and tools

[Please list any project documents that can be used as sources and evidence, and that will be useful for the editor. These can include cluster or project factsheets, Bill of Quantities, Post Distribution Monitoring Reports, etc. Please attach them to the submission. Please also add tools/resources that were used or developed by you/your organisation for this project, if relevant.]

* Doc 1...
* Doc 2...
* Doc 3...

## Photographs and Illustrations

Owners of photographs/drawings used in the publication will need to release copyright so that they can be used by the Global Shelter Cluster, when appropriately credited.

Criteria for selecting good pictures include:

* Photographs should be of good quality: min resolution of 300dpi and min width 900 pixels, if possible.
* Should not be logo-heavy (if so, logos may be cropped). The primary goal is to illustrate projects, not for agency visibility purposes.
* Should illustrate the project key features, strengths, main components.
* Should not only be about project outputs (e.g. a picture of the materials or kits distributed) but also show the process, people and outcomes (e.g. what people have done with the assistance received, and how this has met their needs) where possible.
* Info-graphics, diagrams, drawings, plans and other visual representations are also welcome.

Please send as many good pictures as possible (minimum five), either by email (note max attachment size of 12MB) or arrange to share a folder in Dropbox/Google Drive/WeTransfer/OneDrive, etc.

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| **Photograph**File name | **Credit** (Individual) | **Copyright information / contact** (if needed) | **Short description / caption** | **Date** |
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## **SECTION A: Case Study Front Page**

## A.1 – Key project data

Please fill all fields, as incomplete case studies may be excluded. Do not focus on narrative here. You can find examples of what this data will be used for, by consulting previous editions of the publication (available online).

|  |  |
| --- | --- |
| LABEL & INSTRUCTIONS | QUANTITY/DESCRIPTION |
| Country: |  |
| Crisis: [Name of the specific disaster/conflict/complex crisis] |  |
| Crisis start date: |  |
| Crisis end date (if applicable): |   |
| Total number of people affected: Total number of people displaced: [Total for the whole crisis. Please provide a source] |  |
| Total number of houses damaged/destroyed:[If applicable, the total for the whole crisis, based on nationally agreed criteria. Please provide a source] |  |
| Total number of people with shelter needs: [Total for the whole crisis, both in households and individuals if possible. Please provide a source.] |  |
| Project location(s): |  |
| Project year(s): |  |
| Project start and end dates: |  |
| Number of people supported by the project:[Households and individual beneficiaries (if possible). Please provide disaggregated data by sex, age, and vulnerability, if available] |  |
| Project outputs (achievements):[What the project has achieved to date. E.g. number of shelters built/repaired, kits/NFIs distributed, trainings, cash grants, etc. Please add rows if needed] |  |
| Shelter size (m2):[Square meters (m2)of covered area. For cash or materials based programmes, give an estimate of the shelter size that can be built] |  |
| Shelter density (m2/person):[Covered space in m2 *per person* in the shelter (it can be based on the average household size)] |  |
| Materials cost per shelter/household: [Allmaterials and labour costs] |  |
| Project cost per shelter/household: [Including organisational overheads, etc.] |  |

## A.2 – Project abstract and key questions

### PROJECT SUMMARY

[Sum-up the project briefly, in three sentences. This abstract will go into the key data / front page of the case study, and should include the main highlight of the project]

|  |
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|  |

### OVERALL PROJECT GOAL(S)

[One-sentence description of the overall objective(s) of the project. Please also include any outcome indicators, and methods used to assess them, if possible. E.g., Occupancy rate estimate (% of shelters occupied)]

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### Reflect on the following key questions:

### *- What is the main highlight of this project / what is the story that this case study will tell?*

### *- How was the success or failure of this project defined?*

[Explain in maximum three sentences the highlight(s) of this project, why it is worth sharing it, and the critical factors that contributed to the success or failure of the project. Please reflect on factors such as project design and meeting project objectives, timeliness and scale/coverage of the project, coordination, community engagement, security of tenure, consideration of specific vulnerabilities, other cross-cutting issues, etc. – see the list of themes in section A.4]

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## A.3 – Timeline

The following two tables will be used to create the project timeline, over the background of the crisis. Examples can be seen in previous editions of the publication. The first table helps highlighting the phases of the project (more rows can be added as needed) and key dates for the crisis in question.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Start date** | **End date** | **Duration (# of months)** |
| Crisis date |  |  |  |
| Project (overall) |  |  |  |
| Planning phase |  |  |  |
| Implementation phase 1 |  |  |  |
| Implementation phase 2 (if appropriate) |  |  |  |
| Handover phase |  |  |  |

### Specific milestones

This second table is about specific project milestones or significant events, relevant for the crisis or for the overall response, and that had an impact on the project or help situating the project in the wider background.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Milestones | Date | Description |
| Project milestone 1: |  |  |  |
| Project milestone 2: |  |  |  |
| Project milestone 3: |  |  |  |
| Project milestone 4: |  |  |  |
| Project milestone 5: |  |  |  |
| Project milestone 6: |  |  |  |

## A.4 – Keywords

[Please select the keywords below by marking the grey cells that apply, or adding your own.]

|  |
| --- |
| **CONTEXT** |
| **Location** | **Urban** |  |
| **Peri-Urban** |  |
| **Rural** |  |
| **Type of Crisis** | **Natural Disaster** |  |
| **Conflict/Violence** |  |
| **Complex/Multiple** |  |

|  |
| --- |
| **SUPPORT METHODS** |
| **Cash-Based Interventions** | **Conditional cash transfer** |  |
| **Restricted cash/vouchers** |  |
| **Unconditional & Unrestricted** |  |
| **Loans / Micro-credits etc.** |  |
| ***Other*** | *Specify* |
| **NFI in-kind Distribution** | **Household items** |  |
| **Shelter materials (incl. kits)** |  |
| **Tools / Fixings** |  |
| **WASH items (& kits)** |  |
| ***Other*** | *Specify* |
| **Advocacy / Legal assistance** |  |
| **Site/Settlement Planning** |  |
| **Infrastructure** |  |
| **Training/Capacity Building** |  |
| **Tech. Assistance / Quality Assurance** |  |
| **Structural Assessment** |  |
| **Guidelines / Mass Communications** |  |
| **Site Management** |  |
| **Debris/Rubble Removal** |  |
| ***Other*** | *Specify* |

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| **SHELTER ASSISTANCE TYPES** |
| **Emergency Shelter** |  |
| **Transitional Shelter** |  |
| **Host Family Support** |  |
| **Rental Support** |  |
| **Core Housing** |  |
| **Housing Repair / Retrofitting** |  |
| **Permanent Houses** |  |
| ***Other*** | *Please specify* |

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| **SETTLEMENT OPTIONS** |
| **Non-Displaced / Returns** | Owner occupied |  |
| Rental |  |
| Informally occupied |  |
| **Displaced, dispersed** | Rental |  |
| Host families |  |
| Spontaneous / Self-settled |  |
| **Displaced, communal** | Collective centers |  |
| Planned site/settlement |  |
| Unplanned site/settlement |  |
| **Planned resettlement sites** |  |
| **Dispersed resettlements** |  |
| ***Other*** *(specify)* |  |

[Please only select up to three themes below, based on the key highlights of the project, and elaborate on these in the narrative.]

|  |
| --- |
| **THEMES** |
| **Aspects** | **Advocacy**  |  |
| **Coordination** |  |
| **Local construction techniques/capacity** |  |
| **Socio-Technical Assistance quality** |  |
| **Cross-cutting issues** | **Accessibility / Disability Inclusion** |  |
| **Disaster Risk Reduction** |  |
| **Environment** |  |
| **GBV risk mitigation** |  |
| **Gender mainstreaming** |  |
| **Security of Tenure / HLP** |  |
| **Engagement** | **Community engagement** |  |
| **Local authority engagement** |  |
| **Local private sector engagement** |  |
| **Women’s empowerment** |  |
| **Linkages** | **Integrated programming** |  |
| **Links with recovery** |  |
| **Livelihoods** |  |
| **Long-term/Wider impacts** |  |
| **Quality/Success Indicators** | **Adaptability** |  |
| **Cost effectiveness** |  |
| **Coverage (scale vs needs)** |  |
| **Cultural appropriateness** |  |
| **Durability** |  |
| **Efficiency** |  |
| **Habitability / Comfort** |  |
| **Occupants’ satisfaction** |  |
| **Timeliness of the assistance** |  |
| ***Other*** *(please specify)* |  |

## **SECTION B: Main Narrative**

[The narrative will go into this box. Please see guidance notes below. Minimum required sections are included here but can be adapted if needed, and more sections added, as for some of the suggestions in the guidance notes.]

|  |
| --- |
| CONTEXTSITUATION BEFORE THE CRISISSITUATION DURING/AFTER THE CRISISNATIONAL SHELTER STRATEGYPROJECT IMPLEMENTATIONTARGETINGCOMMUNITY ENGAGEMENTMAIN CHALLENGESWIDER IMPACTS |

## Guidance Notes

* Below are **proposed headings** – these are flexible depending upon the content, so feel free to edit and, if relevant, change the order.
* Please refer to specific **evidence and supporting documents** (which you can attach or link), expanding on each point if possible. These can be used in footnotes and references in the publication.
* **The word count** for this section should be between **1,000-2,000 words.** Narratives not following this guidance will be edited and may ultimately be rejected.
* For the background section: for large-scale responses or regional crises, or for those where multiple case studies have been submitted, an overview may be written to cover the below sections. Part of the content for such overview may be taken directly from the inputs below.
* Case studies will be presented anonymously. You may choose to refer to the name of the organizations in the first draft for the sake of clarity for the editors, but these will be later removed.
* For examples of published case studies, please visit www.shelterprojects.org

## Proposed headings (background)

### BACKGROUND/CONTEXT *(required)*

[What was the overall context? One/two paragraph summary of the country/region, weather/climate, environment, culture and religion, political situation etc., if appropriate]

### SITUATION BEFORE THE CRISIS *(required)*

[One paragraph summary of the conditions people were living in prior to the disaster/conflict, their settlements, etc.]

### SITUATION DURING/AFTER THE CRISIS *(required)*

[One paragraph summary of the conditions people were living in after/during the crisis, including the settlement types, also reflecting on how the crisis impacted on pre-existing conditions]

### NATIONAL SHELTER STRATEGY/RESPONSE *(required)*

[One paragraph summary of government/cluster/sector strategy (including needs assessments), government plan and milestones, and the overall shelter response. Please link this to programming decisions and how they were taken, as well]

## Proposed headings (project write-up)

### PROJECT IMPLEMENTATION *(required)*

[What implementation method was used? How assistance modalities have been selected, e.g. cash vs. in-kind? How was land allocated / land issues considered? How many project staff were needed? Was this part of an integrated/multi-sector programme (if so, how did this work)? etc. If needed, this section can be split up, for example into the different phases of the project]

### TARGETING *(required)*

[Please discuss target locations and beneficiary selection process. How were project areas selected? Which households/individuals were targeted by the projects and why? How did this work?]

### COMMUNITY ENGAGEMENT *(required)*

[How were affected people actively engaged throughout the project? What impact did this have on the project?]

### COORDINATION *(optional)*

[How did the project fit into a wider, coordinated approach? What impacts did coordination have on this project? This section can refer to the shelter strategy and response section above]

### DISASTER RISK REDUCTION *(optional)*

[What DRR components did the project have? What were the hazards / threats and how did this project address them?]

### MAIN CHALLENGES *(required)*

[What have been the main challenges encountered and how were they addressed? How did the organisation adapt to, or cope with, any challenge? What was the impact of these challenges on the project?]

### CROSSCUTTING ISSUES *(optional)*

[How did the project consider and address crosscutting issues, such as gender, GBV risk mitigation, security of tenure, environmental impact, etc.? Please select one key issue and elaborate. This can also be discussed throughout the different sections, instead]

### LINKS WITH RECOVERY (*optional)*

[How did the project deal with linking relief and recovery phases? How was this incorporated in project design and implementation? Please also use some specific examples.]

### TECHNICAL SOLUTIONS *(optional)*

[Were new technologies introduced to the area? How were existing technologies adapted/improved? Etc.]

### MATERIALS AND SUPPLY *(optional)*

[Where/how were materials sourced and transported? What were the impacts on local markets? How quickly did supply chains respond? What environmental impacts were generated or considerations made? Etc.]

### EXIT/HANDOVER *(optional)*

[Did the project include an exit strategy? How was the handover to beneficiaries, local authorities and other stakeholders conducted?]

### WIDER IMPACTS *(required)*

[What were the wider impacts of the project? E.g., did the project provide a model for scaling up a response? Did the project initiate a particular response by the authorities?]

## Materials list (if relevant)

[Please fill in this table and/or share a detailed list or BoQ if available]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Items** | **Units** | **Quantity** | **Unit cost (local currency)** | **Unit cost (USD)** | **Total cost (USD)** |
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## **SECTION C: Strengths, weaknesses and lessons learned**

[Guidance notes: 1) Please focus on project implementation aspects, *not external factors* such as funding issues or government decisions. 2) Refer back to the top three themes selected in the keywords section, and the factors identified in section A.2 in the key questions, as much as possible. 3) Where relevant, focus on outcomes and wider impacts of the project, as well. 4) Please also refer to specific examples and evidence whenever possible.

This section should be between **300-600 words**.]

##  Strengths

[What were the project strengths, what worked well, and why? Please elaborate]

|  |
| --- |
| 1. 2.3.4.5. |

## Weaknesses

[What were the project weaknesses, what didn’t work, why? Please *do not focus on external factors*]

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| 1. 2.3.4.5. |

## Lessons learned

[What are the lessons you would highlight for the shelter sector to learn from this project?]

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| --- |
| 1.2.3.4.5. |

**What would you do differently next time?**

[Please expand on the key lesson learned for this project, and if you have taken any action to improve future programming. This answer does not count towards the overall word limit]

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Thank you!