Shelter Projects 2015-2016

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.

Due to space limitations, not all case studies can be included in the final publication.

Please send your draft case study by September 12th, 2016.

Many thanks indeed for your time!

## 1.0 Contact information

### Who filled in this form?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Role** | **Email address** | **Telephone** | **Skype contact** |
| **1** |  |  |  |  |  |

### Who can be contacted for technical and other information?

[Project manager / key project staff / field references / HQ level representative]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Role** | **Email address** | **Telephone** | **Skype contact** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |

## 2.0 Data sources

### Who provided the information?

List the names of individuals (and their contacts so they can be added to the contributors mailing list) and organisations who should be credited in the acknowledgments section. These should be people who have made a significant contribution to the compilation of this case study.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name** | **Organisation** | **Email address** | **Telephone** | **Skype contact** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |

### What documents are useful to those reviewing the case study?

Please list any project documents that will be useful for the editor and attach them to the email.

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

### What photographs illustrate the project?

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

Photographs should be of good quality: minimum resolution of 300dpi, minimum width 900 pixels. Please send them by email, or arrange to share a folder in Dropbox/Google Drive/WeTransfer, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Photograph** | **Credit**  | **Copyright information / contact** | **Short description** |
|  |  |  |  |
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|  |  |  |  |

## 3.0 Key project information

Please fill all fields and provide detailed information, as incomplete case studies may be excluded.

|  |  |  |
| --- | --- | --- |
| LABEL & INSTRUCTIONS | FIELD/QUANTITY | COMMENT/DESCRIPTION |
| Country: |  |  |
| Project location(s): |  |  |
| Project year: |  |  |
| Disaster/conflict: |  |  |
| Disaster/conflict start date: |  |  |
| Disaster/conflict end date (if applicable): |  |  |
| Total number of houses damaged:[total for disaster/conflict, based on nationally agreed criteria] |  |  |
| Total number of people affected / displaced: [total for disaster/conflict] |  |  |
| 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[e.g. number of shelters built/repaired, kits/NFIs distributed, trainings, cash grants, etc. Please add rows if needed] |  |  |
| Optional: Outcome indicator (1)Please name outcome indicators, and methods used to assess them, if possible.e.g. Occupancy rate estimate (% of shelters occupied)[Note: occupancy will also change with time – if it is known at a time other than at handover, state when] |  |  |
| Optional: Outcome indicator (2)Other outcome indicator(s): 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.] |  |  |

## 4.0 Background

### What was the overall context?

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

### What was the situation before and after the crisis?

[One paragraph summary of the conditions people were living in pre and post the disaster/conflict, the settlement type, etc.]

### What was the national shelter strategy?

 [One paragraph summary of government / cluster strategy, government plan and milestones, etc]

## 5.0 Timeline

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

### Specific milestones

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

## 6.0 Project description (abstract)

### Concise summary of the project:

[Sum-up the project in 3 sentences]

### What was the project’s overall goal?

[One-sentence description of project goal]

## 7.0 Project write up

Below are proposed headings – this is flexible depending upon the content. Please make **reference to specific evidence and supporting documents** (which you can attach or link), expanding on each point if possible.

### Required: How was the project implemented?

[What implementation method was used? How was land allocated / land issues considered? How many project staff were needed?, etc.]

### Required: How were locations and crisis-affected people selected?

[How were project areas selected? Which households/individuals were targeted and why?]

### Optional: How were crisis-affected people involved and engaged?

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

### Optional: What impacts did coordination have on this project?

[How did the project fit into a wider, coordinated approach?]

### Optional: What DRR components did the project have?

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

### Required: What have been the main challenges 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?]

### Optional: Technical solutions

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

### 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]

### 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?]

## 8.0 Strengths, weaknesses and lessons learned

[Please focus on project implementation, *not external factors* such as funding issues or government decisions. Please also make reference to specific examples and evidence whenever possible.]

 **Strengths**

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

1.

2.

3.

4.

5.

### Weaknesses

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

1.

2.

3.

4.

5.

**Lessons learned**

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

1.

2.

3.

4.

5.

### Do you think this project was successful? How did you define the success of this project?

[Explain the critical factors that contributed to the overall success or failure of the project. Please reflect on factors such as project design, speed and scale of the project, coordination, community engagement, consideration of specific vulnerabilities and risks, environmental impact, etcetera]

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

[Please expand on the key lesson learned for this project]

## 9.0 Materials list (if relevant)

|  |  |  |  |
| --- | --- | --- | --- |
| **Materials** | **Units** | **Quantity** | **Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 10.0 Tools and resources

### What tools and resources were used or developed by you/your organization for this project?

 [Please provide a brief description of each and attach the document(s)]

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

Thank you!

### Annex 1 – Keywords / Categories for the case study

[Please select the keywords by marking the grey cells from this list or add your own in “other”. Note that not all sections need to be selected, depending on the case study]

|  |
| --- |
| **CONTEXT** |
| Climate | Location type | Type of crisis |
| Urban | Rural | Natural disaster | Conflict | Complex emergency |
| *please specify here* |  |  |  |  |  |

|  |
| --- |
| **SUPPORT METHODS** |
| Cash / Vouchers | Loans | NFI Distribution | Advocacy / Legal | Site Planning | Infrastructure | Training | Structural assessment | Guidelines / mass communications | Other |
| Household items | Construction materials | Tools / Fixings | Other |
|  |  |  |  |  | *Please specify* |  |  |  |  |  |  | *Please specify* |

|  |
| --- |
| **SETTLEMENT OPTIONS** |
| Non displaced / returns | Dispersed self-settled | Short term land/house/flat | Unplanned camps | Collective centres | Hosting | Planned and managed camps | Planned relocation sites | Resettlements | Urban neighbourhoods | Other |
|  |  |  |  |  |  |  |  |  |  | *Please specify* |

|  |
| --- |
| **SHELTER TYPES** |
| Emergency shelter | Transitional shelter | Host family support | Rental support | Core housing | Housing repair / retrofitting | Other |
|  |  |  |  |  |  | *Please specify* |

|  |
| --- |
| **ASPECTS** |
| Environment | Gender mainstreaming | GBV risk mitigation | Disaster Risk Reduction | Community Participation | Coordination | Protection | Accessibility | Training / Capacity building | Advocacy | Other (1) | Other (2) |
|  |  |  |  |  |  |  |  |  |  | Please specify | Please specify |