

Making a home — Building a community

Community-led Settlement Manual
Northern Shan and Kachin, Myanmar



2020 version



SUPPORTED BY:





Construction phase.
Photo credit: Annika Grafweg, CRS.



Village site, construction completed.
Photo credit: Annika Grafweg, CRS.

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Acronyms

BoQ	Bill of Quantities
BRE	Building Research Establishment
CBO	Community-based Organization
CBNRM	Community-based natural resource management
CCCM	Global Camp Coordination and Camp Management
CFM	Community Feedback Mechanism
CHS	Core Humanitarian Standards
CORDAID	Catholic Organization for Relief and Development
CRS	Catholic Relief Services
CVA	Cash and voucher assistance
DDM	Department of Disaster Management
DIP	Detailed Implementation Plan
DRC	Danish Refugee Council
DRR	Disaster Risk Reduction
DS	Durable Solutions
ERW	Explosive Remnants of War
FSP	Financial Service Provider
GBV	Gender-based violence
HH	Household
HLP	House, Land, and Property



Construction of latrines completed.
Photo credit: Annika Grafweg, CRS.

Acronyms

IASC	Inter-Agency Standing Committee
ICLA	Information, counselling, and legal assistance
ICRC	International Committee of the Red Cross
IDP	Internally Displaced Person
KMSS	Karuna Mission Social Solidarity
MBRRR	Market Based Rapid Response and Recovery
MEB	Minimum Expenditure Basket
NGO	Non-governmental organization
NRC	Norwegian Refugee Council
PMEG	Protection Mainstreaming Working Group
PSEA	Preventing Sexual Exploitation and Abuse
QSAND	Quantifying Sustainability in the Aftermath of Natural Disasters
RAM	Rapid Assessment for Markets
ToR	Terms of Reference
UNHCR	United Nations High Commissioner for Refugees
WASH	Water, Sanitation, and Hygiene
WFP	World Food Programme
WG	Working Group



Village site view.
Photo credit: Annika Grafweg, CRS.

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Introduction to manual

This community-led settlement manual was written as part of KMSS regional and national capacity building development and strategy developed in partnership with CRS in 2018. It aims to capture the knowledge and experiences from KMSS longstanding engagement with providing humanitarian and shelter & settlement assistances to the internally displaced population (IDPs) in Myanmar. In particular, it aims to document the learnings from the KMSS community-led pilot project implemented in 2019-20 in Kachin state. KMSS has been consistently recognized by the communities it serves and other humanitarian stakeholders, as a leading organization with the aspiration and ability to deliver sustainable community based and integrated programming at scale. In this manual, KMSS and CRS knowledge and experiences comes together to describe the programmatic steps and activities necessary to support the internally displaced communities to establish their context specific sustainable settlement pathways.

The manual sits within a context in which the Government of Myanmar is eager to support its newly released Camp Closure Strategy¹ and signs of camp closure have been reported in Kachin and Northern Shan States. Thus, there is an urgent need to ensure that the affected communities are engaged in these processes in a meaningfully and dignified way. KMSS and CRS are closely following these developments alongside other NGOs and stakeholders to see how to support the displaced communities to take an active and leading role.

Hundreds of families registered their intent to relocate in 2018 with the Government, and many of these families acquired land in different towns in Kachin and Northern Shan, frustrated with their lives in the camps, humanitarian aid dependence and lack of livelihoods opportunities. They are increasingly looking to leave the camps to return to their original villages or relocate to areas where they can better pursue livelihoods opportunities, access services and ensure safe, secure environment for their families. Some of these communities have approached KMSS and partner organisations for assistance in their livelihoods and settlement efforts. Thus, this manual aims to provide guidance to KMSS and partner organisations' program staff and community leaders on how to facilitate and support community-led settlement programming.

HOW TO READ THIS MANUAL?

The manual has 4 chapters. Chapter 3 is the main body of this document proposing three options of community-led settlement pathways that can be tailored to suit the community context. The three pathway options are the underlying structure for the programmatic steps and associated task: the communal, hybrid or individual household route. The diagram on p.7 gives an overview of the pathways and key activities.

Chapter 1: provides a short reference to the underpinning humanitarian principles that guide all

humanitarian interventions as well as references to further reading.

Chapter 2: describes the pillars of community-led approaches and the BRE (Building Research Establishment) developed sustainability framework and assessment tool QSAND that was used to support the pilot project working towards sustainable benchmarks.

Chapter 3: describes and recommends typical programmatic steps with associated tasks and activities to facilitate a community-led settlement program. The tasks include recommendation for who should participate, links to further information, tools and examples in the annex.

Chapter 4: the annex is a collection of tools, examples and documents to supporting community-led initiatives. Some were developed by the KMSS pilot project for community-led settlement and may be in Burmese only.

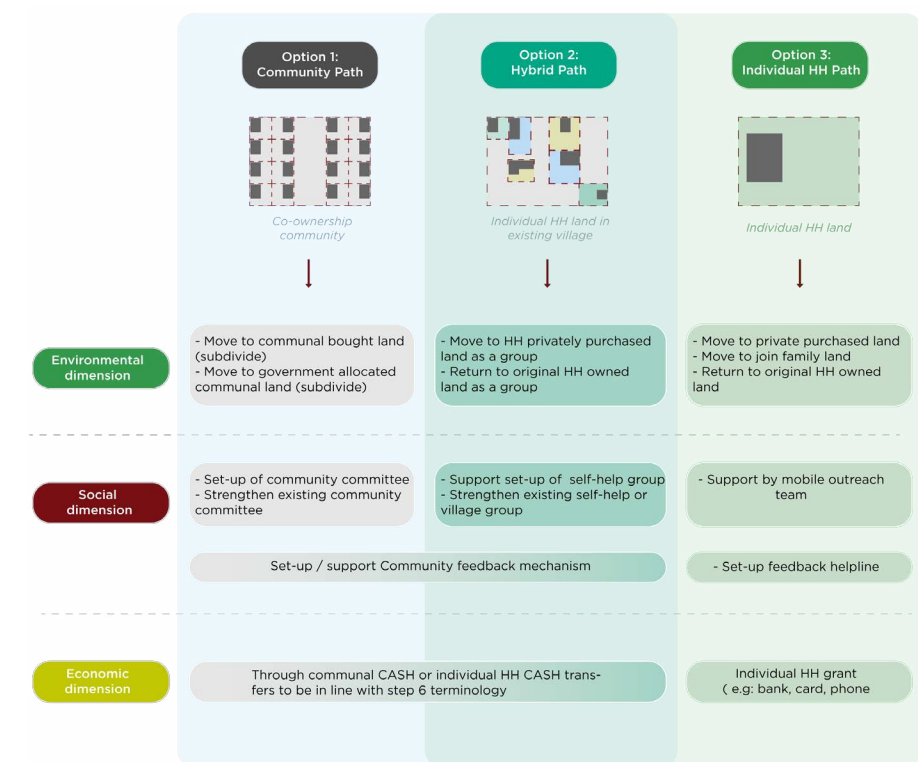
WHAT IS NOT INCLUDED IN THIS MANUAL?

The manual does not aim to give a blueprint for community-led settlement processes. All steps and

task require to be contextualised to the place, time and community needs and aspirations. It is primarily written for NGO/CBO program staff working with IDP communities and households on establishing sustainable settlement pathways in the Kachin and Northern Shan states in Myanmar. However, it may also be useful resource for communities themselves when thinking through their settlement options.

National progress on ceasefire and peace negotiations, including safety and security considerations and assessment are not included in this manual. Refer to the Durable Solutions Working Group, UNHCR Myanmar and Working Committee on Resettlement of Internally Displaced Persons for guidance and updates on the current security contexts. Refer to: http://themimu.info/states_regions/kachin.

The complex Housing, Land and Property (HLP) context in Myanmar is not focus of this document. However, it is an essential component of all sustainable settlement programming. References to specialist stakeholders is given in chapter 3, Step 3- security of tenure. Guiding principles: [Handbook on Housing and Property Restitution for Refugees and Displaced Persons. Implementing the "Pinheiro Principles"](#).



¹ https://reliefweb.int/sites/reliefweb.int/files/resources/MMR_HRP_2020_FINAL_131219.pdf

The manual is available in 3 languages: English/ Burmese and Kachin- Soft copies [here](#)



Construction phase.
Photo credit: Naw Ditt NWW, CRS.

1: Guiding Principles

This community-led settlement manual and the associated pilot project are firmly rooted and guided by the [Core Humanitarian Standards \(CHS\)](#), which are the foundation of all practical programmatic steps and detailed tasks described in this document. The nine commitments of the Core Humanitarian Standards firmly places the affected communities in the centre of all humanitarian action. The humanitarian principles underline that it is essential to maintain and improve the accountability, quality and performance of humanitarian action. This community-led manual wants to contribute to the critical efforts to ensure the inclusion of all members of the affected communities, including girls, women, boys and men.



SPHERE Core Humanitarian Standards

The Core Humanitarian Standard on Quality and Accountability is a framework for ensuring a people-centred approach in humanitarian work. The CHS contains nine commitments that describe essential processes and organisational responsibilities to enable quality and accountability in programming. They include ensuring: assistance is appropriate and relevant to needs and does not cause more harm; programme participants know their rights and entitlements and have access to safe complaints mechanisms; and that assistance is coordinated and provided by well managed staff.

Safe and Dignified Programming

Protection mainstreaming/safe and dignified programming is the process of incorporating protection principles and promoting meaningful access, safety and dignity in humanitarian aid. The guiding principles that must be taken into account in all humanitarian activities are²:

Prioritise safety and dignity and avoid causing harm: prevent and minimise as much as possible any unintended negative effects of your intervention which can increase people's vulnerability to physical and psychosocial risks.

Equality/meaningful access: arrange for people's access to impartial assistance and services - in proportion to need and without any barriers (i.e. discrimination). Pay special attention to individuals and groups who may be particularly vulnerable or have difficulty accessing assistance and services.

Accountability to programme participants: set-up appropriate mechanisms through which affected populations can measure the adequacy of interventions, or address concerns and complaints.

Participation and empowerment: support the development of self-protection capacities and assist people to claim their rights, including - not exclusively - the rights to shelter, food, water and sanitation, health, and education.

Protection Mainstreaming in shelter and settlement programming

Protection mainstreaming relates to the approach we take in all programming:

It does not mean changing WHAT we do but means we should think about HOW assistance is provided.

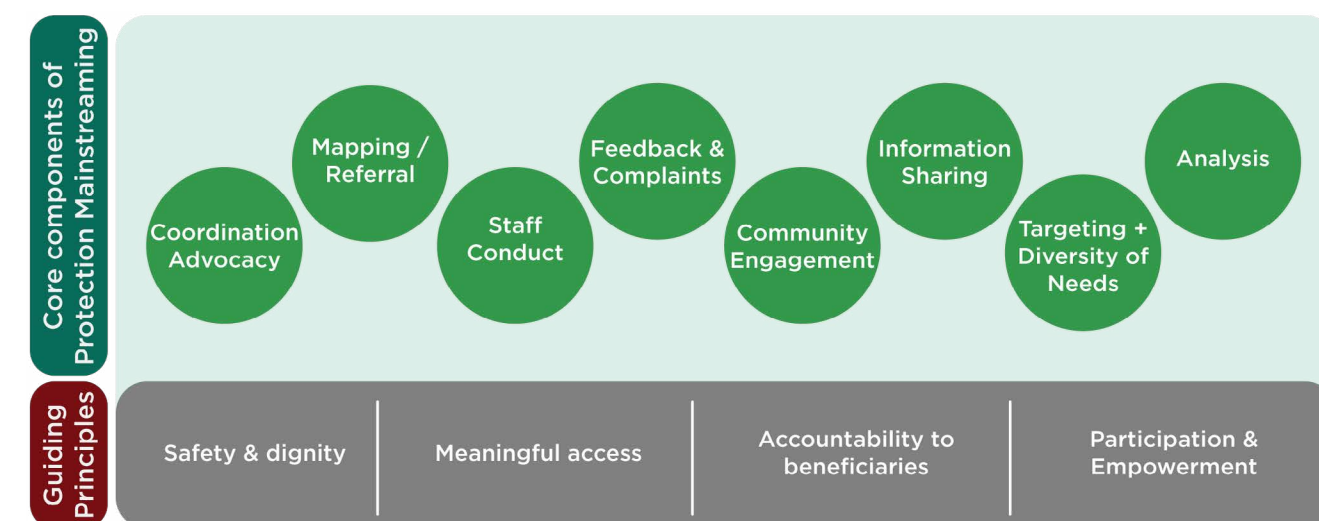
This is essentially about safe, good quality programming. It is the responsibility of all humanitarian actors and should be applied to all projects. Protection mainstreaming can help us improve the quality of humanitarian programming by ensuring the most vulnerable access assistance that is appropriate and relevant to their needs and delivered in a safe and dignified way.

Losing a home can be a devastating experience, particularly in the context of an emergency. In protracted crises and situations of displacement, the continuing lack of access to a safe home and the loss of a community, can increase vulnerability to protection risks and contribute to an ongoing sense of insecurity. Supporting communities to create a new settlement using participatory methods, can address these issues by assisting people to claim their rights, identify and achieve their own priorities for their home and local area, and improve safety and wellbeing as a result. [Refer to annex O for details on Protection Mainstreaming and Safe & Dignified programming.](#) Further reading under Protection Mainstreaming Working Group (PMEG)³ [here](#).

Throughout the next chapter multiple references and quotes are included from the Sphere Handbook 2018 to refer to further technical minimum standards and best practices.

Myanmar durable solution framework

Reference: Framework on Durable Solutions for Internally Displaced Persons. IASC, 2010. www.brookings.edu/research/iasc-framework-on-durable-solutions-for-internally-displaced-persons/



² Definitions from the Global Protection Cluster: <http://www.globalprotectioncluster.org/en/areas-of-responsibility/protection-mainstreaming.html>

[Burmese SPHERE Handbook](#)

³ CRS, CAFOD, Caritas Australia and Caritas Internationalis is part of the PMEG.



Village site survey.
Photo credit: Annika Grafweg, CRS.

2: Approaches

In this manual we understand community-led approaches as a *way of working* that is underpinned by the humanitarian principles described above. Meaningfully engaging people and communities affected by crisis in all stages of humanitarian response is clearly set out in the Core Humanitarian Standards and reiterated in the SPHERE Standards and guidance notes for all sectors.

A community-led approach is a way of working in partnership with persons of concern during all stages of programme cycle. It recognizes the resilience, capacities, skills and resources of persons of concern, builds on these to deliver protection and solutions, and supports the community's own goals... It also requires that we recognize our role as facilitators, our limitations in capacity and resources, the temporary nature of our presence, and the long-term impact of our interventions.

The goals of the community-based approach are to reinforce the dignity of people of concern and to empower all the actors to work together to support the different members of the community in exercising and enjoying their human rights.

- A community-based approach, in UNHCR operations, 2008

In community-led settlement programming the community is recognised in a leadership role, supported with access to information and assistance to facilitate transparent and accountable decision-making processes. The supporting NGO/humanitarian

agency takes on a facilitating and mentoring role, rather than a role of “providing a solution”.

Meaningful participation and inclusion of all members of the community (including girls, women, boys and men) is essential aspect of community-led approaches. Individual community member's and households are best placed to make important decisions about their and their families' future including settlement and livelihoods options. Feedback received from the IDP pilot project's community⁴ points out that making decisions on settlement location, site and house design, cash support and livelihoods options has contributed to their efforts to establish a new home. In addition, the continued engagement with the existing village community and leadership from the beginning has strengthen their ability to access services (e.g. transfer their children to village schools) and become an active member of the village community.

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A community-led settlement approach focuses on the strength of the whole community and community members to plan, manage and implement their settlement plans by sharing information, mentoring and “learning by doing” activities to achieve the most sustainable solutions. It built upon existing community knowledge, skills and capacities to

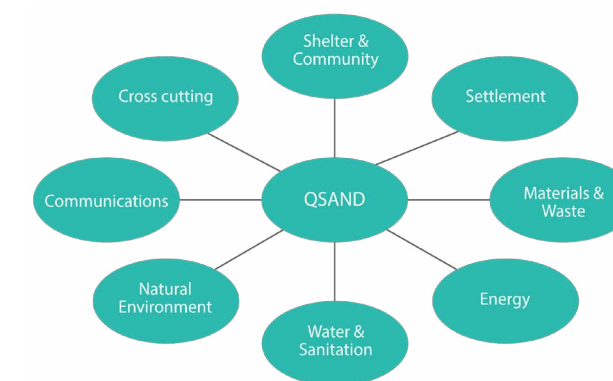
organize their community, support their vulnerable members, manage cash support and construction of their houses/WASH infrastructure as well as address complains and challenges during the process.

Initial feedback from the pilot project's community⁵ highlights some of the benefits of the community-led approach:

- Developing skills in transparent and equitable decision-making
- A sense of ownership over the settlement process
- A greater sense of social cohesion and support within the resettling community and the existing village community
- Site planning and house designs that meet community and household cultural, financial and social preferences
- Community and household control of the construction activities, schedule and budget
- Opportunities for households to increase living area, upgrade the quality of construction and include cultural preferences by adding their own funds
- Community led financial management - Where funding is deposited in a community bank account and used for direct purchases and distribution to households for construction
- Cost savings and efficiencies by capitalizing on community and household labour and cost savings by avoiding main contractor profit margins and group procurement of materials
- The community has been able to plan the work schedule to align with their livelihood activities and have timed the completion and moving dates to the academic calendar to avoid disruption to the children's education

The (Building Research Establishment) BRE sustainability framework and assessment tool -QSAND⁶- was used during the KMSS community-led settlement pilot project to introduce a framework for sustainability assessment and planning. It assisted the community and the KMSS program team during

the project design to work towards sustainability benchmarks in respect to site planning, connection to physical service infrastructures and environmental considerations. The manual refers to individual chapters and checklist throughout the chapter 3 in programmatic steps and recommended tasks.



WHAT IS “A COMMUNITY”?

A “community” is commonly described as a group of people living in the same place or having a particular characteristic in common and/or sharing or having certain attitudes and interests in common.⁷ The term “community” in this document is used to describe a group of internal displaced people and households that have self-grouped into a community and recognise themselves as a community.



⁴ Focus group discussion with pilot project IDP community's members in 2020, Bhamo, Kachin

⁵ Reflection event with pilot project IDP community's members in 2020, Bhamo, Kachin.

⁶ Oxford English dictionary

⁷ While this was developed for natural disasters, reviewers of the tool from a wide range of NGOs conclude that many parts are equally relevant to conflict related responses.



Construction phase.
Photo credit: Naw Din Nbw, CRS

3: Programatic steps

This chapter provides 12 programmatic steps and associated tasks, that describe the process to facilitate a community-led settlement project. The tasks are to some degree generic to be applicable to different settlement contexts and require further contextualising to the specific place, time and community needs and aspirations. However, details and examples from community-led pilot project in Kachin state are included.

In general, each task describes an activity, gives explanation how activities should be conducted and proposes who should lead and participate. Examples and references to other documents and annexes are included, as well as insert boxes describing experiences from the pilot project.

This manual describes three sustainable settlement pathways to support internally displaced persons (IDP) in their return or re-settlement/ (re)-integration efforts and processes:

1. The community pathway
2. The individual pathway
3. The hybrid pathway

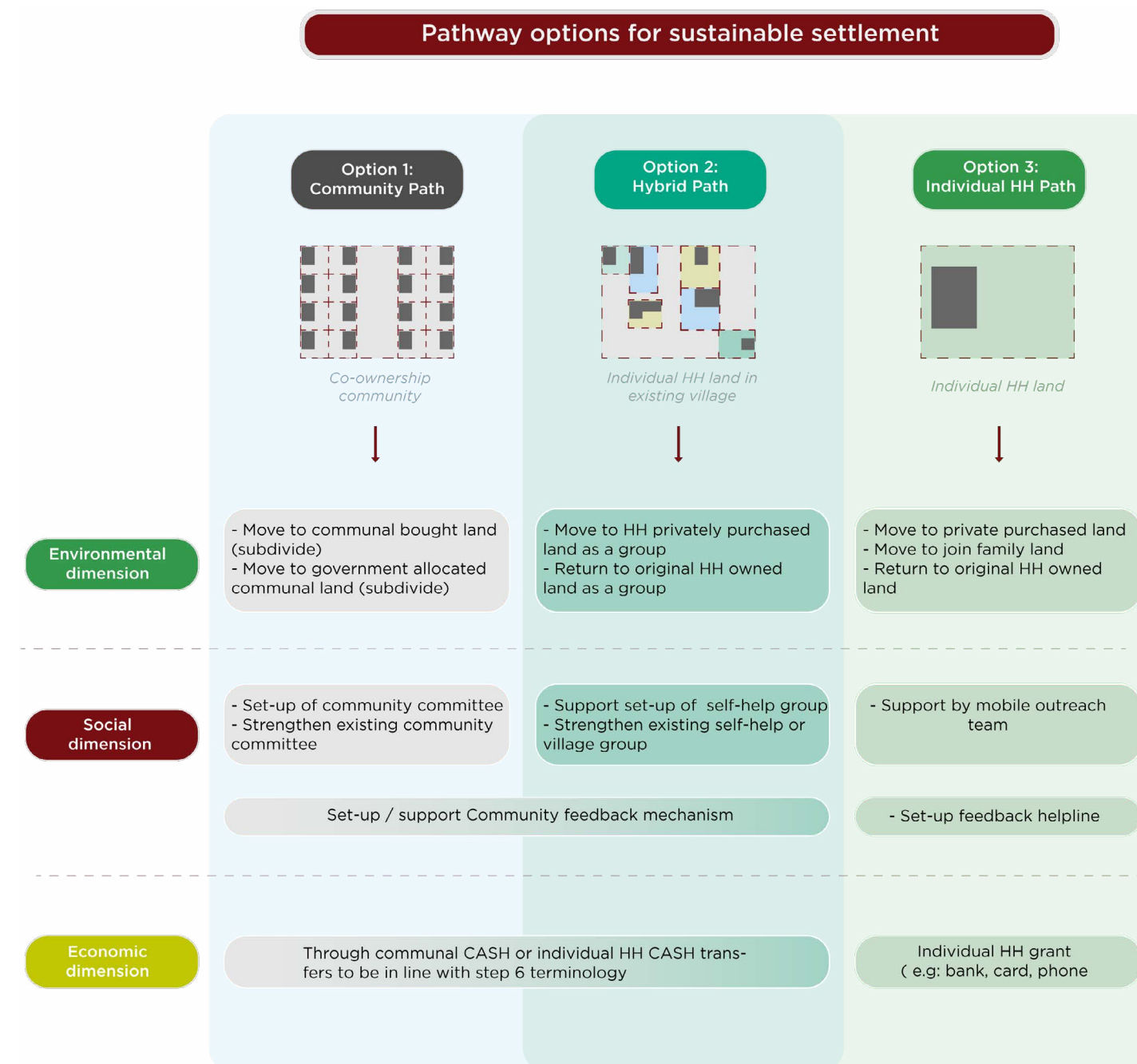
These 3 pathways have been developed and tested in a pilot project of 48 HHs' resettling and return efforts and provided the experience and learnings

documented in the programmatic steps listed in this chapter (for more information on the details of the pilot refer to report). The diagram in the next page illustrates the 3 pathway options and key steps.

Introduction of Pilot Project Community

This manual documents learnings and experiences gained from a community-led settlement project conducted by KMSS with support from CRS in 2019-2020. The pilot project comprised of a community of 48 IDP households living in IDP camps within Bhamo area Kachin State. Most of the households had been displaced for an average of 5-7 years. The 48 HH independently formed 3 smaller communities of 11 HH, 28 HH and 7 HH throughout several years to search for suitable settlement land and livelihoods opportunities. All 48 HH did not want or were not able to return to their place of origin. Both the 22 HH group and the 28 HH had found a piece of land, started the land purchase negotiations and engaged with the village leaderships to organise their settlement plans. The communities initially reached out to KMSS for assistance for their house and infrastructure construction and when proposed were willing to participate in a community-led pilot project.

Pathway options for sustainable settlement



1. THE COMMUNITY PATHWAY

This route is useful if there is a group of IDP households that have formed a community group by themselves because they have lived together in the same IDP camp, have decided to buy a large plot of land together, or may come from the same village or area and have close community ties.

Possibly, this community has already formed some governance structures, such as a community leadership, committee or similar. Therefore, it is essential to support and strengthen the group's efforts and ambitions and **not impose new community structures or processes**, but to facilitate the community to make transparent decision and offer advice and assistance **if and when requested**.

THE PATHWAYS IS MOST APPLICABLE IF:

- The community group has purchased land as a group and intends to subdivide the land into individual household plots retaining a percentage of the land as communal owned land.
- The communal ownership requires to be managed in the future and agreement about how, who and when this should happen needs to be collectively reached. E.g.: WASH infrastructure (water tanks and wells), electricity connections, pathways, right to sell/rent, etc.
- The community group wishes to purchase land together or is in the process of land negotiations (pilot project's community took 5 years to find, save and negotiate land purchase).
- The Government makes land available for a group of households, that have not yet formed a community group, but will be settling and living together.

SUMMARY OF IMPORTANT ASPECTS:

1. Because the land was purchased collectively it is essential to set up community structures that will manage the subdivision process to be equitable- all households get the amount of land proportioned to the money paid. [\(Refer to step 1\).](#)
2. The community structure, roles & responsibilities and decision-making processes need to be

inclusive, accountable and transparent to support communal ownership, trust and mitigate potential disputes. [\(Refer to step 1\).](#)

3. A communal site planning process is an essential planning tool to develop a sustainable settlement. (e.g.: equitable plot size/ proportions, location of roads and pathways, WASH infrastructure, electricity connection, areas for husbandry, etc.) [\(Refer to step 5\).](#)
4. A standard house design and construction cost needs to be collectively agreed, respecting the different family needs (size, people with disabilities, etc.). This core design must be within the budget constraints of the assistance package and changes and addition to be funded by the HH themselves. [\(See step 6\).](#)
5. An individual or communal financial support route is an option and needs to be collectively agreed. The financial support available may differ between communities and covering different components. (e.g.: house construction, WASH, electricity connections, etc.) [\(See step 7\).](#)
6. The community group has the opportunity to pool their money and construction skills to negotiate lower construction materials prices, organise craftsmen together, and monitor construction collectively. [\(See step 8\).](#)
7. The community committee can represent the community in communications and negotiations with the village leadership and local authorities for HH documentations, school enrolments and access to other social services as well as organisation activities and collaboration with the local neighbourhood. [\(See step 10\).](#)
8. A community-led feedback mechanism needs to be set-up or strengthened to promote accountability and protection, health and safety measures, and quality assurance and compliance (WASH & shelter infrastructure). [\(Refer to step 1\).](#)
9. Community guidance need to be clearly defined and documented for management and maintenance of the communal land parts and activities, (e.g. the water pipes/ well, water towers, pathways, lighting, water pollution

prevention by husbandry, noise and air pollution through generators, solid waste management, house extension amount, min. fire distances, etc. [\(Refer to step 12\).](#)

2. THE INDIVIDUAL HOUSEHOLD PATHWAY

This route is useful if an individual household decides to move independently. The household is not part of a group making collective decisions. In these cases, it is important to facilitate the integration of this household in accessing social/legal services and available livelihoods opportunities within the wider village/neighbourhood as soon as possible. The HHs need to have access to a complaints and feedback helpline/service desk.

THE PATHWAYS IS MOST APPLICABLE IF:

- Individual household returns to their original land (place of origin)
- An Individual household moves to a privately purchased piece of land /house
- An individual household moves to family land and wishes to extend/ build on the family's land

SUMMARY OF IMPORTANT ASPECTS:

1. A Project staff focal point for the households needs to be assigned as first point of contact for information sharing, trouble shooting, assisting with accessing social/legal services and assistance in the area. [\(See step 10\).](#)
2. If relevant, support the extended family to develop household moving plan, incl. financial planning and compliance with statutory regulations and

planning applications (especially in urban areas). [\(Refer to step 5\).](#)

3. A house design and cost need to be agreed with the HH, that respects the different family member needs, complies with statutory regulations and funding. [\(See step 6\).](#)
4. Individual HHs receive cash support through most suitable modality (e.g.: wave, bank account, cash card). [\(See step 7\).](#)
5. Complaints and feedback helpline/service desk needs to be available to the HH- inclusion into existing or needs to be established. [\(Refer to step 1\).](#)

3. THE HYBRID PATHWAY

This pathway is combining elements from the communal and the individual pathway. Most of the steps are the same than the community route, except for the need to subdivide the land into individual household plots and the management of the collectively owned land and infrastructure.

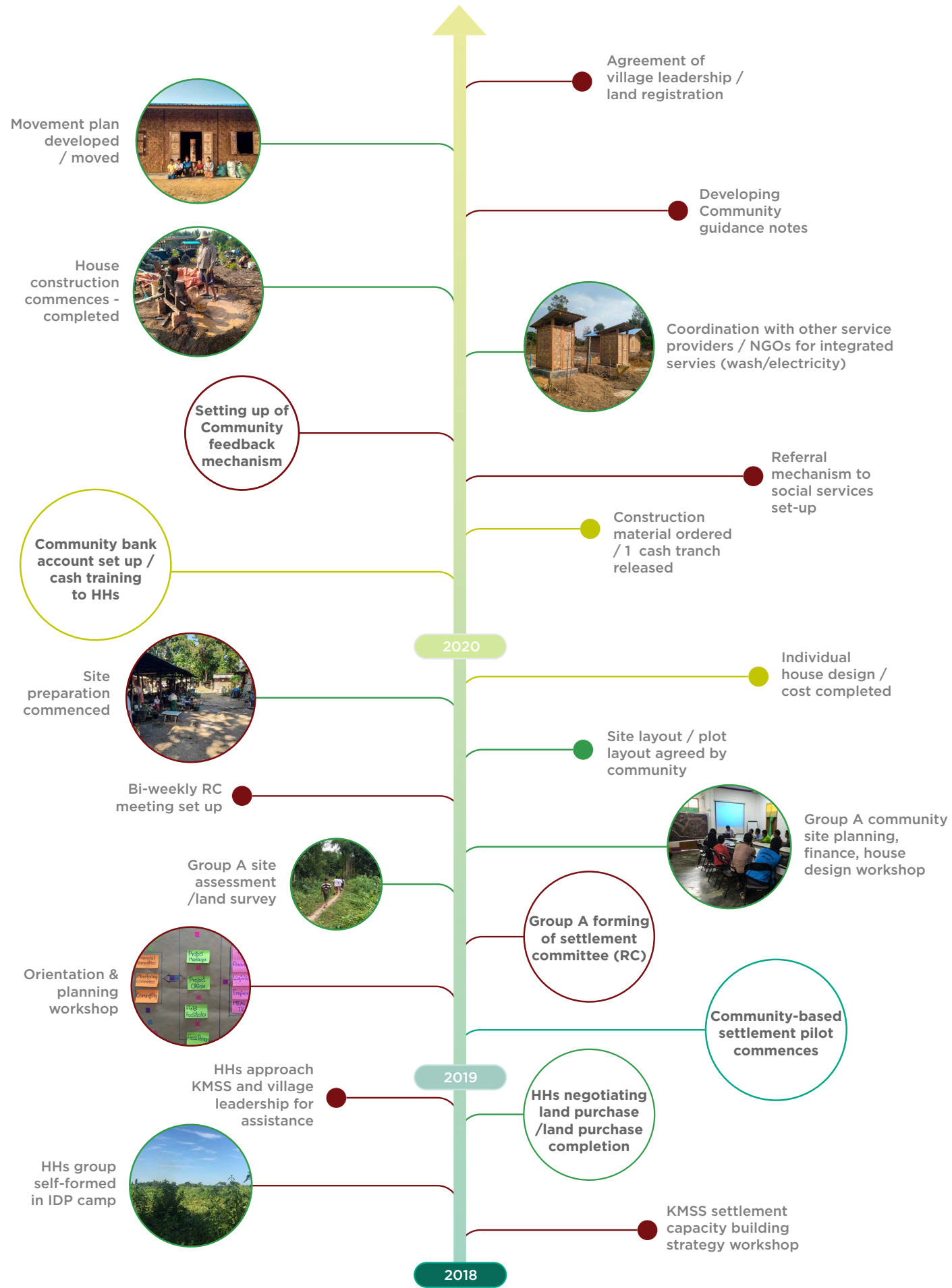
THIS ROUTE IS MOST APPLICABLE IF:

- A group of households form a self-help group to support each other while returning or moving to their privately owned or purchased land within the same village or area.

SUMMARY OF IMPORTANT ASPECTS:

- See community route point 5-10
- See individual route point 1-2

Diagram explaining the sequence of the programatic steps:



Summary of programatic steps

STEP 0: PREPARATION	20
<u>Task:</u> Liaise with key stakeholders on security context	20
<u>Task:</u> Liaise with key stakeholders on protection analysis of the target area	20
<u>Task:</u> Map out the available funding	20
<u>Task:</u> Conduct a quick desk review and information sharing meetings	20
<u>Task:</u> Draft Roles & Responsibilities of staffing needed and available	20
<u>Task:</u> Conduct safeguarding training for program staff	20
STEP 1: PARTICIPATION AND COMMUNITY-LED COMMUNITY STRUCTURES	21
<u>Task:</u> Understand and map out existing community information	21
<u>Task:</u> Conduct orientation workshop	21
<u>Task:</u> Set-up a community committee or strengthen existing community structure	22
<u>Task:</u> Establish clear settlement plan with the community	22
<u>Task:</u> Define and/or set-up Community feed-back mechanism (CFM)/ communication channels	22
STEP 2: LOCAL LEADERSHIP/COMMUNITY ENGAGEMENT	24
<u>Task:</u> Understand and map existing relationship/engagement with local governance structures	24
<u>Task:</u> Facilitate meeting and regular updates with village Leadership and neighbours	25
<u>Task:</u> Support social & cultural integration of the IDP households into the village/neighbouring community	25
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<u>Task:</u> Understand land selection	25
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<u>Task:</u> Collate documentation	26
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<u>Task:</u> Conduct Social/ cultural services mapping	30
STEP 5: COLLABORATIVE SITE AND SPATIAL PLANNING	31
<u>Task:</u> Facilitate community site planning workshop	31
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STEP 6: HOUSE AND WASH DESIGN PROCESS	33
<u>Task:</u> Collate Typical vernacular house design and cost	33
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<u>Task:</u> Drafting final design/BoQ and construction cost	35
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STEP 7: CASH TRANSFERS FOR HOUSE AND INFRASTRUCTURE (WASH) CONSTRUCTION ...	36
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<u>Task:</u> Conduct financial service provider assessment	37
<u>Task:</u> Agree on details of the cash transfers	37
(frequency, tranches, construction program and progress monitoring) ...	37
<u>Task:</u> Conduct accounting training	38
<u>Task:</u> Verify Participant Target List and beneficiary agreements	38
<u>Task:</u> Set-up regular financial trouble shooting meetings	38
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<u>Task:</u> Collate and share good examples of sustainable livelihoods projects	42
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STEP 12: COMMUNAL GUIDELINES	43
<u>Task:</u> Draft communal guidelines	43

STEP 0 SET UP / PREPARATIONS

● Essential
● Essential
● Essential

In order to decide if a community-led settlement route is the most suitable pathway for the displaced household, several considerations and preparation activities need to be considered. These activities are also relevant if a group of IDP households have already approached KMSS staff and inquired about assistance with their return/settlement processes.

Task: Liaise with key stakeholders on security context

Security and conducive condition for voluntary return or settlement in areas of Kachin/Northern Chan region is an essential pre-condition. Kachin/Chan Return Working Group, UNHCR and other relevant stakeholders (e.g.: church leaders, community leaders, KMSS staff, etc.) support with up to date safety and security assessments and situation reports for the areas and sites considered for return/ settlement.

From KMSS past experiences collection of information on security is based on the presents of KMSS staff, other humanitarian actors and long-standing connections with the communities and focal points.

Task: Liaise with key stakeholders on protection analysis of the target area

Reach out to community leaders, local leadership, key government representatives and other key stakeholders on their perspectives on community-led approaches and general support.

Task: Liaise with key stakeholders on protection analysis of the target area

Reach out to protection partners (e.g. UNHCR, DS WG, etc.), community leaders and KMSS contacts to conduct an initial protection analysis of the area following on from task above. This should consider aspects such as risks the community may face relevant to the design and implementation (e.g. land tenure issues for women, or inclusion of marginalised minorities in the design process, etc.) [Refer to step 3 on security of tenure](#) for detailed site safety assessment procedures.

Task: Map out the available funding

Including funding conditions, timeframe and restrictions. This may include developing funding proposals.

Task: Conduct a quick desk review and information sharing meetings

Learning from past experiences, it is advisable to hold initial discussions with the dioceses, local government and experienced staff within KMSS (other KMSS dioceses), partner organisations and experienced community leaders about the feasibility of the project. Map and engage with representative community leaders, including from women's groups, disabled people's organisations, elder councils etc.

Task: Draft Roles & Responsibilities of staffing needed and available

Draft ToRs of staffing positions, as well as organigrams to define lines of authority establishing robust management and supervision structures. Where possible, ensure staff represent different groups of the community (i.e. women, persons with disabilities and specific minority or ethnic groups). At a minimum, female staff should be included in the project team, at roughly 50% where the context allows.

Task: Conduct safeguarding training for program staff

As part of establishing a program team make sure to conduct safeguarding training so that staff are aware of expected and prohibited conduct, as well as the responsibility to report any concerns through KMSS reporting mechanisms.

Do's & Don'ts for project staff

Do: only speak in the language of the community, as agreed at the beginning of each workshop/meeting.

Do: always translate all information, presentations, documents into the communities preferred language before the meeting/ workshop etc. the individual members must be able to read themselves the documents/ presentations.

Do: be prepared for meetings/ workshops with documents/ drawings (site plans) that are legible by all community members in the meetings.

Do not: mix languages with each other, e.g. Burmese, Kachin and English.

STEP 1 PARTICIPATION AND COMMUNITY-LED COMMUNITY STRUCTURES

● Essential
● Essential
● N/A

Experiences have shown, that many IDP households have already formed community groups to discuss and organise their future settlement plans and aspirations. This could take many forms, e.g. some may have started land purchase negotiations, searching for suitable land together, would like to return to their place of origin or have formed groups to settle within the same village or urban neighbourhood on family /purchased land. Therefore, it is essential not to impose new community committees or structures, but to recognise and support the existing community structures through accompaniment and technical knowledge, while encouraging adaptations to improve gender and other forms of representation in key roles (e.g. minority groups, people with disabilities etc.).

All task must be carried out together with the community and should not be conducted by project staff in isolation. Ideally, all community members should participate in the activities, taking particular care that women, elderly, young adults and community members with a disability are being included in the activities and decision-making processes.

It is imperative that all activities are conducted in the local languages.

Task: Understand and map out existing community information

This mapping includes existing community structure, representation, roles & responsibilities and should be conducted with key members of the community. Seek informal and formal feedback on the existing community structures. This includes examining transparency, do-no-harm principles, inclusion of all ages, genders, diversity, and ethnic groups. Give

⁸ 'All Under One Roof', source: <https://www.humanitarianlibrary.org/resource/all-under-one-roof-disability-inclusive-shelter-and-settlements-emergencies>

attention to the expectations of the wider community of their nominated community structures as far as they exist.

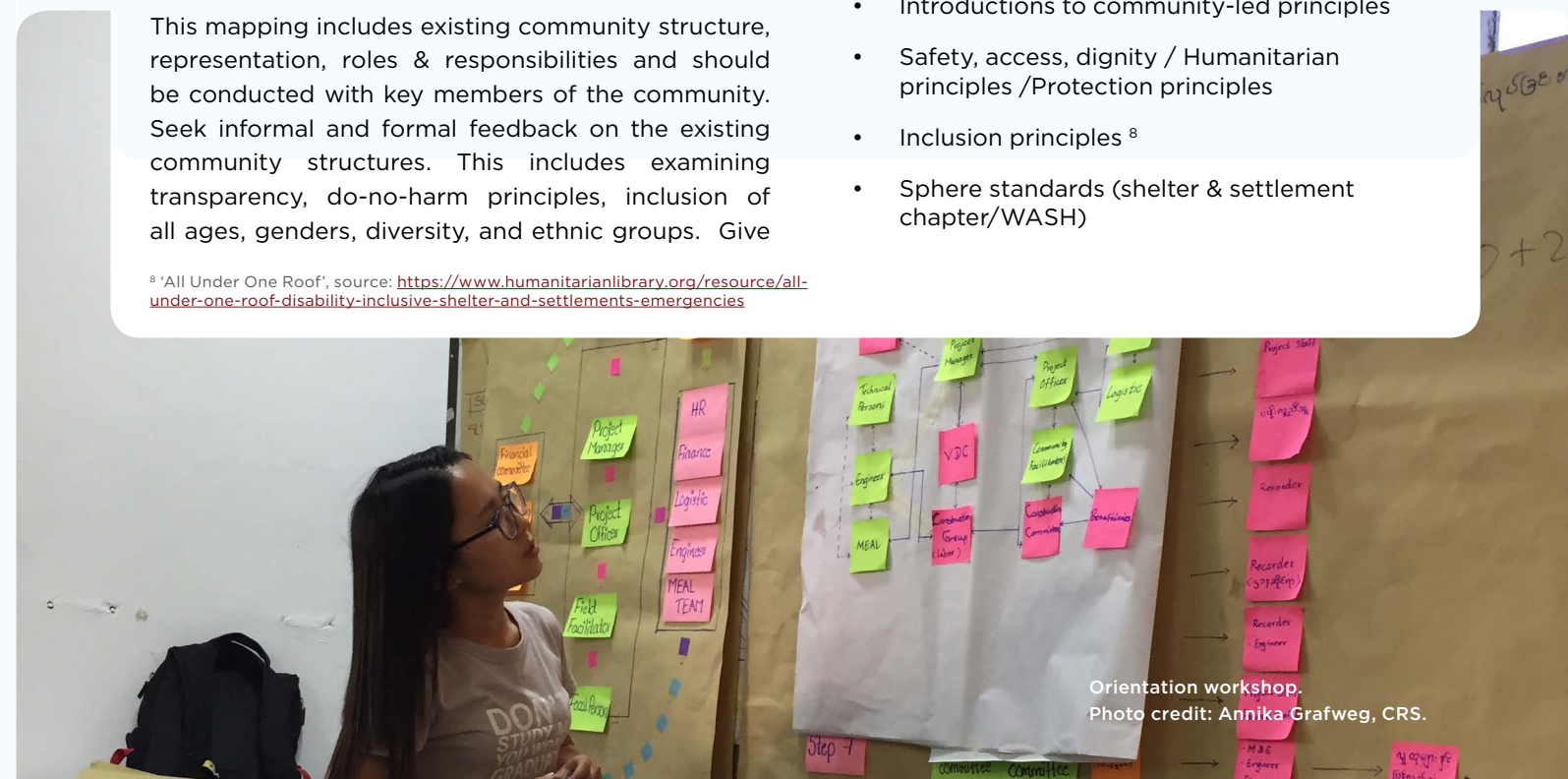
Include presentation of initial protection analysis to validate collected information with the community. This information is important for organising the orientation workshop and to document existing context, so that all activities can be tailored.

Task: Conduct orientation workshop

To set the scene for the project the following participants should be invited: project staff, community members, experienced project staff from other KMSS dioceses and partner as well as host community key focal points. It must be conducted in the local language and translation must be available. Consider that transport and provision are needed to attend the workshop by the community. Make sure to agree on a time frame that is possible for the community to attend and does not conflict with other obligations. (e.g.: work, child care, other duties.) Facilitate transport and select workshop places that allow community members with a disability or elderly members to join. [Refer to annex 1 for agenda example and activities included.](#)

The agenda may include the following topic:

- Introduction to project staff and focal points
- Introductions to community-led principles
- Safety, access, dignity / Humanitarian principles /Protection principles
- Inclusion principles ⁸
- Sphere standards (shelter & settlement chapter/WASH)



Orientation workshop.
Photo credit: Annika Grafweg, CRS.

STEP 1 PARTICIPATION AND COMMUNITY-LED COMMUNITY STRUCTURES

- Sustainability principles (economic, environmental, social)
- Learnings from past settlement processes (by community leaders of resettled communities)
- Presentation on land /site (by community)
- Orientation on financial assistance option (cash support)
- Share available funding and conditions with community
- Site planning considerations
- Presentation on pathway options
- Discussion on community governance structure
- Writing a detailed implementation plan (DIP)
- Writing of roles & responsibilities for KMSS staff members and community committee members

Note: In cases where the community has not yet established a community committee, the process remains the same but will require more time and effort by KMSS staff.

Task: Set-up a community committee or strengthen existing community structure

This step includes several activities and follows on from the orientation workshop.

- Call community meeting (all members), agree on regular (bi- weekly) meeting schedule
- Agree on community committee structure, roles & responsibilities, TOR of committee members and decision-making process. Key positions are leader, deputy leader, secretary, finance and social focal points
- Encourage inclusiveness of the committee members in gender/age balance as well as inclusion of vulnerable community members into key roles.
- KMSS staff to support note taking, action points and technical support (room/electivity, computer, travel arrangements (food/drink if traveling included))

Task: Establish clear community settlement plan

This should outline clearly the community aspiration and plans and the current stage they are at (e.g.: land purchased as a group, community committee members list, etc.), documenting their past activities and planning next steps.

It gives details on:

- Detailed HH data (if agreed by households), gender, age, vulnerability, people with disabilities, etc.,
- Site location/available maps/site information (e.g.: hazard assessments)
- Available land ownership documentation and land registration documents,
- Stage of ownership documentation
- Communication with neighbourhood, village leadership, local government, etc.
- Communal or individual cash support agreed
- Outline time plan agreed
- Future livelihoods plans (e.g.: rent land for agriculture, etc.)
- Potential other funding and assistance available to the community (returnee support, etc.)

Task: Define and/or set-up Community feedback mechanism (CFM)/ communication channels

The aim of CFM is to establish transparent, two-way communication channels and be able to identify challenges and respond to these challenges (e.g.: by making program adjustments) as well as continued protection of the IDPs. Two-way communication channels are essential for meaningful partnership between project partners such as KMSS project staff, the resettling community and host community. The CFM should be set-up right from the beginning and needs to be adjusted to suit the character, needs and circumstances of the community.

It is important to include a variety of communication methods, based on community preferences. These can include telephone help-line, e-mail/what's up (or equivalent)/ individual meetings with KMSS

STEP 1 PARTICIPATION AND COMMUNITY-LED COMMUNITY STRUCTURES

community focal point, and community internal or village-wide processes to address complains and grievances. To select the most appropriate channels, check preferences from diverse members of the community and use this data to decide on the most accessible and appropriate channels.

A two-tier CFM may be most appropriate, channelling sensitive complaints and feedback (e.g.: GBV, PSEA) to KMSS focal point directly who can then refer protection issues to specialist organisations in the area, such as protection working group, METTA, and handle PSEA/safeguarding issues directly. Non-sensitive grievances can be addressed directly by

the community committee, facilitated by the social focal point. Ensure that all members of the target community are aware of the CFM. Use a variety of methods to advertise the CFM, again based on gender and age-sensitive data on community preferences to give and receive information. Ensure all members of the target community receive information on what is appropriate and inappropriate staff behaviour, how to report on these issues, and the process for acting on these types of complaints.

[Refer to annex 2 sample CFM developed by community during pilot project.](#)



Village site planning workshop.
Photo credit: Annika Grafweg, CRS.

STEP 2 LOCAL LEADERSHIP / COMMUNITY ENGAGEMENT

● Essential
● Essential
● N/A

Early engagement with the village leadership and neighbouring community is essential to build relationships and share information with the host community. Having a clear communication pathway and a host community focal point is key to establish transparent communication and gaining the support from future neighbours and the local authorities/village leaderships (and religious communities) and to build a home and become part of the local society. Learnings from the pilot project community highlights that the early and continues communication and engagement supported the community to find suitable land, obtain their plot ownership documentation, have their family documentation recognised to be able to participate in local election and jointly organise safe school transport for all children.

Task: Understand and map existing relationship/ engagement with local governance structures

Conduct an initial stakeholder mapping of the village leadership structure and key people to keep informed. (e.g.: 10 HH leader, 100 HH leader, village head, government departments, religious leaders)

Task: Facilitate meeting and regular updates with village Leadership and neighbours

In partnership with the community committee (if requested) facilitate information sharing and progress meetings with the village leadership, neighbours and key community members. These meetings enable discussions for possible support to the IDP households with service connections (e.g.: electricity, roads, bridges), as well as social services, such as family documentation, school enrolment and possible job opportunities.

Task: Support social & cultural integration of the IDP households into the village/neighbouring community

KMSS social focal point to promote social cohesion by finding a common environment where activities and experiences are shared. Facilitate the introduction and joining of cultural associations, such as the local youth associations, religious associations targeting different age/genders (youth, men, women, infants, etc.)



Construction phase.
Photo credit: Annika Grafweg, CRS.

STEP 3 SECURITY OF TENURE

● Essential
● Essential
● N/A

"Security of tenure means that people can live in their homes without fear of forced eviction, whether in communal settlement situations, informal settlements, host communities or after return. It is the foundation of the right to adequate housing and many other human rights"

- quote from Sphere Handbook 2019, [Chapter 7: Shelter and Settlements Standard 6](#)

In Myanmar, Land tenure and ownership rights is a complex topic central to the displacement history and ongoing peace negotiations. For further information refer to: http://themimu.info/states_regions/kachin

In the context of this community-led settlement manual, security of tenure focuses on land purchase negotiations, land ownership documentation processes, developing alternative tenure options, land subdivision into individual plots for house construction and livelihoods.

In general, assisting the community/ individual HH to achieve as much legal certainty about their tenure as possible given the context and constraints is a key objective.

For further guidance refer to Sphere Handbook 2019, [Chapter 7, Shelter and Settlement Standard 6](#) - Security of tenure for general guidance ; <https://www.nrc.no/what-we-do/speaking-up-for-rights/training-manual-on-housing-land-and-property/>

In Kachin state there are two land registration processes for agricultural land and for individual house plots. In principle, land registration for individual house plots requires two approvals by the department of land registration and administration. The first step is the status check of the plot by the land registration department determining if the land is forestry or agricultural land. In case the plot is forestry land it is not possible to construct houses. **The land registration processes may pose a significant challenge and is a key issue – facilitating expert advice from specialist partner CBOs to the community/individual HH is highly advisable.**

Task: Understand land selection

Following on from the orientation workshop, project staff and community leadership to organise a land workshop to understand background and context

of the selected settlement land. It is essential to understand the reasoning and aspirations behind the selection of location. If possible, invite land expert (e.g.: HLP partner organisation) to the discussions to understand potential challenges and connect the community/HH to experts to advice the community through the process and overcome barriers.

Pilot Project Experiences

During a land selection workshop with a Women Focus Group within the pilot project, the women explained their reasons for selecting the particular site and location. The women were very explicit about the careful selection process the community had done over a 5 year period of time, considering many interrelated factors. These included the good connections to the village community and religious community, being welcomed by the neighbours and village leader, as well as landowner from which they purchased the land. Their perception that they will be safe there for the future with good access to schooling for their children, and close to Bhamo city. Their job opportunity as daily labourers and access to their own land for farming. In addition, they explained their aspiration for their children to live an urban lifestyle with better education and job opportunity in the city and they did not wish to return to their agricultural village life.

Pathway 1 and 2: Communal route and hybrid pathway- A group of HHs (community) have collectively purchased the land, is in land negotiations or has been allocated land by government:

Community leadership with support from project staff to conduct the workshop with the whole community (see task – orientation workshop – for details on facilitating all groups of the community to be able to attend workshops) to understand the reasons for the site selection or land allocation. This should include the context (e.g.: proximity to health facilities, schools, markets etc.), safety and security, (e.g.: landmines and explosive remnants of war (ERW)), timeframe and current stage of land negotiations and purchase including existing maps, surveys and documentation.

Support community to develop an action plan what kind of assistance they require, e.g.: meeting with village leaders; site survey; equitable land subdivision, etc. [Refer to: Step 4 for site assessments and site planning, environmental considerations.](#)

Pathway 3: Individual HH pathway- A individual HH has purchased a piece of land, is in land negotiations, plans to move to family land, has been allocated land by the government or plans to return to their own land:

Support the head of household, including husband and wife, to understand site selection or allocation. This should include the context, safety and security, (e.g.: landmines and explosive remnants of war (ERW)), timeframe and current stage of land negotiations and purchase including existing maps, surveys and documentation.

Support HH to develop an action plan on assistance needed, e.g.: joined meeting with extended family; site survey; statutory requirements and planning permissions needed (especially in urban areas).

Task: Liaise with local authorities/village leadership

Assist the community/individual HH to liaise with local authorities/ village leadership on tenure systems and arrangements, land purchase processes and the reality of regulations being enforced as well as associated timeframes. Support the community committee / individual HHs to establish good communication channels with village leadership, landowners and local authorities to address land ownership documentations and challenges as transparency and as quickly as possible. Contact Specialist partner organisation see below for details.

Task: Safety and security site assessment

In partnership with community leadership contact key stakeholders, such as religious leaders, community leaders, Durable Solutions (DS) Working Group and other relevant organisation on supporting a safety and security site assessment.

Current process may be as followed:

- IDP group submit letter of request to resettle to a specific area to UNHCR/CCCM actor in IDP camp/ DS working group;

- UNHCR leads joined site assessment plan with partners and community. e.g. DRC (mine risk assessment), NRC (legal land assistance);
- DS working group facilitates assistance meeting and tables out action plan;
- The join site safety assessment is conducted. If the safety & security situation is deemed adequate for settlement, partner organisations are encouraged to support the imitative.
- If the situation is not deemed conducive for settlement, then further assessments are necessary, e.g. in case of landmines/ERW in the area.

Pilot Project Experiences

The pilot project community began the search for suitable settlement land within the area of Bhamo 7 years ago. Some of the IDPs worked as daily labourers for a landowner, who was interested to sell land to the community. The land negotiations and saving up took 5 years and was managed by the community themselves without NGO assistance. The community established connections with the village leadership and have now obtained the land title and official documentation for their individual household plots.

Task: Collate documentation

Assist the community /the individual HHs to collate required documents and assist with obtaining these documents to work towards security of tenure. These processes may take a long time to be accomplish and an incremental approach may be required. Liaise with DS Working Group and other expert organisation (e.g.: DRC/NRC, etc.) for assistance (e.g. support on making written applications, obtaining meetings and organising officially recognised surveys, follow-up on applications and approvals, etc.)

Sphere Handbook 2019, [Chapter 7, Shelter and Settlement Standard 6- Security of tenure for general guidance:](#)

Incremental tenure: One of the most effective ways to strengthen security of tenure is to build on existing tenure systems that enjoy a degree of social legitimacy. For detail refer to: UN Habitat and GLTN Social Tenure Domain Model.

- Sphere

Particular care should be given to:

- Vulnerable HH that may not be able to access key documentation. This should be discussed with the community committees to collectively support these households;
- Including both men and women into the land ownership documents and land tenure process.

Pathway 1: Communal pathway: It is imperative that all households (men and women) are mentioned on the land title and purchase documentations with their name and percentage of land owned according to the money paid. A map illustrating the boundaries between each plot needs to be included. In addition, all communal land parts need to be documented in percentage as collectively owned on the documents. [Refer to annex 3, Land data sheet.](#)

Pathway 3: Individual HH pathway: In case, a household plans to share family land, assist with drafting a form of land use agreement to mitigate potential future disputes.



Household village view.
Photo credit: Annika Grafweg, CRS.

STEP 4 SITE AND AREA ASSESSMENT

- Essential
- Recommended
- N/A

Physical and social site, context and environmental assessments are important to be conducted with and by the community/ individual household to have the necessary information to commence the site planning process (Step 5) making collective decisions on the site layout and plot subdivisions that is most suitable to the site and their community needs and aspirations.

Important: Conducting physical and social site, context and environmental assessments require professional knowledge and expertise. It is important to have an engineer on the project team able to draft maps and technical drawings. Free maps from google earth are useful as starting point for site and area assessments and developing to scale technical site maps.

This applies to communal land, as well as individual household land.

Task: Conduct Technical land survey

Project engineer to lead technical land survey together with members of the community to build skill(e.g.: taking and recording site dimensions together, etc.) and learn from the community's knowledge of the area, such as climate, weather patterns, potential hazards (flooding, winds, etc.), access to potable water.

Pathway 1: Communal pathway: Project engineer to producing the technical site (survey) maps after conducting the site measuring together with community members. The site surveys are important to be able to equitably and transparently subdivide the overall land into household plots for house construction and other livelihoods activities, as well as to support the land tenure documentation. **Documenting the context of a site is key to enable the community to understand the existing opportunities and problems and make informed decisions on how to plan the site, houses and infrastructure.**

Pathway 2 & 3: Individual HH and hybrid pathway: Project engineer to producing the technical site (survey) maps after conducting the site measuring together with the HH. The site surveys are important to be able to propose the house location on the plot and comply with statutory planning restrictions,

permissions and documentation, especially in urban areas and in case of shared plot.

Contact local site surveyor for technical assistance, if required. This map focuses on the specific piece of land at a scale of 1:200/ 1:500 depending on the size of land. (individual plots at 1:200) Information to include on the maps:

- Dimensional, site boundaries and site dimensions, site area (sqm), access points, north direction
- Natural physical features - trees, rocks, vegetation, topography, rivers, ponds, drainage patterns, ground water level, drinking water depth/ quality, etc.,
- Neighbouring property boundaries and structures; roads, pathways on the land and access points.

Task: Conduct Environmental site assessment

Jointly conduct environmental site assessment with members of the community and other partners, such as WASH/DRR experts. Access to potable water is essential for making the site viable for settlement. This includes visiting the site together and sharing knowledge about the environmental aspects of the site. Including looking at existing conditions of the site situated within the larger surrounding area/village or urban neighbourhood, as well as consider any future developments, such as potential changes to the site's surroundings e.g. industrial activities (e.g. mining, industrial use), military presence (e.g. army camps). [Refer to Annex 4, QSAND Site Selection Checklist A and B for details. Refer also to Site Safety & Security assessment - Step 3.](#)

Information to include to the extend context and capacity allows (Map scale 1:1250):

- Location - *where is the site situated?*
- Neighbourhood/area and village context - surrounding of the site, land use zoning and existing structures,
- Dimensional, site boundaries and site dimensions, site area (sqm), access points, north direction
- Access to potable water and surface water drainage possibilities and challenges (flooding)
- Water sourcing - water shed areas, protected forestry zones nearby,

STEP 4 SITE AND AREA ASSESSMENT

- Natural physical features - trees, rocks, topography, rivers, ponds, drainage patterns,
- Circulation - roads and paths through and around the site. Consider the timing of heavier traffic, as well as future road developments for safety considerations,
- Utilities - Any electricity, gas, water, drainage and telephone network near the site with distances,
- Climate - rainfall, snowfall, wind directions, temperatures, hottest sun direction,
- Ground conditions - percolation and trial pits shall inform latrine design and structure shelter/ settlement designs
- Environmental hazards- land/water air pollution, flood zones, heavy rainfall patterns, steep slopes, hazardous wind directions, earthquakes
- [Site safety & security assessment aspects under step 3:](#) e.g.: Landmines/ERW, military camps and installation near-by, past roadblocks or street closure, industrial activity/ contamination, as well as street lighting (urban areas)

Task: Statutory planning requirements and regulations

Support the community committee/ individual HH to understand the statutory planning regulations, specific restrictions on the site and planning permissions that are required to build the houses and make connection to road, electricity, sewage and water networks and infrastructure. Project engineer to support the community committee/ individual HH to

Pilot Project Experiences

The technical site survey of the pilot project was the joint produced by a visit of to site by KMSS program staff (engineer, social focal point, etc), community members and technical expert to jointly conduct the site survey. The community had already made a hand drawing of the site. This was overlaid onto a google map of the site. Using this background information, the community members measured the site dimensions and proposed plot dimensions with help of the engineer. It was recorded on the hand drawn map. The community shared the climate, earth conditions, known drinking water depth, neighbourhood, etc. All information was later recorded on to scale technical cad drawing and used as basis for site planning workshop where the final layout was agreed by all HHs of the community .



Village site survey.
Photo credit: Annika Grafweg, CRS.

make planning application to municipal department if required (in urban areas required, on agricultural land not require for single house construction).

Task: conduct Social/ cultural services mapping

Together with the community committee add social/ cultural and other admirative services locations, details and access to the site/area maps. Discuss the travel distances, road access and challenges/ barriers to reach/access:

- Transport
- Schools and other educational institutions (creche, vocational trainings),
- Healthcare centres/providers
- Other social support services (GBV support services, etc.)

- Markets and shops,
- Municipal, administrative services (e.g.: NRC card)
- Religious and cultural places

Discuss and map out the communities' acceptable distances to social / cultural services. This is highly context specific and depends on many factors to be considered: all year road access, available transport (e.g. bus/motorbike/car/walking), security situation, vulnerability, gender and age as well as cultural norms and practices. The level of accessibility of the village or neighbourhood community may offer a reference to determine the level of acceptability within the specific context. Discuss and map social service contacts, restrictions and conditions on accessing services for all members of the community (e.g. elderly, persons with disabilities).



Village site survey.
Photo credit: Annika Grafweg, CRS.

Collaborative and participatory site and spatial planning are a key milestone in a community-led settlement approach. The community and project staff apply the knowledge and understanding gained from the site and context assessments. It "aims to ensure that the settlement layout, houses, communal land and infrastructure are planned and implemented in an integrated manner to sustainably support social, cultural and economic activities and provide a spatial environment for the community to develop and grow." QSAND Spatial planning SET 03.

The aim of this step is for all community households to agree on a final site layout, that takes into consideration the needs, wishes and aspirations of the households within the specific constraints of the context (security, environmental, social and economic).

Site and spatial planning for permanent houses and infrastructure must be seen within the Myanmar national/Kachin/ Chan regional planning and development frameworks and regulations including urban planning regulation and land use planning and regulations. [See step 4- Task: Statutory planning requirements and regulations.](#)

Refer to Sphere Handbook 2019, [Chapter 7, Shelter and Settlement Standard 2- Location and settlement planning](#), [Chapter 5, WASH Standard 2](#) for general guidance, and [QSAND - SET 03- Spatial planning section for useful checklists.](#)

Tasks: Facilitate community site planning workshop

Pathway 1: Communal pathway: Facilitate a community site planning workshop with all HHs of the community. Ideally, consider a series of site planning workshops to ensure there is representation of all groups, ages, gender, and power dynamics in a community. A follow up workshop with representation of each group and HHs would make final decisions.

Solicit preferred times and location of the workshop from both male and female members of the households. To facilitate female participation, consider childcare options (e.g.: safe, supervised child-friendly area/childcare during meeting). Consider access to the location for people with any mobility restrictions (e.g no stairs). This workshop aims at collaboratively define and agree in a transparent and equitable way the following aspects:

- The individual household plot location/ size and dimensions (sqm),
- The individual HH's house location on the plots, proximity to other houses and privacy concerns (e.g. acoustic and visual privacy)
- Location of individual HH latrines, water points, drainage channels location on the plots and distance to hosue,
- Main access points to the site, boundaries, fences, roads, pathways,
- Community infrastructure (communal land/ elect. /water sourcing/connections/solid waste etc.)

[Refer Annex 5 : QSAND-SET03 Spatial Planning section for detailed considerations.](#)

Plan the workshop together with the community committee and discuss who to invite to the workshop, such as engineer, WASH, DRR project staff or professionals, other experienced community leaders of past settlement projects and possibly village representatives . The aim of this workshop is to have an agreed site layout, that takes into consideration the needs and wishes of each household and the environmental, social and economic aspects.

Pilot Project Experiences

After the site survey of the land of the 11 HH pilot group was drawn and presented at the community planning workshop, it became clear that the individual family plots were not the same size. Some plots were much larger than other plots. Community members raised this as a discussion point. All households had contributed the same share of money to the overall land price and expected all families to have the same size plot. The land data sheet and the survey drawing showed the differences very clearly. The community agreed to change the spatial layout so that all plots become equal. This meant that some families had to accept having less land that they had expected, and some families' land became bigger. Without the accurate site drawings and data sheet calculations this would have not become clear to the group and could have created a source for disputes and community conflict in the future.

STEP 5 COLLABORATIVE SITE AND SPATIAL PLANNING

Ideally, the community as a group needs to find the balance between the individual needs of each household, the overall community needs and the specific conditions and restrictions of the site. This can be best achieved through facilitating open discussion with the technical knowledge gained from the assessments and past experiences.

Give particular attention to include vulnerable HHs (e.g. single headed HH with small children, elderly HH, HH with family members with a disability) into the discussions and highlight their specific needs to the overall community. Make sure they have equally sized and well-located plots and integrate other recommendations from these stakeholders, as relevant.

Community purchased land as a group: Use the [land datasheet in annex 3](#) as well as technical maps of the site to verify and document that the land subdivision process is equitable- all households receive the amount of land (sqm) proportioned to their money paid (cost per sqm).

Pathway 2 and 3: Hybrid and Individual HH pathway:

Facilitate a HH meeting or group of HH meeting to plan out the plot in consideration to any statutory regulation/processes/restriction or village accepted practices. Refer to above aspects to be agreed and documented.

Task: Draft Final site layout with plot subdivision and WASH infrastructure

Pathway 1: Communal pathway: Technical project staff to produce the documentation of the agreed plot

subdivision (land datasheet in annex 4 or equivalent documentation and technical drawing of final site plan. Google earth maps as starting point- verified by actual site survey!).

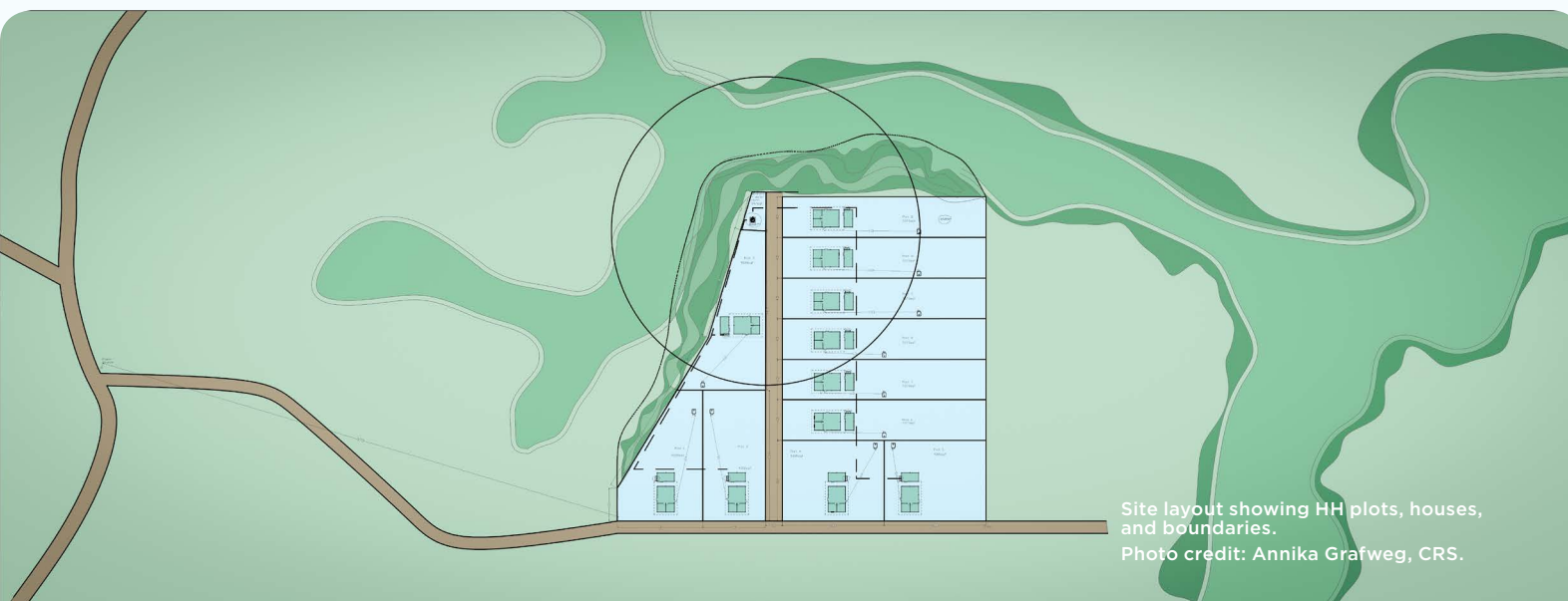
Important: Consideration to fire safety distances and escape routes, as well as height and minimum distances of houses is a priority. Generally, the recommended distance between structures should be twice the height of any structure- e.g. twice the height of the houses. When using highly inflammable building materials (straw, thatch, etc.) the distance should be increased to 3 to 4 times the overall height. [Refer to step 12 for community fire management](#) and: https://www.sheltercluster.org/sites/default/files/docs/fire_hazards.pdf

Pathway 2 and 3: Hybrid and Individual HH pathway:

Technical project staff to produce technical drawings of agreed plot layout. Google earth maps as starting point- verified by actual site survey!).

Task: Statutory land use /planning regulations and applications

Support community committee and individual HHs to check on compliance with statutory planning and building codes, land use planning, procedures and application processes (e.g.: establishing deep well). This may be most applicable in urban areas, such as town planning regulations/laws. It is important to acquire necessary permits and approvals. These may be lengthy processes and need to be considered in the project/funding timelines from the beginning to avoid delays.



STEP 6 HOUSE AND WASH DESIGN PROCESS

Essential
Essential
Essential

The house design aim to create an internal environment that is safe and minimises potential health risks for all members of the household. It needs to provide adequate thermal comfort and wellbeing, as well as a place to maintain existing or establish new livelihoods. The latrine, bath/shower and handwashing design and water supply aims to promote hygiene and health and needs to be accessible by all members of the household. Design and construction techniques and materials need to be culturally and socially acceptable and environmentally sustainable.

During the consultation and design phase, it is important to acknowledge their social and cultural norms e.g. should the latrine be separate from their home and within the yard boundary, design and location should permit day and night use, design should consider menstrual hygiene management, and specifications suitable for children, adults and elderly (i.e. hand rails, locks at an appropriate height for all users). [Refer to \(QSAND\)](#) and [CRS How to guide for construction](#) for details on design and material considerations, construction processes and monitoring, QSAND WS01 and WS03 Sanitation for WASH considerations.

"Living space is very important for people's well-being. It is a core human need and right to have a place for a family to dwell, feel safe and perform a variety of essential domestic activities."

"People affected by crises are more susceptible to illness and death from disease, particularly diarrhoeal and infectious diseases. Such diseases are strongly related to inadequate sanitation and water supplies and poor hygiene."

Refer to Sphere Handbook 2019

All project staff should engage in the design process, especially engineer, WASH engineer and community mobilisers. Ideally, invite experienced community leaders who have already gone through a community-led settlement program to share their experiences of house, latrine, bath/shower and handwashing design and construction/ finance processes.

Tasks: Collate Typical vernacular house and WASH design solutions and cost

Collate typical vernacular house, latrine, bath/shower and handwashing design drawings, photos and costs from completed settlement projects, neighbourhoods and agreed shelter/WASH cluster designs as starting

point for discussion with the community/ individual HHs.

Top line considerations are:

- Local climate- internal comfort
- Health issues- Are these house designs healthy to occupy? (e.g. smoke from cooking/ enough light/ clean solid flooring/ protection from vectors, good ventilation, etc.)
- Water supply- Water table depth and water quality (refer to environmental assessments step 4)
- People's preferences for latrine and bathing/ shower/hand washing designs
- Ground conditions for WASH and house
- Suitable latrine and bathing/shower design for all members of the community, including people with disability, young children and elderly (e.g.: children's faeces, menstrual hygiene management etc.)
- Available construction materials and cost of construction
- Maintenance and upkeeping considerations- e.g.: Access to desludging services

Pilot Project Experiences

During the design workshop the community decided to change the initially proposed and costed shelter cluster house design. Two options were agreed upon. The first would be a single storey solution on ground level with concrete flooring and the second would be raised on stilts with timber staircase. These solutions were agreed upon because of health reasons to avoid mosquitos and other vectors to live under the house, or alternatively raise it to be useable livelihoods and storage space. Option two included a cost increase for the timber structure to be contributed by each household.

Task: Facilitate House /WASH design and budget workshop

Organise and facilitate a house/WASH design workshop or separate house and WASH workshops

STEP 6 HOUSE AND WASH DESIGN PROCESS

together with the community leader. During the workshop all community members (include young adults, women and elderly members and members with a disability) should have the opportunity to share their house/WASH design ideas, understand design alternatives and have the opportunity to make change suggestions. This should include the HH individual latrines, bathing/shower type and location, as well as water source and individual HH water points location. [Refer to Annex 5 for detailed workshop activities on house, latrine, bath/shower and handwashing design and sample technical drawings/BoQ for house, latrine and water tower.](#)

[CRS- how to guide to construction for construction management considerations.](#)

Organise and facilitate a house/WASH design workshop together with the community leader. During the workshop all community members (include young adults, women and elderly members and members with a disability) should have the opportunity to share their house design ideas, understand the standard house layout pre-selected and have the opportunity to make suggestions for/of changes. This should include the HH individual latrines type and location, as well as water source and individual HH water points location.

Pathway 1 and 2: Communal pathway and Hybrid pathway: Discuss community-led construction

approaches and give examples of completed projects. Ideally, invite representatives from these communities to present.

Discuss house size in relationship to household size (e.g.: 1-6 members standard house size/ above 6 extended house size) and implication on budget allocation per HH. This could also include additional budget allocation for households with member with a disability for design alterations to the house / latrine design (e.g.: ramps, handrails, larger openings, accessible latrines, etc.) **It is important, that the community agrees on the different house and WASH options.**

Introduce the two main financial support options: community managed grant or individual HH grant for house and WASH infrastructure construction.

Ask the community to table out the advantages and disadvantages for both routes for their community. This activity can also be done during a separate workshop. Community committee to lead the process of decision making.

Important: proposed house, latrines and bathing/shower design must be checked by project engineer regarding safe construction and hazard resistant construction. It must respond to (local) hazards such as earthquake, flooding, high winds, etc.



Construction completion
Photo credit: Naw Din Nbw, CRS.

STEP 6 HOUSE AND WASH DESIGN PROCESS

Pathway 3: Individual HH pathway: the house/WASH design to be agreed with individual HHs according to the specific context e.g.: may include extension of existing family house or rooms /latrine only.

Only individual HH grants are possible in this pathway. Discuss most suitable financial service providers for the context. [Refer to step 7 for details.](#)

Task: Drafting final design/BoQ and construction cost

This task needs the expertise of the engineer(s) to produce final set of technical drawings/ BoQ with initial budget for house, latrines and bathing/shower design according to the discussions and decisions made by the community/ individual HHs. Consider sourcing of materials and their environmental impact.

Task: Technical design for latrine and WASH infrastructure

Engage with WASH partner organisations (e.g.: CORDAID) to develop suitable water sourcing strategy

for the site and community taking into consideration environmental, health, livelihoods as well as operation and maintenance aspects. Communal water infrastructure such as water tower, well, generator and pipes require regular maintenance and upkeep. Water supply consideration should include the willingness to pay and affordability measures by each HH for water supply, as well as community revenue collection and governance systems to ensure durable Operation & Maintenance of water systems. [Refer to Annex 7 for latrine design/BoQ - QSAND](#) Refer to [step 12](#) for more details on community maintenance procedures.

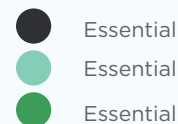
Task: Seek building permissions

If required in urban areas assist the community/ individual HH to obtain written building permissions prior to construction. This may include the preparation of necessary approval documentation, such as technical drawings & calculations, surveys, BoQs, assessments, etc.



Installing complaint poster.
Photo credit: Naw Din Nbw, CRS.

STEP 7 CASH TRANSFERS FOR HOUSE AND INFRASTRUCTURE (WASH) CONSTRUCTION



By transferring cash directly to target populations, households and communities can access goods or services to cover the cost of their houses, as well as WASH and other infrastructure needs. Cash transfers are well suited for community-led approaches because it increases spending flexibility and choice for the communities/individual HHs. It is important to remember that all cash transfer programming needs to be complimented with technical assistance and capacity building (refer to step 8) to safeguard quality construction (Refer to [Sphere Handbook 2019- technical assistance- shelter and settlement](#)). Generally, cash and voucher assistance (CVA) programming can be tailored in several ways, based on the objectives of the program and operating context. Some options include: Conditional cash transfers, restricted cash or vouchers, unconditional, unrestricted or multipurpose cash and use of third party/financial services (e.g. savings groups, post offices, remittance agencies, loans, micro-credit, insurance and guarantees).⁶

Various factors influence which assistance modality is most suitable. The decision to use CVA or in-kind distributions must be determined based on context and with the community. Some factors to consider include community/HH preferences; local authorities/ government support; availability of goods and services in local markets; market functionality; and potential risks associated with using cash or vouchers among specific groups (e.g. security, management of funds, social/cultural dynamics, etc.). For other important CVA feasibility considerations, refer to the [CRS Cash Feasibility Checklist and Cash decision tree in annex 6 and 7](#).

Task: Conduct Market Assessments for construction materials - house/WASH

An important first step in determining if CVA is a feasible response option is conducting a market assessment. The size and scope of this assessment should be based on the scope and objectives of the project; results from this assessment will provide a foundation for key programmatic decisions.

Explain to the community committee/ individual HHs the purpose of a Market Assessment and give examples. Using the established final BoQ from the engineer, a list of construction materials to identify which items within local markets should be assessed.

Members of the community committee trained in conducting market assessments will collect relevant data on specific construction materials as well as needed craftspeople. The market assessment should include labour cost for WASH infrastructure and WASH services, such as desludging services, solid waste management collection, and maintenance of wells, generators etc.

If possible, market data should be collected from multiple vendors to be able to make cost comparisons and understand supply chain dynamics (i.e. material shortages, price changes, etc.).

Access to local markets is affected by the distance of those markets from communities and thus can rely on availability of adequate transportation. An analysis should be completed around available transport options (i.e. bus, taxi, etc.) and costs associated with each option, taking into consideration distances to be covered and price differences in urban vs. rural areas. With this analysis, the appropriate complementary support can be provided to target families to ensure the total value of the cash transfer is spent on construction materials. Refer to [CRS How to guide for construction](#), [CRS Market Based Rapid Response and Recovery \(MBRRR\)](#), [RAM \(ICRC\)](#), [RCM Cash](#) – rapid market assessment tools for more information on CASH programming.

In general, a market assessment provides information about whether specific materials are accessible in appropriate quantities, familiar to local craftspeople, affordable, culturally accepted by communities, of sufficient quality, and safe to procure with no adverse health or environmental implications. Ideally, discuss ways to use salvageable materials in construction in line with [Sphere Handbook Chapter 7 Shelter and Settlements: Standard 7 Environmental Sustainability](#), aiming to minimize any negative impact on the natural environment.

Once a comprehensive understanding of local markets and specific goods is achieved, staff can use that information to create a Minimum Expenditure Basket (MEB) for the construction materials named in the BoQ. The MEB will provide a complete list of items to be purchased by beneficiaries, with each per unit price included. Using the total MEB amount as a starting point, staff can determine the transfer value to be provided to beneficiaries, taking into consideration the

STEP 7 CASH TRANSFERS FOR HOUSE AND INFRASTRUCTURE (WASH) CONSTRUCTION

value families are able to contribute themselves. The MEB and transfer value are not necessarily the same; a gap analysis should be conducted to determine how much of the total MEB the cash transfer seeks to cover. For more guidance on creating sector-specific MEBs and determining transfer values, visit the [Cash and Learning Partnership website](#).

Task: Agree on cash transfer management pathway (communal vs. individual HH)

With conclusions drawn from the context analysis (cash feasibility, market/risk assessments, etc.), agree with the community committee and individual HHs on the way in which cash transfers will be managed in target areas. Staff can organize a community meeting to facilitate this discussion, inviting community leaders with experience managing cash support for construction to answer questions and present their learnings.

Pilot Project Experiences

The pilot project's community held a house and latrine design workshop and agreed that they did not want to have the kitchen part of the main house. This would not be appropriate for a "villager home", culturally the kitchen is detached from the house for health and fire risk reasons. The community agreed to construct individual kitchens to the back of the house financed by the community themselves to not increase the overall construction cost. Some household did not have the additional money to pay for the kitchen construction materials. The community agreed to use the savings made from the purchased construction material to support all households to build a standalone kitchen to the rear of the houses.

Pathway 1 and 2: Communal pathway and Hybrid pathway: the communal or individual HH financial support are both possible. Discuss advantages and disadvantages with the community whether they would like to go with collectively or individually. Support community to make equitable decision. E.g.: all households (men and women) of the community should be consulted for this decision, not only the community leadership. In contexts where HHs decide

to financially contribute to the house/WASH costs, discuss and agree how vulnerable HH, that are not able to contribute money are going to be supported by the group (see pilot project example below).

Pathway 3: Individual HH pathway: discuss with HH cash modality option, e.g.: bank transfer, wave money, cash card, K-pay or hondi, etc. Decision to be made after service provider assessment.

Task: Conduct financial service provider assessment

Program staff to conduct financial service provider assessment to establish accessible cash transfer modalities base on the target location (either bank to bank, wave money, K-pay or hondi, etc.) restrictions and risk. [Basic Market assessment template in annex 7](#). Based on market assessment analysis make decision with community/ individual HH on cash modality for house/WASH construction. Document the decision in community committee bi-weekly coordination meeting notes.

Task: Conduct financial service provider assessment

Led by procurement staff with support from Program staff, a financial service provider (FSP) mapping exercise should be conducted to determine the best suited FSP in target areas to deliver cash. This mapping exercise will enable staff and community to make the most informed decision about which FSP to use, while incorporating beneficiary preference/familiarity into the discussion. An FSP mapping template can be found at this [link](#) and is the first step in assessing FSPs in the area. Once data has been collected and an FSP has been selected, the appropriate KMSS procurement steps should be followed to engage that FSP. For further templates: <http://rcmcash.org/toolkit/>

Community finance focal to document the decision in community committee bi-weekly coordination meeting notes.

Task: Agree on details of the cash transfers (frequency, tranches, construction program and progress monitoring)

Facilitate discussion and agreement on the size (%) of cash instalment/tranches and key construction

⁶ See the Cash and Learning Partnership Glossary of terms for definitions and key concepts: <https://www.calpnetwork.org/wp-content/uploads/2020/03/calp-glossary-english.pdf>

progress milestones for release of next cash instalment. This needs to be agreed between KMSS financial standards and system and preferred community options and documented. It is important to include engineer and finance staff in this discussions and agreement, as the size and release of cash tranches need to be aligned with the construction program and key dates for monitoring of the construction. FSPs also need to be made aware of transfer schedule; depending on the size and value of the transfers, the FSP may need to ensure sufficient liquidity and personnel to support the distributions.

Typically, there are 3 to 4 house construction key steps:

- Precondition- preparation of site,
- 1st step foundation and (timber) main structure,
- 2nd step: Walls, windows, doors and flooring
- 3rd step: roofing
- 4th step: internal fit-out

Learnings from the pilot project highlighted the importance of aligning cash tranches and amount to the availability of the material, material cost and transport cost increase for remote areas. e.g. timber. [See annex 7 for example cash tranches/construction monitoring process.](#)

Task: Conduct accounting training

Finance staff and engineer to conduct accounting training for the community committee, community members and individual HHs. The training aims to set up transparent steps for release of cash instalment, roles & responsibilities for the community committee and agreed accounting processes, such as reconciliation/liquidation process. First tranche of

money is released when site has been prepared by the community and accounting steps and construction progress monitoring plan is established.

Task: Verify Participant Target List and beneficiary agreements

Each individual HH signs a beneficiary agreement with KMSS, which includes roles & responsibilities, rights and obligations by project participants including cash assistance. If the community support route has been chosen a community agreement should be agreed and signed.

Task: Set-up regular financial trouble shooting meetings

Agree and set-up regular (e.g.: bi-weekly) community committee financial/construction monitoring process meetings, preferably on-site. These meeting should be attended by finance staff and the engineer to provide the accompaniment to the HHs/community that is needed to resolve and address problems faced throughout the construction process, such as delay in delivery, substandard material quality, etc. The meeting is facilitated by the community leadership. [Refer to step 8 construction monitoring](#) for further details.

Note: Accompaniment is more time consuming for project staff than working with contractors that are solely concerned with construction of the houses, not with establishing a home for the community. However, the construction of shelters is not the aim of the project. It is to facilitate and support a community-led process that contributes to the communities' and HHs' sustainable settlement efforts.



Preparation for foundations.
Photo credit: Naw Din Nbw, CRS.

Construction, monitoring of progress and quality control is closely linked to previous step 6, where the financing, cash tranches as well as key construction quality monitoring dates have been set-up. Construction materials and craftspeople have been ordered/employed. By the time construction commences the community/ individual HHs have prepared the plots to receive first cash tranche, ordered materials, have been trained in quality construction, construction monitoring and health & safety during construction.

Task: Conduct quality construction & construction monitoring training

Quality construction can be demonstrated in several ways depending on the context. The community can visit a completed house, latrine, bathing/shower construction or ongoing construction with engineer to understand quality and safe construction. Alternatively, a pilot house, latrine, bathing/shower can be constructed to be used to train the community on safe construction techniques and how to monitor quality. **An experienced site foreperson, site engineer or carpenter** (depending on construction technique) should be employed by KMSS to oversee all construction activities on a daily basis.

Training on health and safety during construction for the craftspeople, community members participating in the construction and other community members on site during construction, such as elderly and children is essential.

Alternatively, a technical assistance manual can be compiled from the sample construction. It needs to clearly and simply illustrates how to construct and monitor quality at agreed key stages. The manual needs to be in the local language and include photos of the pilot construction with annotations, drawings, illustrations and diagrams. It highlights key monitoring stages (e.g.: foundation to timber post connections) and give attention to key details (e.g.: safe joining of materials).

Task: Conduct progress and quality monitoring

KMSS engineer(s) with site foreman and community committee/individual HHs conduct construction quality and progress visits to the site to the agreed schedule. With the engineer's quality recommendation report the next cash tranches are released. The KMSS finance staff produces check and balance report to discuss with community committee during bi-weekly coordination meetings.

Useful mobile data collection tools for onsite monitoring are: KoBo or Commcare <https://www.dimagi.com/commcare/>.

Towards the completion of the construction works possibly savings can be estimated and community/ individual HHs need to draw up a plan for the use of these funds, such as for future maintenance works, seed funding for livelihoods activities, etc.



House construction process.
Photo credit: Naw Din Nbw, CRS.

STEP 9 CONNECTION TO PHYSICAL SERVICE INFRASTRUCTURES/ NETWORKS

● Essential
● Essential
● Essential

Connecting the houses to electricity, water, sewage and solid waste management infrastructure, as well as potentially Wifi (if existing) is essential to support security, privacy, a health living environment and livelihoods activities. This is particularly important in urban contexts and potentially a statutory requirement.

Main consideration to be given to the affordability and accessibility of establishing connections as well as the usage cost, e.g.: electricity; latrine desludging, water bills, etc.. Establishing utility connections can be a lengthy and bureaucratic process and may be equally challenging for neighbouring households, giving the opportunity to address these challenges as a neighbourhood/village community. Alternative energy strategies could be explored as a village project to promote renewable energy supply and generation. Refer for [QSAND SET04- infrastructure](#) - and [QSAND ENE01 -Energy-](#) for general guidance.

Task: Develop utility budget plan

Pathway 1 and 2: The community committee to agree - based on the knowledge gained from the environmental site and context assessments, step 4 - which utility connections are possible and realistically achievable and affordable (e.g.: installation, operation and maintenance costs). Support the community to agree on how communal utility cost will be covered and who will be responsible/focal point. This may include communal lighting, electricity for water pumps, petrol for generator, etc.

Pathway 3: individual household: Assist individual households (through mobile community focal point) to make utility connections if existing and to draw up household expense plan.

Task: Connection to physical infrastructure networks

Support community committee with obtaining necessary documentation and liaise with village/ neighbourhood leadership to establish utility connections if possible and affordable. If it is not possible to make connections to the electricity grid, support community committee and neighbourhood with connecting them with specialist CBOs/NGOs/ or governmental support to find an alternative solution. In past projects, households have purchased solar panels for their household electricity needs.

Task: Community based waste management

Introduce community-based waste management ideas and examples to the community as part of community-based natural resource management (CBNRM). Share information and raise awareness about health impact of uncontrolled waste dumping. Facilitate drawing up a community action plan to deal with construction waste and solid household and livelihoods waste as part of their community guidelines- [refer to step 12-](#) to minimise health and environmental impact and potential disputes between neighbours. Also refer to [QSAND- MW05- Waste Management](#) and [Sphere Handbook- Solid Waste Management](#).

Construction process, WASH.
Photo credit: Naw Din Nbw, CRS.

STEP 10 ACCESS TO SOCIAL SERVICE SYSTEMS/ASSISTANCE

● Essential
● Essential
● Essential

Access to social services are essential and IDP households of the pilot project stated that integration and a sustainable settlement solution is not possible without having access to livelihoods opportunities, education, health and legal/administrative services to the same level as the neighbourhood/village community. In fact, the continuation of their children's school education and prospects were stated as the most important aspects for the pilot project's IDP community, equally important to livelihoods opportunities. The community's site selection was determined by the close access to education- schools and secondary education in town, as well as job opportunity in agriculture and town (e.g. construction industry).

Task: Share information on service providers and available assistance

Community social focal point to share information on service providers, eligibility criteria and available support packages for IDPs by government, humanitarian and development organisations. (e.g.: UNHCR, WFP, KMSS return package). This information to be mapped during [social/cultural service mapping in step 4](#).

Task: set-up / strengthen referral pathways to social service providers and assistance

Pathway 1 and 2: Communal pathway and Hybrid pathway: Using the social/ cultural service mapping (3 Ws) conducted by the community committee and community focal point to set-up with referrals to service providers. Community focal point to support the community committee and HHs to collate relevant documentation, make appointments and follow-ups.

Carefully consider gender balance for the social focal point positions to raise gender balance.

Pathway 3: Assist individual households (through mobile community focal point case management) to make referrals to health/ legal aid and administrative services.

Task: Support children's transfer to local schools/ education system

Community focal points to assist with all necessary documentation for children's' transfer to the local schools by assisting for application for school transfer certificate. Place attention to children with a disability by reaching out to specialist service providers, e.g.: CBOs.

Ideally, discuss with village committee and parents safe transfer to and from school for all children, (e.g.: shared tuck-tuck, etc).

Task: Support health record transfer to village/ community centre/clinic

Community focal points to assist vulnerable community members and community members with existing health conditions to transfer health record to village clinic. Discuss with community committee to set up support network for vulnerable community members and share information of specialist service providers.

Task: Support HHs through referrals to Legal aid service providers

Support HHs that require Information, counselling, and legal assistance (ICLA) with referrals to specialist organisations, such as NRC and DRC. Legal assistance could include, land and property restitution, personal identification documentation or other legal issues.

Village site.
Photo credit: Naw Din Nbw, CRS.

STEP 11 LIVELIHOODS OPPORTUNITIES

● Essential
● Essential
● Essential

“The recovery of livelihoods activities, encouraging other livelihood opportunities as well as enhancing existing livelihoods assets and activities is essential for IDP communities to support on-going recovery of the community.”

- [QSAND Handbook- CC04 livelihoods](#)

For most IDPs, subsistence farming was the main livelihood activity prior to displacement. After displacement their livelihood strategies diversified in other activities, including livestock, daily labour on construction sites and plantations. For more information: <http://themimu.info/3w-db-tech-assist>.

Tasks: Support access to IDP livelihoods programs/Return & Settlement assistance

Together with the community/ individual HHs map out available return & settlement and livelihood assistance, training or grants the community could be eligible for (e.g.: R&R assistances by Department of Disaster Management (DDM) after submitting community movement plan to government). This could be done

together within the wider neighbourhood community. Assist with application processes and follow up.

Task: collate and share good examples of sustainable livelihoods projects

Facilitate the sharing of information on successful livelihoods initiatives, livestock, micro-finance and community-savings initiatives and community-based farming projects. Make connections between the community committee and experienced KMSS livelihoods staff and potential exposure visits. [Refer to KMSS past projects.](#)

Task: Agree on use of construction phase savings

In cases where savings were made from the construction cash support, assist the community committees to develop community saving scheme. the pilot project community decided to use savings for maintenance cost, construct perimeter fences around each plot and purchase beds per household.



Ceremony with local village leadership and government representatives
Photo credit: Naw Din Nbw, CRS.

STEP 12 COMMUNAL GUIDELINES

● Essential
● Essential
● N/A

This step is ideally done with participation of the neighbouring community/ village community and could be a starting point to transform the IDPs community coordination meetings into a wider forum for the neighbourhood, if not already existing. The communal guidelines should be discussed and agreed to safeguard future disputes between neighbouring households and document transparently all communal decisions that need to be made e.g.: communal electricity bills, maintenance of communal land, water usage, etc. Ideally, this should be a living document that is revised at regular intervals. [Refer to QSAND CC02 -Community Ownership and Sustainable Management.](#)

Tasks: Draft communal guidelines

Support the community committee and neighbouring HHs to agree and document their communal guidelines and appoint focal points. Typical issues to be included are:

Maintenance and upkeep of communal infrastructure and spaces (e.g.: latrine desludging/ costs, maintenance of communal water pipes, shared costs for generator, water usage groups, etc.)

- Fire prevention and preparations plan
- Disaster Risk Management and Preparedness plan
- Community waste management plan
- Communal Livestock rules
- Communal rules of alterations to the house and plot (e.g.: selling/ renting/ house extensions/ subdivision of plots)



Collectively fill up of foundation.
Photo credit: Naw Din Nbw, CRS.



Village site.
Photo credit: Naw Din Nbwu, CRS.

What is protection mainstreaming?

Protection mainstreaming is the process of incorporating protection principles and promoting meaningful access, safety and dignity in humanitarian aid. The guiding principles that must be taken into account in all humanitarian activities are:²

1.

Prioritise safety and dignity and avoid causing harm: prevent and minimise as much as possible any unintended negative effects of your intervention which can increase people’s vulnerability to physical and psychosocial risks.
2.

Equality/meaningful access: arrange for people’s access to impartial assistance and services - in proportion to need and without any barriers (i.e. discrimination). Pay special attention to individuals and groups who may be particularly vulnerable or have difficulty accessing assistance and services.
3.

Accountability to beneficiaries: set-up appropriate mechanisms through which affected populations can measure the adequacy of interventions, or address concerns and complaints.
4.

Participation and empowerment: support the development of self-protection capacities and assist people to claim their rights, including - not exclusively - the rights to shelter, food, water and sanitation, health, and education.

How does protection mainstreaming relate to protection?

“Protection mainstreaming” relates to the approach we take in all our programmes. It does not mean changing WHAT we do but means we should think about HOW assistance is provided. This is essentially about safe, good quality programming. It is the responsibility of all humanitarian actors and

should be applied to all projects (green³). It forms the base of the triangle because it provides the foundation for all other protection work, i.e. integration and stand-alone projects should always incorporate the guiding principles and core components of protection mainstreaming.

“Protection Integration” refers to assistance projects (such as WASH or shelter) that integrate specific protection activities. The overall objective would not usually be related to protection. Examples include monitoring and reporting on protection threats in a food distribution programme, or providing training on rights in a shelter project. Some specific protection knowledge and skills are required to undertake these activities which comprise a smaller percentage of humanitarian projects (yellow) than at the protection mainstreaming level.

“Stand alone protection” is a specific sector. It encompasses activities that directly prevent or respond to acts of violence, coercion, discrimination or deliberate deprivation of services. It includes activities such as the registration of refugees or the demobilisation of child soldiers. Only agencies with specialist expertise should carry out such activities, which usually comprise a small percentage of the total number of humanitarian projects (red).



Why is protection mainstreaming important?

Protection mainstreaming can help us improve the quality of humanitarian programming by ensuring the most vulnerable access assistance that is appropriate and relevant to their needs and delivered in a safe and dignified way.

We also have an ethical responsibility to mainstream protection across all humanitarian sectors as our work always has implications beyond meeting basic needs. Interventions can safeguard wellbeing and dignity but they can also put people at increased risk. Failure to mainstream protection may prevent recovery and resilience building in affected communities. Our actions or inactions may also perpetuate discrimination, abuse, violence, and exploitation and unnecessarily cause competition and conflict in communities.

It is therefore a shared responsibility of all humanitarian actors to be aware of the potential harm activities can cause and to take steps to prevent this. These

responsibilities are articulated in a number of global standards and guidelines and increasingly a condition of donor funding.

What does it mean in practice?

The four guiding principles outlined on the previous pages underpin the core components of protection mainstreaming. Together these form the foundation for all protection work, from mainstreaming to stand alone projects.

The eight core components comprise practical actions which many teams may already be following but when applied in a systematic way can help ensure the safety, dignity and access of beneficiaries. They comprise:

Components	In practice this means...
Analysis	All programming is underpinned by an understanding of the protection context throughout the programme cycle. E.g. organise focus group discussions with women and girls to understand their needs and coping strategies.
Targeting and diversity of need	The differing needs and capacities of the most vulnerable women, men, girls and boys are identified and assistance is targeted accordingly. E.g. arrange transport to distribution sites for older persons and people with mobility problems.
Information sharing	Accurate and timely information is readily available to women, men, boys and girls on who we are, what we’re doing and what services are available. E.g. share written and verbal information via leaflets, posters and community meetings.

¹ “Protection mainstreaming” and “safe and dignified programming” may be used interchangeably.
² Definitions from the Global Protection Cluster: <http://www.globalprotectioncluster.org/en/areas-of-responsibility/protection-mainstreaming.html>
³ The colour in brackets refers to the colour-coded triangle which visualises the different protection approaches.

⁴ See the Sphere Handbook (2011) p.31: “In order to meet the standards of this handbook, all humanitarian agencies should be guided by the Protection Principles, even if they do not have a distinct protection mandate or specialist capacity in protection”. See also The Centrality of Protection in Humanitarian Action, Statement by the Inter-agency Standing Committee (IASC) Principals, December 2013, available at: <http://www.interaction.org/document/centrality-protection-humanitarian-action-statement-iasc>

Community engagement	There is active and inclusive community engagement in all stages of the programme cycle that builds on and strengthens existing community and state structures, resources and capacities. E.g. use different methods, such as timelines, calendars, or mappings to engage different groups.
Feedback and complaints mechanisms	Men, women, boys and girls are able to provide feedback and report concerns in a safe, dignified and confidential manner and receive an appropriate response when they do so. E.g. put in place hotlines, suggestion boxes, or help desks.
Staff conduct	Staff and partners have appropriate knowledge and organisational support to conduct themselves and their work in a safe and appropriate way E.g. orient staff and volunteers on the code of conduct on key facts about the projects.
Mapping/Referral	Staff and partners have necessary knowledge and information to support communities in accessing existing services. E.g. provide staff with laminated cards listing service providers.
Coordination/Advocacy	Staff and partners advocate and work together with relevant actors to enhance the protective environment, avoid duplication and to prevent, mitigate and respond to protection risks. E.g. staff raise issues such as unsafe service provision with responsible actors (such as the protection cluster).

The Protection Mainstreaming Working Group (PMWG)

CRS, Caritas Australia and CAFOD have committed to a joint initiative, the Protection Mainstreaming Working Group (PMWG), to strengthen their own capacity and that of their partners in order to be more strategic and consistent in mainstreaming protection throughout emergency response and

recovery programmes. The Working Group will seek to strengthen protection mainstreaming through:

- Building widespread commitment and providing practical support to the implementation of protection mainstreaming;
- Developing and promoting good practice and continual learning in relation to protection mainstreaming;
- Ensuring representation and participation within relevant international protection fora
- Developing strategic links with the wider Caritas network.

A collaborative approach will “add value” by increasing efficiency, standardising terminology and approaches and sharing resources and learning. Furthermore, working together on certain aspects of protection mainstreaming will maximise our reach and impact, raise our profile (and thus ability to influence) in the international arena and facilitate more effective field work with partners. The triangle framework was developed as part of this collaborative approach.



Photo: Help desk at a food distribution.

Power Walk

Purpose

To demonstrate that not everyone has access to their human rights.

Process

ASK participants to stand in a single row across one side of the room facing the facilitator.

DISTRIBUTE the Power Walk character cards to the participants. Instruct them not to share their characters’ identities.

ASK them to pretend to be that character, and to form a picture of who they are and what their life is like. They must then think about what their characters’ answers would be to a list of questions.

ASK them to take one step forward if their answer is ‘yes’ to a question, and to stay where they are if the answer is ‘no’.

READ each of the following questions, allowing enough time for participants to decide whether to take a step:

- *Did you have enough to eat today?*
- *Do you have cash in your pocket?*
- *Do you have a valid government-issued ID?*
- *Do you have access to a telephone?*
- *When you are sick, are you able to go see a doctor and pay (if necessary) for their services?*

- *Do you travel freely throughout your country of residence?*
- *If you were robbed, would you go to the police to report the crime?*
- *Did you finish primary school?*
- *Are your opinions and ideas respected by your family?*
- *Can you read the newspaper?*
- *Did you have access to clean water today?*
- *Did you have access to a latrine or toilet today?*

ASK the participants to reveal their identities and to explain why they stepped forward or not in response to particular questions. The following guiding questions may be helpful in the discussion:

- *What did you assume about your character if not explicitly stated e.g. age, gender ethnicity?*
- *Who are the more vulnerable members of the community? The more powerful?*
- *How might limited access to resources expose people to threats and insecurity?*
- *If a natural disaster were to occur, which people would be most affected? What about a conflict?*

¹ “Protection mainstreaming” and “safe and dignified programming” may be used interchangeably.
² Definitions from the Global Protection Cluster: <http://www.globalprotectioncluster.org/en/areas-of-responsibility/protection-mainstreaming.html>
³ The colour in brackets refers to the colour-coded triangle which visualises the different protection approaches.

- *Imagine you are staff from an NGO working to provide assistance after a natural disaster. Which groups would require special attention to facilitate their access to assistance?*

Debrief

In plenary, **HIGHLIGHT** that:

- It was clear that participants were scattered across the room. Those with more power and greater access to their rights were closer to the facilitator and those who were more vulnerable were further back in the room
- We are all born equal and with human rights (such as the right to education and the right to family life). However, we do not all have access to those rights. This may be due to socioeconomic, political, ethnic or religious factors. These rights can be deliberately denied or abused, putting people’s safety and dignity at risk. This is especially true in conflict situations.

If suitable for the context and audience, **EXPLAIN** that:

- People in positions of power are more likely to have the resources and support to ensure their rights are respected. The most vulnerable may have fewer opportunities to claim their rights and may stay invisible if humanitarian actors do not make a conscious effort to find and listen to them.
- As protection is about promoting respect and protection of individuals human rights, it is important to understand what those rights are, under both international and national law.
- Understanding power, vulnerability and rights is not only important for protection actors. As humanitarian organisations implementing different

types of programmes—e.g. food, shelter, sanitation, etc—we need to understand what rights are being violated, and what power dynamics and vulnerabilities exist in the areas in which we work in order to support individuals and communities attain the relevant rights.

- As humanitarian actors external to the communities in which we work, we make assumptions all the time (for instance, assuming that a blind elderly man is poor and alone, even though he may be the community leader or the father of a minister). These assumptions influence decisions and project implementation. We should mitigate our bias and assumptions by trying to understand the complete situation, based on an analysis of communities.



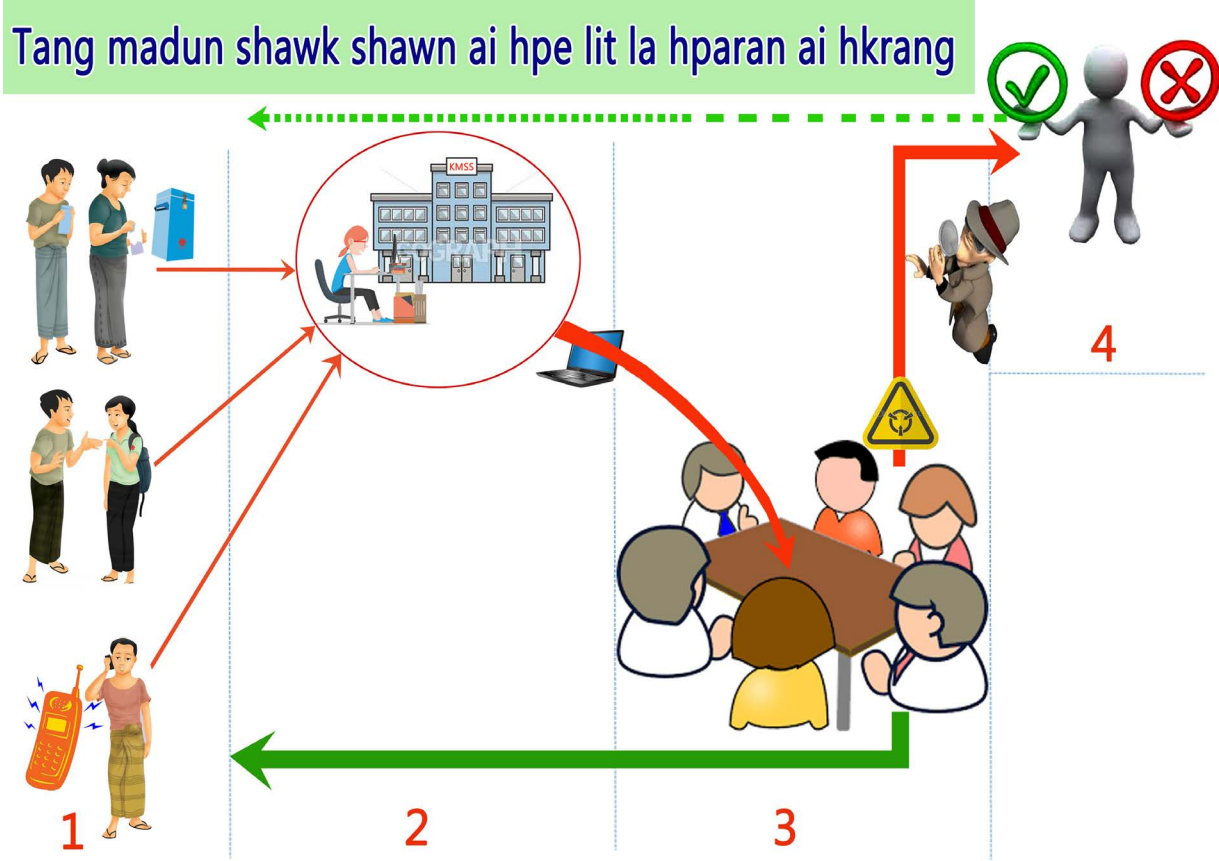
Even if it sounds too theoretical, it is important to make the link with human rights and the rights-based approach to show where protection mainstreaming comes from. With Church partners, it may be helpful to make the link with Catholic Social Teaching (CST).

Power Walk Characters

MEMBER OF A RELIGIOUS MINORITY	65-YEAR-OLD MALE SUBSISTENCE FARMER WITH A WIFE AND SIX CHILDREN LIVING IN A REGION OF ETHNIC CONFLICT	RELIGIOUS LEADER WORKING IN A PEACEFUL COMMUNITY	15-YEAR-OLD FEMALE HEAD OF HOUSEHOLD IN A RURAL VILLAGE WITH TWO YOUNGER SISTERS
14-YEAR-OLD SECOND WIFE OF POLYGAMOUS HUSBAND	REFUGEE FROM A NEIGHBOURING COUNTRY	22-YEAR-OLD MALE, FORMER CHILD SOLDIER	MALE POLICE OFFICER
PERMANENTLY DISABLED SURVIVOR OF A LANDMINE EXPLOSION	MEMBER OF PARLIAMENT	45-YEAR-OLD WIDOW WITH SIX CHILDREN	NGO EMPLOYEE (EXPATRIATE STAFF)
INTERNALLY DISPLACED PERSON	MIGRANT WORKER WITHOUT LEGAL DOCUMENTATION	NGO EMPLOYEE (LOCAL STAFF)	SUCCESSFUL MALE BUSINESS OWNER
17-YEAR-OLD HIV-POSITIVE BOY LIVING ON THE STREETS OF A LARGE CITY	16-YEAR-OLD SINGLE MOTHER AND SEX WORKER	10-YEAR-OLD BLIND GIRL IN AN ORPHANAGE	HUMANITARIAN WORKER WITH THE UNITED NATIONS

Adapted from CWS (2009). [Putting Dignity First](#).

Day 1		Day 2		Day 3	
Date	Time	Date	Time	Date	Time
Introductions (S1)	0900	Re-Cap (S10)	0900	Re-Cap (S18)	0900
Workshop objectives (S2)	0930	Site Planning - SAD (S11)	0915	Information and Accountability (S19)	0920
Shelter & Settlements - Scope & Principles - SPHERE (S3)	0950				
Break	1030	Break	1030	Break	1030
What is Home - Assets (S4)	1050	Site Planning - Activity Checklist (S12)	1050	Risk Assessment / Mitigation (S20)	
Gender / Protection Power Walk - (S5)	1145	Assistance menu - Matrix HHs (S13)	1130	Implementation - DiP (S21)	
Lunch	1230	Lunch	1230	Lunch	1230
What is Home - Issues / Solutions (S6)	1330	Self-Build Technical Support (S14) Markets (materials, goods, services)	1330	Implementation - Resources (S22)	1330 1400
Break	1500	Break	1500	Break	1500
What is Home - Issues / Solutions (S7)	1520	Why Cash - Pros and Cons (S15) How Cash (S16)	1520	Monitoring and Learning (S24)	1520
Roles and Responsibilities (S8)	1550				
Case Study and Wrap-up for the day	1630	Case Study and Wrap-up for the day (S17)		Next Steps / Q&A / Wrap-up	1615
Finish	1700	Finish	1700	Finish	1700



Shawk shawn mai ai ladat ni

1. Laika Sumbu/Sadek

2. Call/text 09445105453

3. Myiman hkrum tsun dan ai

Nang hku nna KMSS ni a bung li hte seng ai, KMSS mu gun ni a kyang lai len hte seng ai lam ni hpe shawk shawn mai nga ai.

Gaw gap ai lamang ni yawng, lang ai rung rai ni yawng, gawgap ya ai ni a ntsa mu mada ai lam ni hpe tang madun shawk shawn mai nga ai.

Shawk shawn mai ai aten : bat hparang langai ya kaw na manga ya shani du hkra
Aten: 9:00 AM - 5:00 PM

name of community here - Land Data sheet					map here				
Note: dimensions approx to be verified with professional equipment									
Location		GPS point 1							
		GPS point 2							
Total area surveyed:									
total area stated on contract:									
Name of previous owner:									
Contact number:									
Name of community leader(s):									
Contact number:									
Stage of individual plot registration:									
Total cost of land per contract:									
Date of purchase per contract:									
Distance to next village:									
Distance to closest primary school:									
Distance to closest markets:									
Distance to closest health centre:									
Distance to electrical grip:									
Distance to municipale water network:									
Depth of clean drinking water:									
local hazards known:									
local pollutions on /near site:					(indicate on map)				
unexploded ordnance, unexploded mines on or near site									

[illegible]

SET01 Site Selection Checklist A: In-situ Reconstruction or Relocation

Issue	Why the issue may be relevant	Is the issue relevant? (yes / no)	Level of priority (high / medium / low)	Reasoning
Location and Accessibility	<div>- Is the location and accessibility of the affected site appropriate for all members of the community?</div> <div>- By moving to a new site, would this improve the community accessibility and mobility?</div>			
Appropriateness for (re)construction	<div>- Have the ground conditions changed significantly as a result of the disaster event?</div> <div>- Is it feasible to safely and cost-effectively (re)construct in the same location?</div> <div>- Are more appropriate ground conditions available at other potential sites?</div>			
Access to resources	<div>- What was the level of access to resources before the disaster occurred?</div> <div>- Has the access to resources (e.g., water, food, fuel) been disrupted by the disaster?</div> <div>- Is resource access secure for the long term?</div> <div>- Could the access to resources be improved by moving to a new settlement location?</div>			
Risk of future disaster events	<div>- Is there significant risk of another natural disaster affecting the existing settlement location?</div>			

	<div>- Could the risk from natural hazards be reduced by moving the settlement to a new location?</div>			
Health and wellbeing	<div>- Is the existing settlement free from pollution and hazardous waste?</div> <div>- What would be best for the health of the affected community?</div> <div>- Is the affected community able and willing to move to a new settlement?</div>			
Land tenure	<div>- Do the affected community currently own their land?</div> <div>- Is it possible to legally obtain suitable land in a new location?</div>			
Natural environment	<div>- Would it be more appropriate to redevelop the existing settlement (including the removal of hazardous waste and pollutants)?</div> <div>- Will the natural environment be significantly damaged by moving to a new settlement location?</div>			
Future planning	<div>- If the existing site is redeveloped, will this accommodate the affected community for the foreseeable future?</div>			
Livelihoods	<div>- Can the affected community continue to maintain their livelihoods in their existing settlement location?</div> <div>- Would livelihood opportunities be improved in a different settlement location? How would they be improved?</div>			
Other (please specify)				

SET01 Site Selection Checklist B: Relocation

Issue	Why the issue may be relevant	Is the issue relevant? (yes / no)	Level of priority (high / medium / low)	Reasoning and measures taken to address issue
Location and accessibility	To ensure that the affected community will not be physically isolated from neighbouring populated areas. Isolated communities are likely to have less economic and social opportunities.			
Appropriateness for construction	To ensure that the site can be safely, securely and comfortably occupied. If shelters cannot be built safely and cost-effectively, the site will not be suitable.			
Resource availability	To ensure that the affected community has access to sustainable resources (e.g., water, fuel, energy). Without vital resources, the community is likely to be less resilient.			
Risk to hazards	To mitigate the risks from natural and man-made hazards in order to minimise the potential for future disasters. If significant risks are not addressed, the community may be severely affected, leading to potential loss of life, livelihoods and possessions.			
Health and wellbeing	To ensure that the quality of life of the affected community is considered.			

	Significant sources of pollution or inadequate resource supply may cause health issues and impair the development of the community.			
Livelihoods	To ensure that the affected community has ways and opportunities for maintaining their livelihoods.			
Land tenure	To ensure that the land is acquired with respect to local procedures and other land owners to enable the successful integration of the community.			
Natural environment	The community should make minimal impact on the natural environment. Where damage is unavoidable, measures should be taken to replenish the natural environment.			
Cultural acceptability	The site selection should take into account any cultural issues that may dissuade the affected community from occupying the site, or cause conflict with others.			
Future planning	To ensure that the site can accommodate future development.			
Other (please specify)				

1. Show drawings, 3-dimensional drawings, 1:1 drawings of the house plan on the ground. Ideally visit a similar built house, so all members of the community/ HH members understands the rooms, facilities and character of the house (e.g. kitchen as part of the main house or separated as individual structure/ no. bedrooms/ location of latrines/ location of windows and doors)
2. Use drawings, pictures and move around in internal spaces to understand size and design options (e.g. point out window sizes and amount of light coming through, etc)
3. Share the cost of the house design and explain that changes to the design changes the cost of the house. If known share the available funding budget, so participants understand the relationship between available funding and size and type of house design.

If the funding is not known, use average known budget to explain the issue.
4. Facilitate discussion about the key factors of the house design, [See QSAND SC 02 and SC 03 for details](#)
 - a. Feeling secure in the house
 - b. Vector control
 - c. Thermal comfort
 - d. Internal air quality
 - e. Light
 - f. Noise
 - g. Privacy
 - h. Cultural/ socially suitable
5. Key factors for the latrine design, [See QSAND WS 03 Sanitation, WS 01 Water demand and supply](#)
 - a. Common hygiene practices
 - b. Existing sanitation infrastructure (can connect to sewage system or HH pit latrine?)
 - c. Privacy
 - d. Accessibility (safe latrine access for elderly/ children and people with disability)
 - e. Water table depth/ water source
6. Agree on latrine design according to WASH engineer's recommendation. Ask engineer to present latrine design options and agree on location with safe distance from well. Agree on latrine location on each plot, water point and soak away area.
7. Draw up list of advantages and disadvantage of the presented house design, make suggestions of improvements/ changes
8. Facilitate discussions about changes to the design and give examples of possible design changes. This may include:
 - a. Is the house being enough for the family and gives enough privacy to all family members?
 - b. Extending the house if the HH can contribute to the base funding? (e.g. raise the house on stilts to have shaded space below)
 - c. Adding handrails and ramps for elderly family members or members with a disability
 - d. Location of kitchen, cooking method (gas/charcoal/electricity) -connected or disconnected from the house?
 - e. Location of latrine location in relation to house and water point per house?
 - f. Changing window location and opening size to use rooms as small shops
 - g. Possible ways to extend the house with shops/ livelihoods activities- orientation on plot
 - h. Changing main entrance door location for cultural believe of best house orientation, etc...
9. Discuss construction materials and material sourcing and environmental impact (e.g.: locally sourced timber/ bamboo from community forest)
10. Ideally, each HH to reflect HH needs (size/ vulnerability/single head households/disabilities/ budget)
11. Discuss options of adaptability of the house design for the future. E.g. aging family members
12. Discuss HH budget contribution to find best possible design solution per family (size/ budget/ elderly members/ family composition/ etc...)
13. Discuss power sockets and electrify cables/lights location in the house. (min. 1 light supply cable per room, 2 sockets in the house, 1 external light near latrine/water point)

House (18'x27'x10') - Timber structure

Bill of Quantity

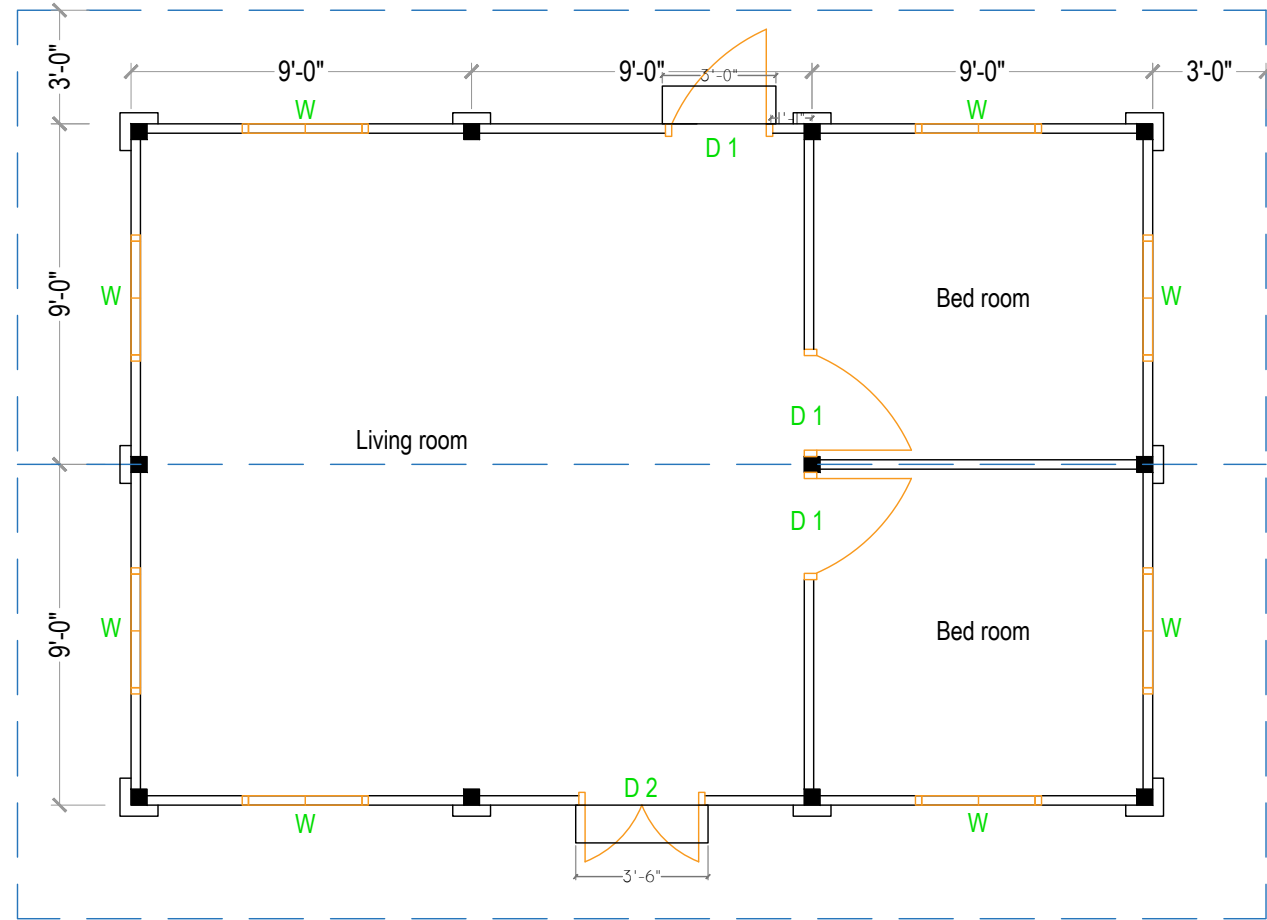
Item	Description	Unit	Quantity	Rate	Amount	Remark
I.	Materials					
1	Sand	Sud	4.0		0	
2	Cement (50kg)	bags	49.0		0	
3	Chipping (3/4"~1" size)	Sud	2.6		0	
4	2"x1/4"x3' L Iron plate	No.	11		0	
5	5/8" ϕ Bolt & nut (7" long)+washer	No.	22		0	
6	5 plywood	No.	1.0		0	
7	3"x2" J.wood	ton	0.13		0	
8	Brick	No.	1237		0	
9	5"x5" Timber (18')	No.	11.0		0	
10	5"x2" Timber (18')	No.	8.0		0	
11	4"x2" Timber (18')	No.	22.0		0	Gyiland/Kanyin
12	3"x2" Timber (18')	No.	61.0		0	Gyiland/Kanyin
13	3"x1" Timber (18')	No.	18.0		0	Gyiland/Kanyin
14	6"x1" Timber plank (18')	No.	10.0		0	Gyiland/Kanyin
15	Nails	lbs	56.0		0	
16	bamboo mat (9'x10'-6")	sheet	13.0		0	thick
17	bamboo mat (9'x9')	sheet	6.0		0	
18	bamboo mat (9'-0"x3')	sheet	2.0		0	
19	3"x1/2" Timber beading	No.	90.0		0	
20	Ridging plane sheet (10')	No.	4.0		0	
21	Roofing screw (2.5")	No.	598.0		0	
22	Roofing screw (2")	No.	72.0		0	
23	4" Butt hinge	No.	44		0	
24	Handle	No.	22		0	
25	6" tower bolt	No.	21		0	
26	Hasp & staple (folded)	No.	3		0	
27	Hook & eye	No.	18		0	
28	Earth oil	gal	3.5		0	
29	Diesel	gal	2		0	
30	Roller	No.	3		0	
I.	Sub Total				0	

II.	Labour Charges					
1	Mason	No	14.0		0	
2	Carpenter	No	72.0		0	
3	Worker	No	55.0		0	

House (18'x27'x10') - Timber structure

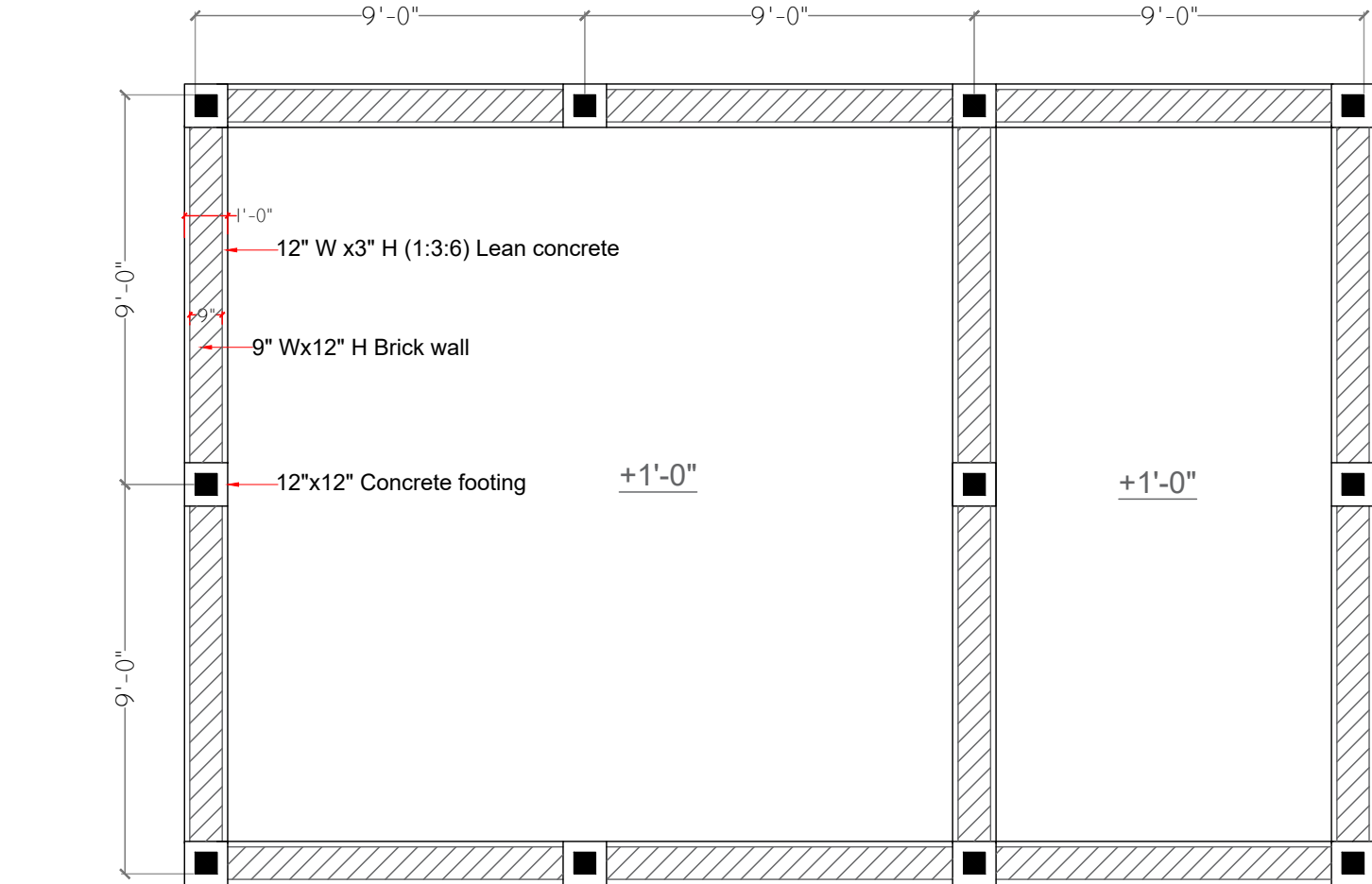
Bill of Quantity

Item	Description	Unit	Quantity	Rate	Amount	Remark
					0	
III.	Transportation & Contingency cost	L.s	1			
	Grand Total Cost (I+II+III)				0	

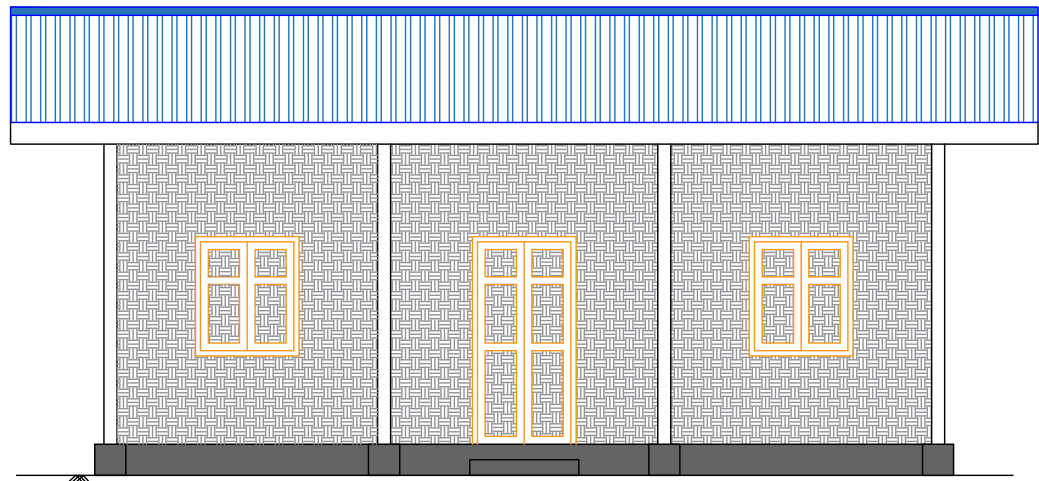


House Ground Floor Plan

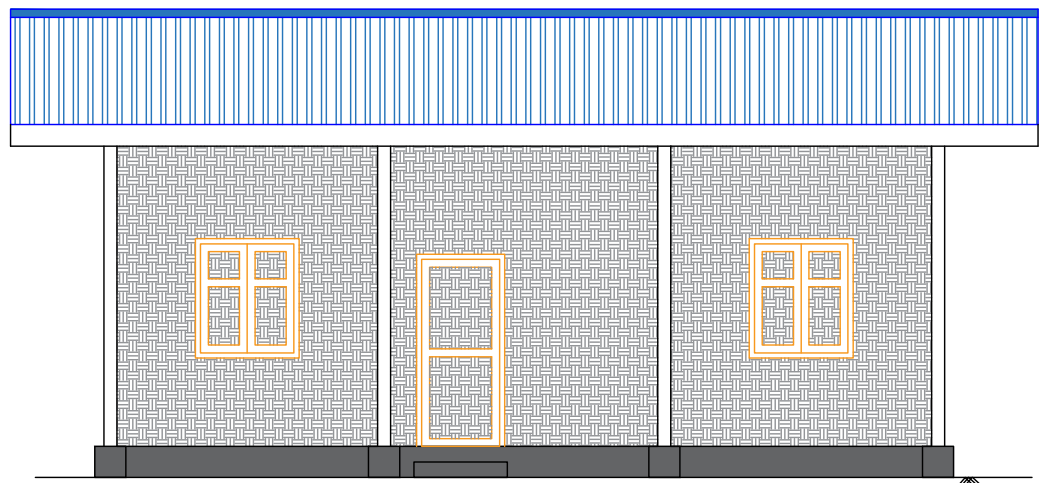
W = L 3'-0" x H 4'-0"
Door 1 = L 2'-6" x H 6'-0"
Door 2 = L 3'-0" x H 7'-0"



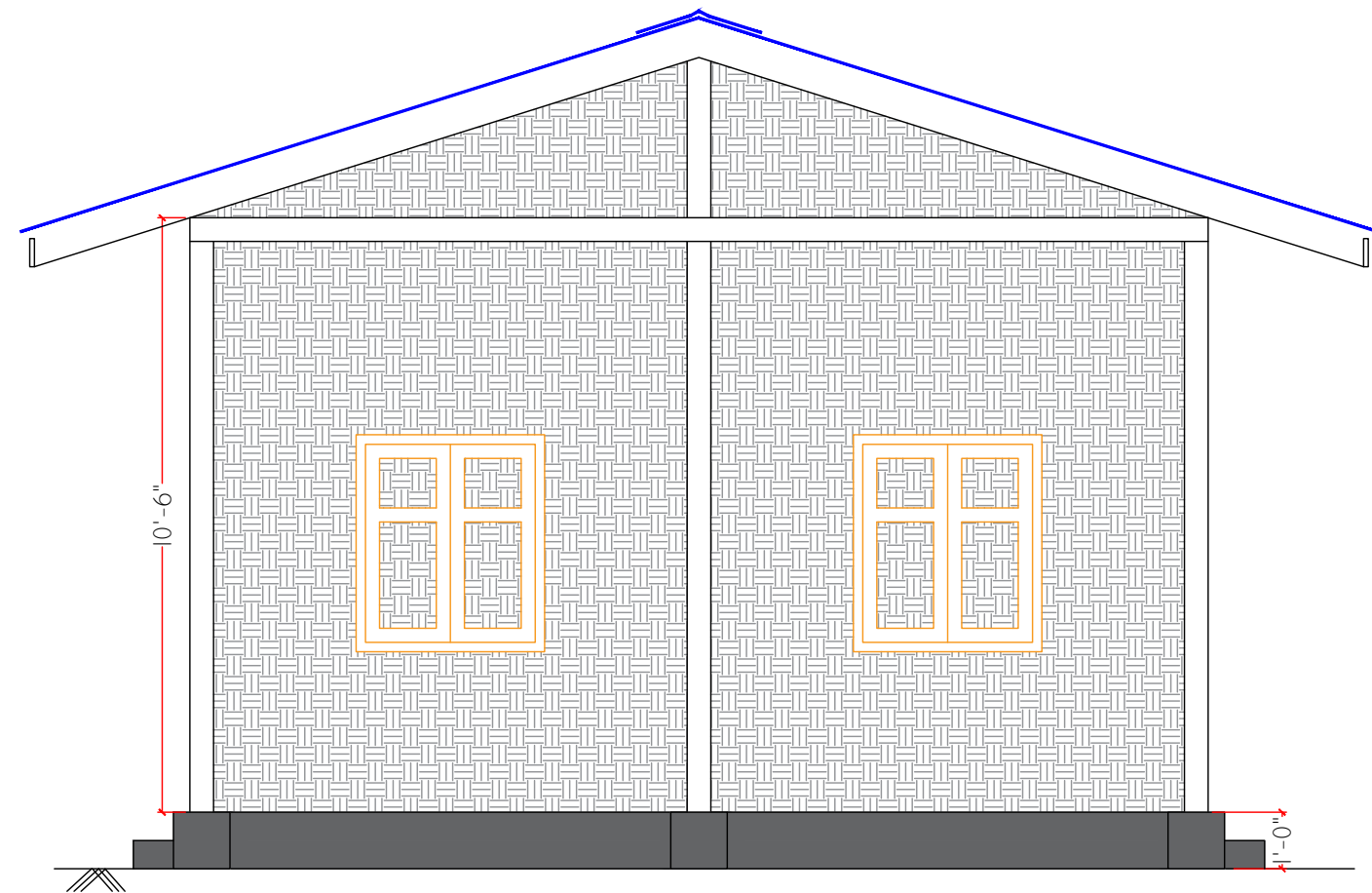
Foundation Plan



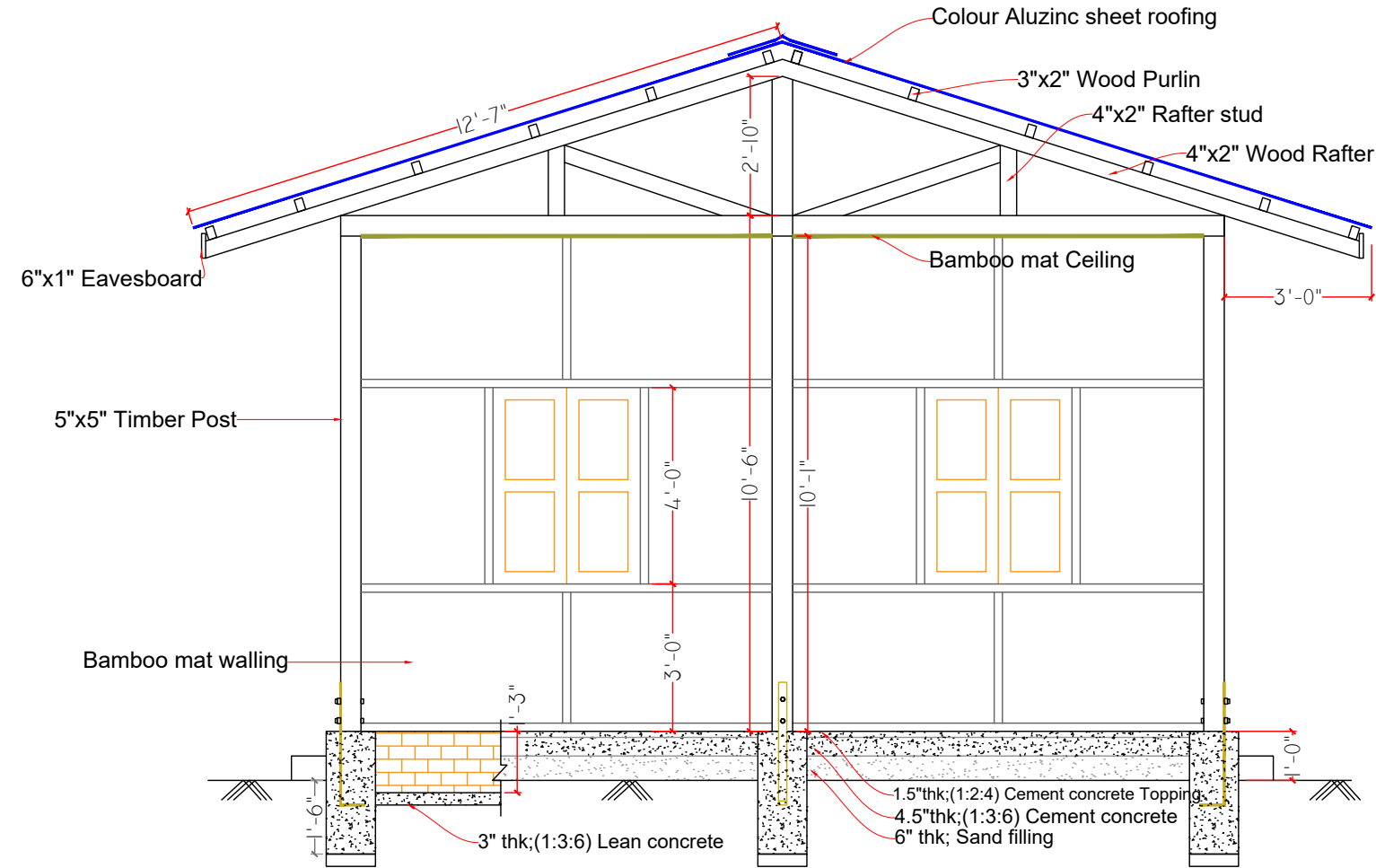
Front Elevation



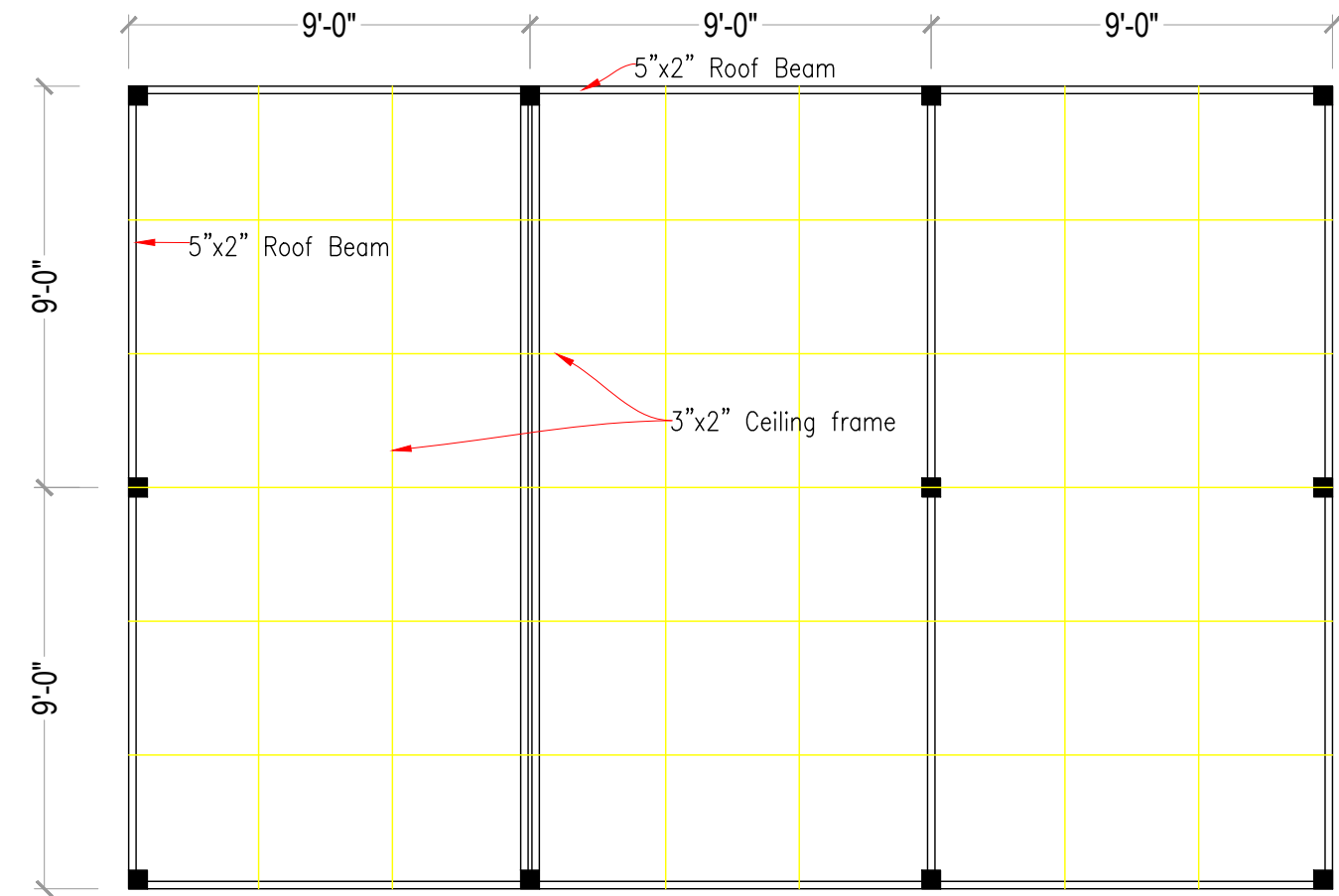
Back Elevation



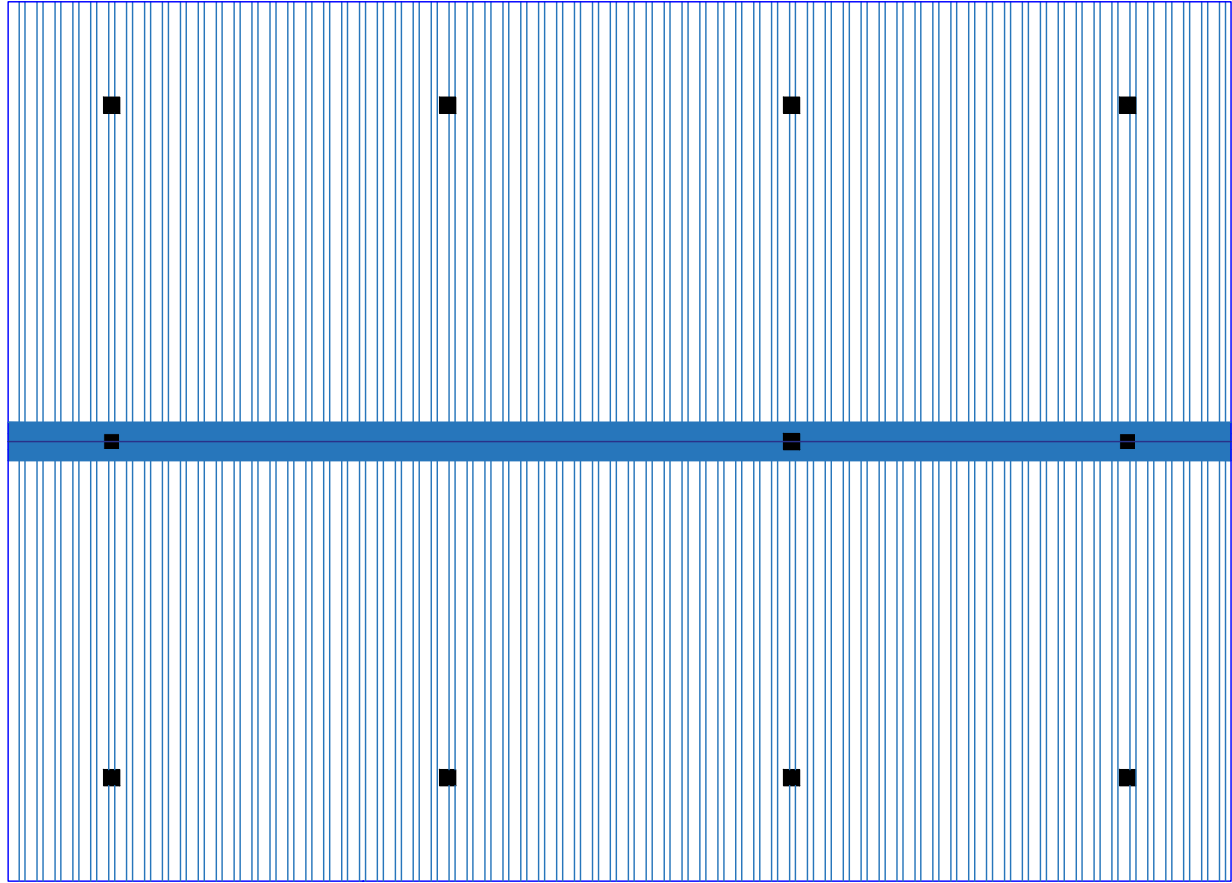
Left & Right Elevation



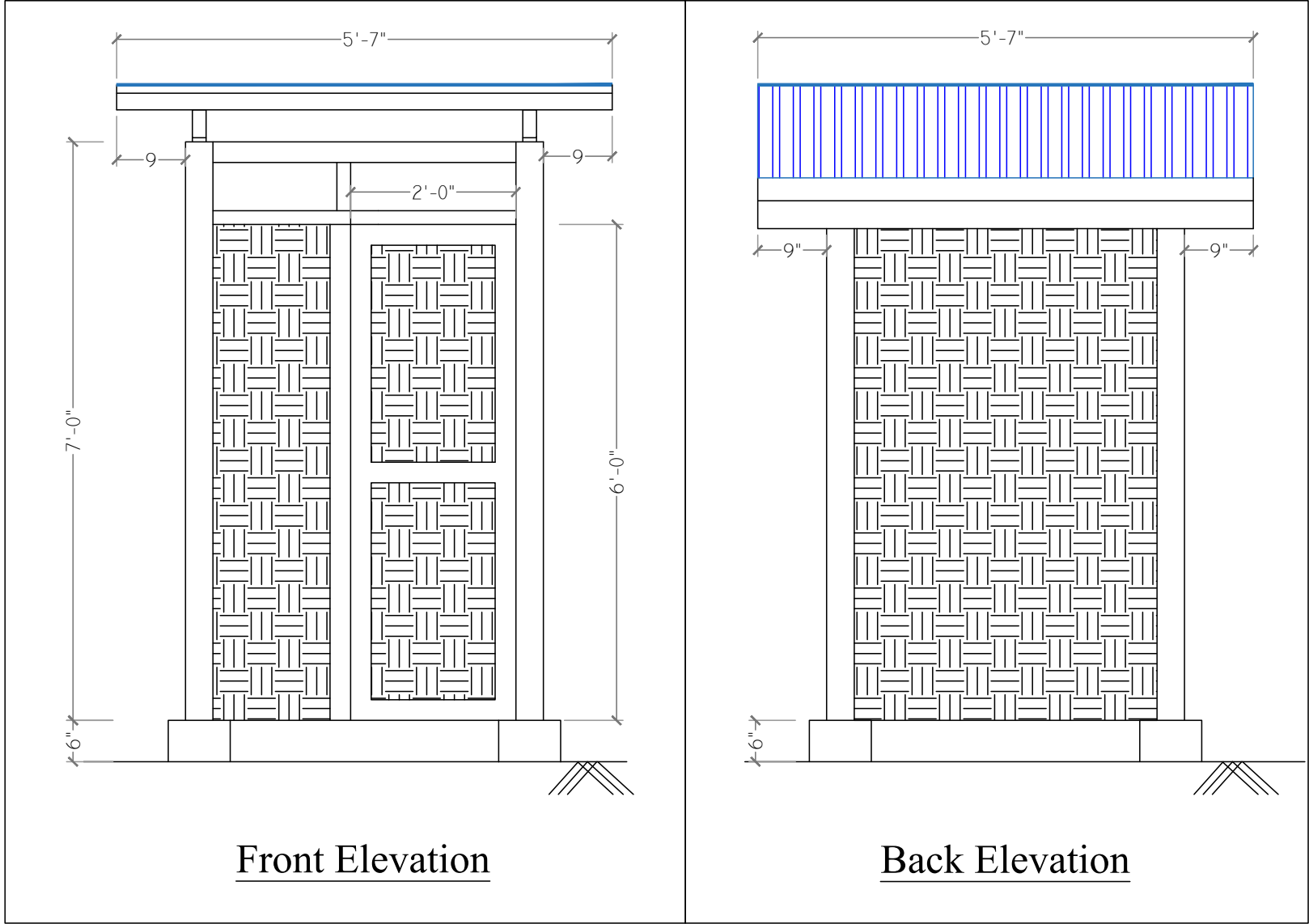
Cross- Section



Roof Beam & Ceiling Frame

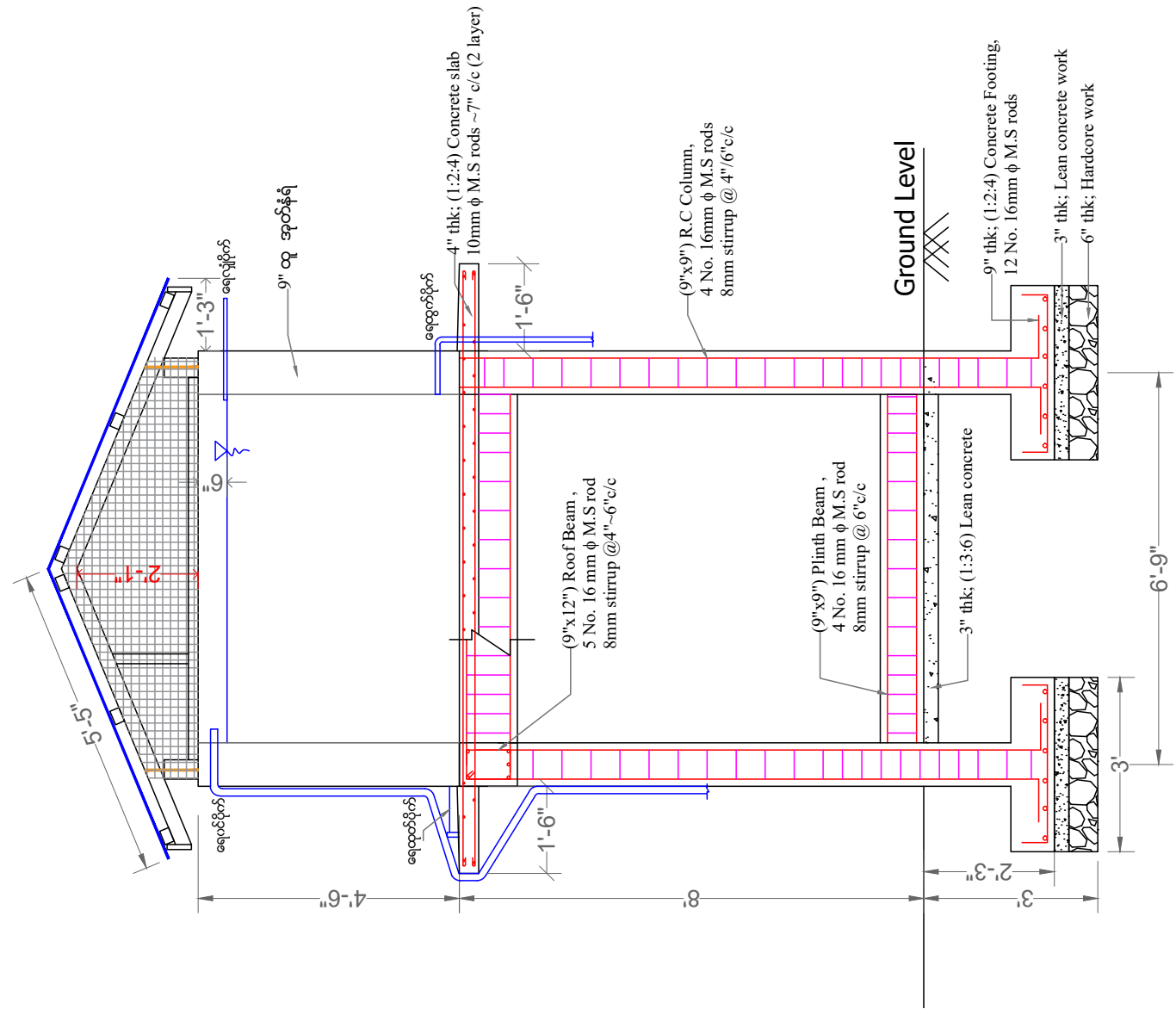


ROOF Plan



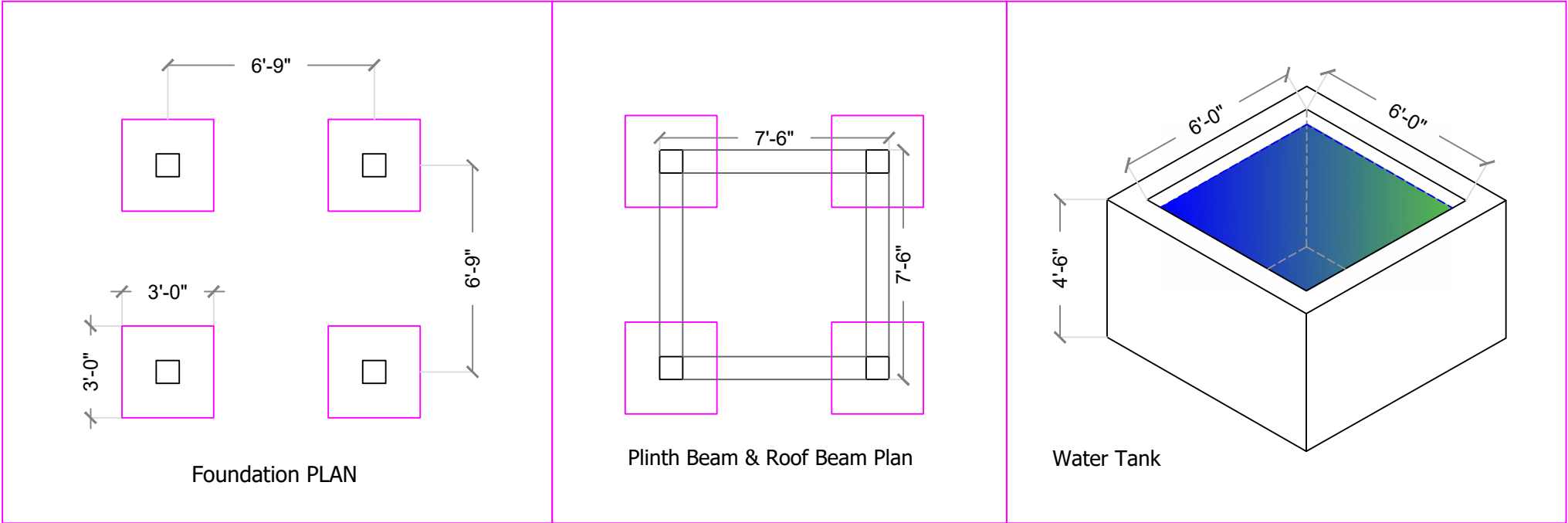
Front Elevation

Back Elevation

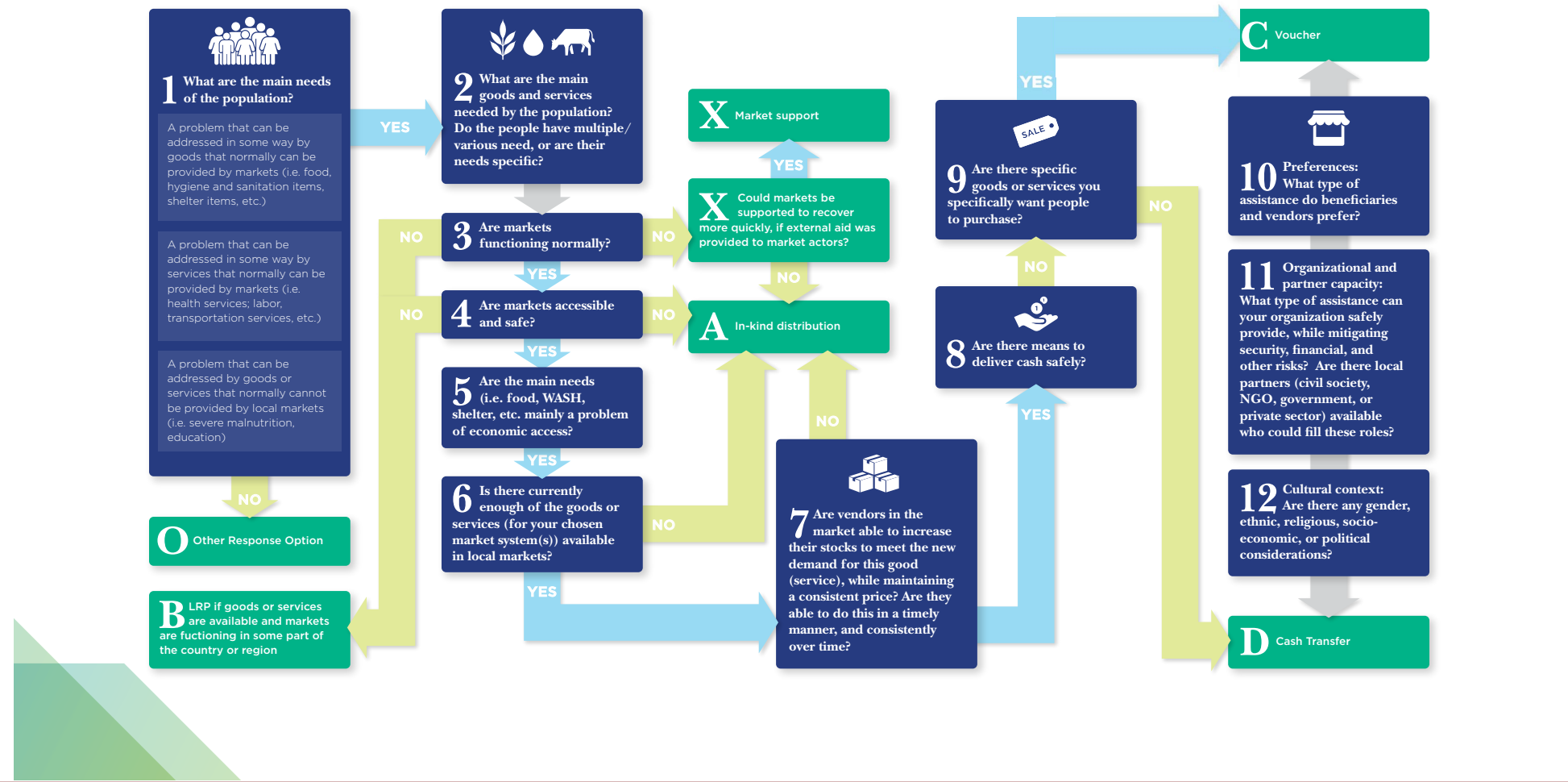


ဂါလံ (ဥပယ) ဆုံ ရေကန် နှင့်
အမြင့်တင်ရောင် ဖြတ်ပိုင်းပုံ

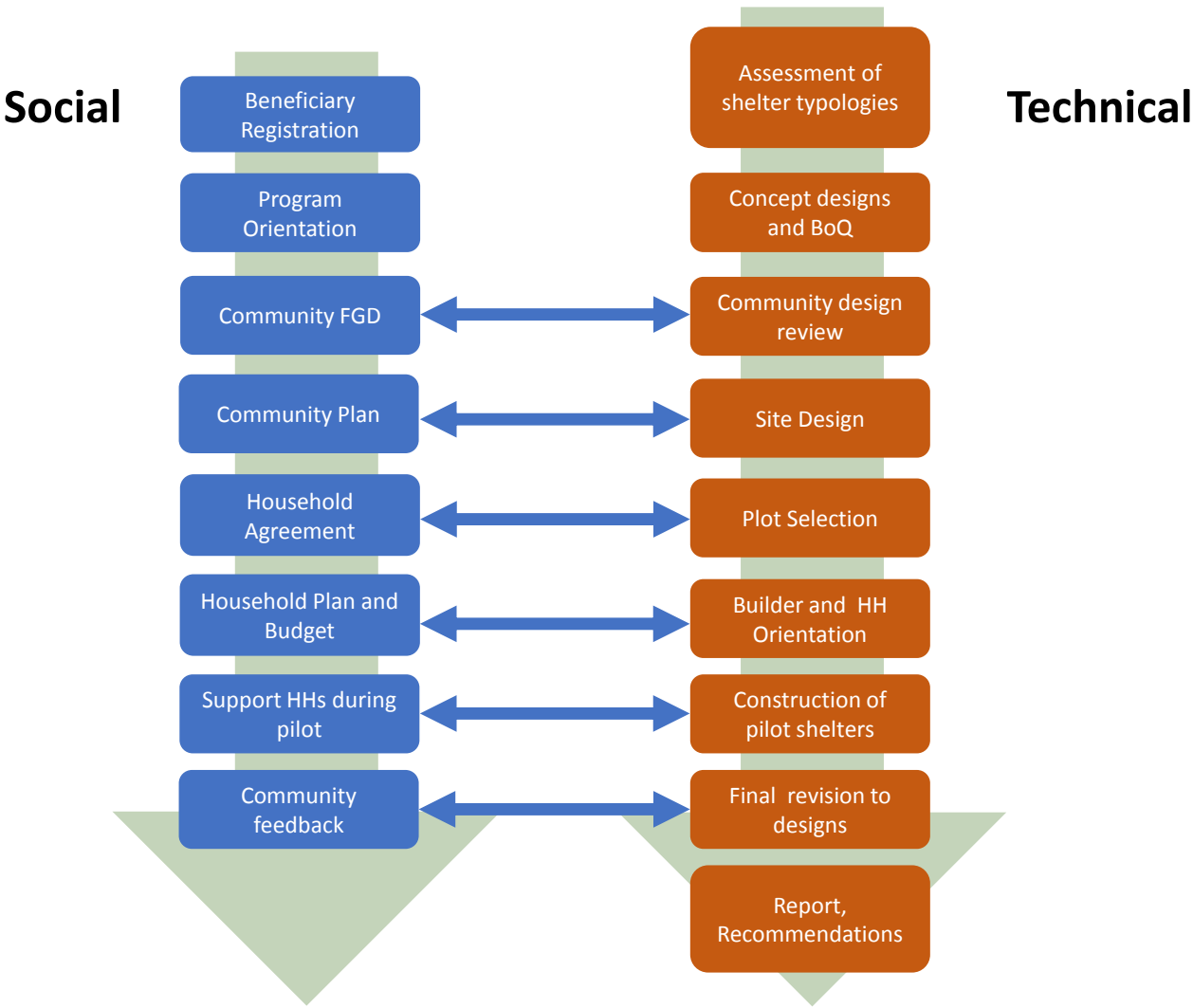
ဂါလံ (ဥပယ) ဆန့် အမြင့်တင်ရောင်



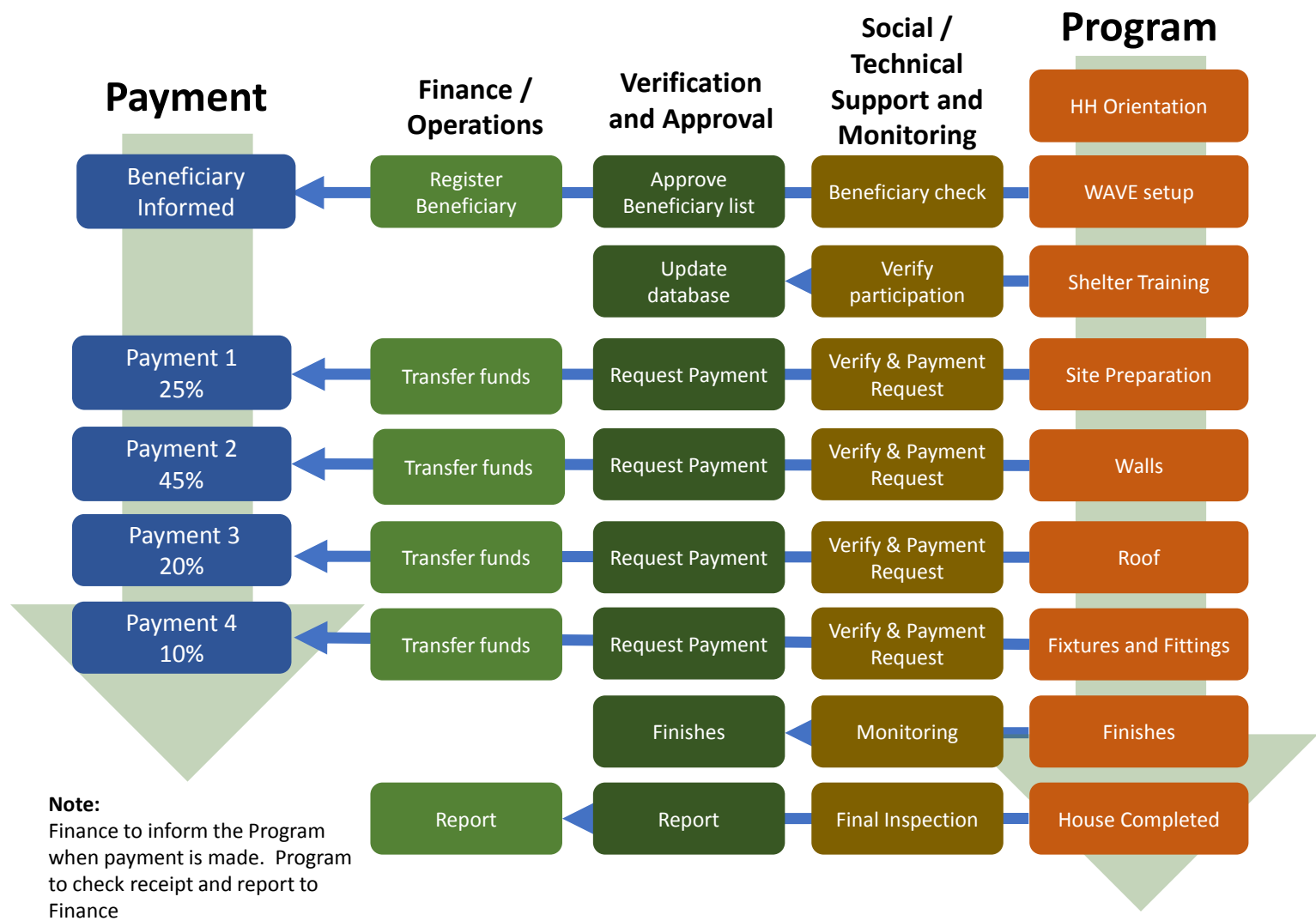
Decision Tree Framework for Market-based Assistance



Design Process for Shelter Construction



Cash Payment Process for Shelter Construction



Market / Vendor Survey
Shelter Materials

Vendor / Supplier Details						
Vendor / Supplier	Address	Town	District	Tel Number	Email	Date

Items	Service Capacity by Item						Price Estimate	
	Stocks / Capacity	Delivery	Certified Vendor	Forest Produce Declaration Note and Movement Permit (timber products)	Accept mobile Money	Accept Vouchers	Unit	Unit price (UGX)
Bricks								
Un-burnt bricks	Select	Select	Select	Select	Select	Select	Pce	
Burnt clay bricks	Select	Select	Select	Select	Select	Select	Pce	
Half burnt brick	Select	Select	Select	Select	Select	Select	Pce	
Sand and Gravel								
River sand	Select	Select	Select	Select	Select	Select	Ton	
Pit Sand	Select	Select	Select	Select	Select	Select	Ton	
Hardcore	Select	Select	Select	Select	Select	Select	Ton	
Poles / Bamboo / Grasses								
Poles for walling	Select	Select	Select	Select	Select	Select	Pce	
Eucalyptus poles for roofing	Select	Select	Select	Select	Select	Select	Pce	
Reeds (Bundle)	Select	Select	Select	Select	Select	Select	Pce	
Bamboo	Select	Select	Select	Select	Select	Select	Pce	
Sisal fibre	Select	Select	Select	Select	Select	Select	Roll	
Grass for roof covering (Bundle)	Select	Select	Select	Select	Select	Select	Pce	
Commercial Construction Materials								
Lime (50Kg)	Select	Select	Select	Select	Select	Select	Bag	
Cement (50Kg)	Select	Select	Select	Select	Select	Select	Bag	
Iron Sheet of Gauge 30 (3m)	Select	Select	Select	Select	Select	Select	Sheet	
Iron sheet of Gauge 28 (3m)	Select	Select	Select	Select	Select	Select	Sheet	
Ridges of Gauge 30 (1.8m)	Select	Select	Select	Select	Select	Select	Length	
Ridges of Gauge 28 (1.8m)	Select	Select	Select	Select	Select	Select	Length	
Rain gutters of Gauge 30 (1.8m)	Select	Select	Select	Select	Select	Select	Length	
Rain gutters of Gauge 28 (1.8m)	Select	Select	Select	Select	Select	Select	Length	
Damp Proof Membrane (DPM)	Select	Select	Select	Select	Select	Select	Sheet	
Welded Mesh	Select	Select	Select	Select	Select	Select	Sheet	
Ironmongery								
11/2" Nails	Select	Select	Select	Select	Select	Select	Kg	
2" Nails	Select	Select	Select	Select	Select	Select	Kg	
3" Nails	Select	Select	Select	Select	Select	Select	Kg	
4" Nails	Select	Select	Select	Select	Select	Select	Kg	
5" Nails	Select	Select	Select	Select	Select	Select	Kg	
6" Nails	Select	Select	Select	Select	Select	Select	Kg	
Roofing Nails	Select	Select	Select	Select	Select	Select	Kg	

Hoop Iron	Select	Select	Select	Select	Select	Select	Roll	
Rubber washers for roofing	Select	Select	Select	Select	Select	Select	Pce	
Plastic Sheeting 5x4m	Select	Select	Select	Select	Select	Select	Roll	
4 " Door Latch	Select	Select	Select	Select	Select	Select	Pce	
4" Hinges	Select	Select	Select	Select	Select	Select	Pce	
3" Hinges	Select	Select	Select	Select	Select	Select	Pce	
Padlock	Select	Select	Select	Select	Select	Select	Pce	
Anti termite solution	Select	Select	Select	Select	Select	Select	Litre	
Wood preservative	Select	Select	Select	Select	Select	Select	Litre	
PVC Pipe 4" (6m Lengths)	Select	Select	Select	Select	Select	Select	Length	
Timber								
3"x2" Soft wood timber (3m Lengths)	Select	Select	Select	Select	Select	Select	Length	
4"x2" soft wood timber (3m Lengths)	Select	Select	Select	Select	Select	Select	Length	
4"x3" hard wood timber (3m Lengths)	Select	Select	Select	Select	Select	Select	Length	
4"x 2" hard wood timber (3m Lengths)	Select	Select	Select	Select	Select	Select	Length	
6"x 2" soft wood timber (3m Lengths)	Select	Select	Select	Select	Select	Select	Length	
10"x 1" Softwood Fascia board (3m Lengths)	Select	Select	Select	Select	Select	Select	Length	



Handover Certificate

လူနေအိမ်လွှဲပြောင်းပေးအပ်ခြင်းလက်မှတ်

Date ,ရက်စွဲ

R&R location /ပြန်လည်အခြေချသည်,နေရာ : (3) mile ward / (၃)မိုင်ရပ်ကွက်
Township /မြို့နယ်အမည် : Bhamo Township / ဝန်းမော်မြို့နယ်
House Number/အိမ်အမှတ် : (.....) / (.....)

This certificate verifies the handover of the house described herein between Karuna Mission Social Solidarity and the particular beneficiaries.

ဤလက်မှတ်သည် အောက်ဖော်ပြပါ လူနေအိမ်အဆောက်အအုံအား ကရုဏာလူမှုစည်းလုံးညီညွတ်ရေးအဖွဲ့ (KMSS) နှင့်လက်ခံရယူသူတို့အကြားလူနေအိမ်ရာလွှဲပြောင်းပေးအပ်မှုအတွက်သက်သေခံလက်မှတ်ဖြစ်သည်။

Beneficiary Name/ လက်ခံရယူသူအမည် :
NRC Number/နိုင်ငံသားစိစစ်ရေးကတ်အမှတ် :
Father Name /အဘအမည် :

Contribution/ ပါဝင်ကူညီခြင်း

To complete this R&R housing construction, UNHCR contributed CGI (.....) sheet to each house.

UNHCR မှလည်း လူနေအိမ်အပြီးသတ်ဆောက်လုပ်နိုင်ရန်အတွက် တစ်အိမ်လျှင် သွပ်(.....) ချပ်အား ပါဝင်ကူညီ ပေးခဲ့ပါသည်။

Caritas Netherland (Cordaid project) also contributed deep tube well, water tower, and toilets.

ကရုဏာနယ်သာလန် (cordaid) မှလည်း စက်ရေတွင်း၊ရေစင်နှင့် အိမ်သာ(၁၁)လုံးပါဝင်ကူညီခဲ့သည်။

House Description/ အိမ်အမျိုးအစား

This Length 27 ft , Wide 18 ft , Height 10.5 ft. consists of timber frame, concrete flooring, color zinc sheet roofing, bamboo mat walling and bamboo mat ceiling . It is composed of (9ft x 9ft) two bed room and (18ft x 18 ft) living room.

အလျား ၂၇ ပေ၊ အနံ ၁၈ပေ၊ အမြင့် ၁၀.၅ ပေခွဲ ဤအိမ်သည် ပျဉ်ကိုယ်ထည်ကွန်ကရစ်အခင်း၊ကာလာသွပ်အမိုး၊

အပြင်ဘက်နှင့်အတွင်းဘက်တွင် ထရံကာ ပြီး ထရံမျက်နှာကျက် များဖြင့် ဆောက်လုပ်ထားပါသည်။ ဥပေပတ်လည် အိပ်ခန်းနှစ်ခန်းနှင့် ၁၈ ပေပတ်လည် ဧည့်ခန်းများဖြင့် ဖွဲ့စည်းထားပါသည်။

Responsibility of Beneficiary /လက်ခံရယူသူ၏တာဝန်ဝတ္တရားများ

After handover the beneficiary is responsible for the upkeep and maintenance of the house. At the time of Handover, the beneficiary accepts those completed the project and are no longer liable or responsible for the site and the maintenance of the installed assets.

လွှဲပြောင်းလက်ခံရယူပြီးနောက် အိမ်ပြုပြင်ထိန်းသိမ်းခြင်းနှင့်စောင့်ရှောက်ခြင်းကိစ္စအားလက်ခံရယူသူမှ တာဝန်ယူရပါမည်။ လွှဲပြောင်းပေးအပ်ချိန်တွင်လက်ခံရယူသူအနေဖြင့် ကရုဏာအဖွဲ့အစည်းမှ စီမံကိန်းအား အောင်မြင်စွာဆောင်ရွက်ပြီးဖြစ်ကြောင်း၊ဆောက်လုပ်သည့်နေရာနှင့်ပြုပြင်ထိန်းသိမ်းရေးလုပ်ငန်းတို့အတွက်လည်းမည်သို့မျှတာဝန်မရှိကြောင်းသိရှိလက်ခံပါသည်။

Signature /ထိုးမြိလက်မှတ် :

Beneficiary's Name /လက်ခံရရှိသူအမည် :

Verification of Legal Right to Reside on Property

တရားဝင်နေထိုင်ခွင့်အားအတည်ပြုခြင်း

The beneficiary of the aforementioned house has the legal right to reside the house at the at the location upon which it has been construction .This certificate is verified by; အထက်ဖော်ပြပါ အိမ်အားလက်ခံရရှိသူသည်ဆောက်လုပ်ထားသည့်နေရာရှိအိမ်တွင် တရားဝင် နေထိုင်ခွင့် ရှိသည်။ ဤတရားဝင်နေထိုင်ခွင့်အား အောက်ဖော်ပြပါ တာဝန်ရှိပုဂ္ဂိုလ်များမှအတည်ပြုသည်။

Community Committee Represented by ;

ကော်မတီ / ကိုယ်စားလှယ်အမည်

Verification /အတည်ပြုခြင်း

KMSS Authority	Community Committee
Signature /ထိုးမြိလက်မှတ်	Signature /ထိုးမြိလက်မှတ်

Note; Original and Copies-1 Original each for the beneficiary and 2copies each for KMSS Authority and UNHCR office and Cordaid.

