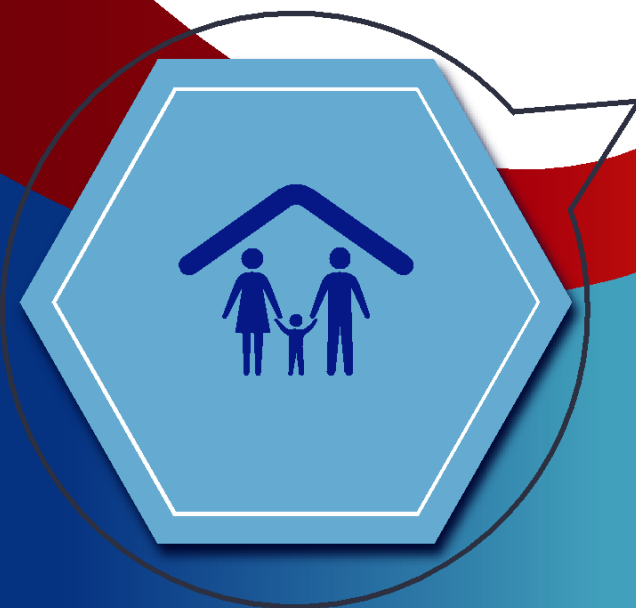


## Shelter/NFI & CCCM-DMS Sector HandBook – 2020



# Summary and Objectives

The present handbook aims at summarising tools, products, strategic and technical guidance developed at sector level in the context of the Nigeria humanitarian response to the large-scale displacement and following the activation of sectors. The handbook aims at guiding CCCM, Shelter and NFI partners and practitioners by compiling all relevant documents developed to strengthen the humanitarian response in Nigeria by responding to the following questions:

***Where do I find what and what is the context behind these documents?***

The handbook is articulated as per sector functions and indicates the main sectors concerned and cross-cutting issues.

*To access the documents, click-right to access to the webpage where the referred documents are available.*

*The documents are also available in the sector webpage on [humanitarianresponse.info](http://humanitarianresponse.info)*

Original document was first produced and published in 2018, with an update in February 2020.

## **For further reference:**

**Sector main page:** [https://www.humanitarianresponse.info/en/operations/nigeria/shelter-and\\_nfi](https://www.humanitarianresponse.info/en/operations/nigeria/shelter-and_nfi)

**Technical and strategic documents:** <https://www.humanitarianresponse.info/en/operations/nigeria/shelternficccm-strategic-technical-guidance>

## Contingency Planning, Preparedness and Capacity-building

### Emergency Preparedness and Response

#### Rainy Season Analysis Sector Preparedness

The Rainy Season analysis is updated on a yearly basis, ahead of the rainy season (May to September). The overall contingency plan takes into consideration the three BAY States (Borno, Adamawa and Yobe) and consists of preventive, mitigation and rapid response measures in case of new emergency linked to extreme weather events.

- The need analysis is [available here](#)
- The yearly [contingency planning](#) documents are [available here](#)

#### Monitoring Framework of Preparedness Activities and Indicators - Excel / Word

Sector agreed-upon indicators and monitoring matrix to track gaps, progress and advocacy needs to foster the implementation of the contingency planning and preparedness activities.

- The monitoring plan (update April 2018) is [available here](#)
- The activity detailed spreadsheet of needs, activities and gaps per camp and host community's locations is updated on a monthly basis, circulated and available to partners upon request at [shelter.ccm.nigeria@gmail.com](mailto:shelter.ccm.nigeria@gmail.com)

#### ISWG contingency planning 2018

The Sector yearly contingency plan participates to the Inter-Sector Working Group Contingency Plan.

- The ISWG contingency plan (May 2018) is [available here](#)

#### NFI prepositioning/pipe- line strategy and availabil- ity

Strategic planning for operational coordination purposes to guide the prepositioning of NFI and emergency stocks based on trends of new arrivals (ETT) and projected damages during the rainy season together with lack of access.

- The NFI prepositioning/pipeline strategy for 2018 is [available here](#)
- The NFI and Emergency shelter kits in country for rapid response is [available here](#) (April 2018)
- The stockpiling data collection tool is [available here](#) and updated on a bi-monthly basis. Detailed excel inventory is shared by the sector and available upon request.

#### Sensitization and Risk Mitigation IEC Materials

IEC materials developed in 2017 adopted to foster community preparedness to disasters through shelter reinforcements measures, site mitigation activities and community and site-level preparedness measures. Available in English and Hausa.

- The IEC materials and key messages are [available here](#)
- Details on the sensitization strategy and approach are available in the [CCCM Toolkit for Nigeria](#) for camp management agencies and site facilitation partners.

#### List of Flood prone IDP Camps

Identification of different level of flood vulnerabilities in IDP camps, based on digital flood modelisation (DEM), history of events, drainage and natural water flows. The list aims at prioritisation drainage and preparedness activities but is however subject to change.

- The 2018 list of flood-prone camps and classification is [available here](#) and further explained [here](#)

#### Shelter Reinforcement Kits and Coverage Items

Reinforcement kits for emergency shelters and makeshift shelters aiming at extending the shelter coverage and strengthening shelter capacities to sustain extreme weather events. The kits were developed in 2017 and distribution are prioritised for preparedness activities based on shelter vulnerability assessments.

- The reinforcement kits BoQ is [available here](#)

#### Flood Mitigation Kits

Community-based flood mitigation kits (1 kit / 5 or 10 households) developed in 2017 to foster community engagement with affected population. The tools are distributed to mitigation camp committees and cluster of households using a participatory and community-based approach to allow for site preparation and camp cleaning in case of events. Distributions are paired with active sensitization and together with the camp management.

- The community-based mitigation toolkit composition is [available here](#)

#### Drainage BoQ and Methodologies

Bill of Quantity for drainage system are developed on a case-by-case basis and depending on the needs and the site topography.

- An example of the drainage approach used for the construction of the drainage system in Bama GSSSS camp and site mitigation approach in a highly flood-prone site is proposed [here](#) (example of Bama GSSSS camp).
- Detailed sample and BoQs of drainage systems for vulnerable sites identified ([find here](#)) can be provided upon request to [shelter.ccm.nigeria@gmail.com](mailto:shelter.ccm.nigeria@gmail.com)

## Capacity-building and Resilience

### Capacity-building Strategy

Capacity-building strategy developed in 2015, 2016, 2017 and revised in 2018. The CB strategic action plan targets CCCM practitioners and aims at mainstreaming GBV and protection issues into CCCM. The capacity-building task force develops its action plan every 6 months to ensure a pool of resources and to strengthen national capacities in the field of CCCM.

- The 2017 overall strategic action plan is [available here](#).
- The 2018 mid-term action plan was finalised by the CCCM CB Task Force ([here](#)).

### SGBV Mainstreaming Action Plan and Capacity-building

The SGBV mainstreaming action plan developed in 2017 together with the IASC roll-out and following workshops on shelter, site planning and CCCM/SGBV mainstreaming is presented [here](#). It includes a planning a three levels;

- (i) Site planning and SGBV mainstreaming
- (ii) Capacity-building CCCM & SGBV
- (iii) SGBV mainstreaming into shelter and NFI provision.

- The site planning / SGBV mainstreaming workplan is [available here](#) for 2017 and was revised in May 2018.

### Humanitarian Need Overview 2019

Overview of Humanitarian Needs in Nigeria as per Humanitarian Program Cycle. Developed as of October of each year ahead of the development of the yearly Response Plan part of the [Humanitarian Programme Cycle \(HPC\)](#).

- The HNO is [available here](#)

### Humanitarian response Plan 2019

Strategic response plan to guide resource mobilisation, targeting and response strategy for the North-East. Developed in November of each year.

- The HRP 2019-2021 is [available here](#)
- The Sector specific section of the [HRP 2019](#) and indicators are available here

### Sector Strategic Action Plan and Guidance

Sector specific action plan toward the implementation of the technical and operational component of the Humanitarian Response Plan and to direct the yearly action plan of the sector. Validated and developed with the Sector and validated by the Sector Strategic Partners Group (SAG).

- The 2016 guidance is [available here](#)
- The 2017 plan is [available here](#)
- The 2018 strategic response plan is [available here](#)
- The 2019-2021 Humanitarian response strategy is [Available here](#)

### Humanitarian Response Plan Targeting and Funding Strategy

Humanitarian Response Plan 2019: Indicators, targets and cost-band of items for the development of projects on OPS and response strategy.

- The strategic guidance is [available here](#)

### Nigerian Humanitarian Pool Fund Allocations

The Nigeria Humanitarian Pool Fund is a Coordinated humanitarian Fund coordinated by OCHA and using a sectoral approach the sector to allocate funding based on agreed-upon strategies by each sector. The strategy is developed by the sector Strategic Group Partners to ensure efficiency and best usage of resources based on actual partners response capacities and needs assessed. The different allocation strategy are shared to partners and available here.

- Humanitarian Pool Fund #1 | Standard Allocation strategy is [available here](#)
- Humanitarian Pool Fund #2 | Standard allocation strategy is [available here](#)
- Humanitarian Pool Fund #3 | Reserve Allocation strategy

### CCCM Toolkit for Nigeria

The CCCM -camp Management Toolkit for camp managers and site facilitators was developed based on an assessment of camp management capacities and needs in Nigeria. The toolkit comprises of key CCCM functions and roles and responsibilities for camp managers. The tools adapted and/or developed are contextualised and clustered into key responsibilities;

- (i) Camp management and site coordination
- (ii) Community participation
- (iii) Camp / Site infrastructure and development
- (iv) Demographics and information support
- (v) Protection mainstreaming
- (vi) Capacity-building and awareness

- The Nigeria CCCM Toolkit is [available here](#)

### Camp improvements Standard Operating Procedures (SOP)

Standard Operating Procedures developed in 2017 to guide the improvements and interventions made at camp level jointly with other sectors. Details the need analysis and communication framework, accountability structures, gap analysis and progress monitoring tools. Developed by the sector together with the ISWG and validated by SAG, Sector, ISWG and OHCT.

- The SOP are [available here](#)

## Site planning and camp set-up guidelines

Check list and guidance note of site planning standards to complement and summarise existing guidelines and procedures to ensure proper site planning.

- The camp set-up guidelines are [available here](#)
- Tools are also available here, such as the [site planning / assessment form](#), the camp opening and relocation [vetting check-list](#)
- Site planning efforts are supported at sector level through a coordinated site planning approach and site planning and/or infrastructure mappings are available upon request.

## Site planning typology inventory

Inventory of site planning typologies in Nigeria and feedbacks received by beneficiaries and dependent on factors such as land availability, risks and resources. • The typology inventory is [available here](#)

## Reception Standards

Basic reception standards for the reception of new arrivals .

- The standards are [available here](#)

## Schematic Layout for Reception Centre

Prototype Layout for the construction of humanitarian reception centres in Nigeria.

- A prototype design is [available here](#)

## Standard Operating Procedures (SOP) for reception centre management

Strategy and SOP developed by the sector, endorsed by the ISWG and OHCT regarding the implementation of basis reception services to new arrivals. Details the steps toward the implementation of the basic reception services to newly arrived populations at LGA level and in camps and in line with the strategy regarding the establishment of humanitarian reception centres in Nigeria. It comprises of tools to operationalise the strategy, reception centers standards, communication and referral guidelines as well as coordination mechanisms.

- The strategy is [available here](#)

## Decongestion technical guidance

Guidance note to detail the steps toward the implementation of the decongestion strategy for spontaneous camps in view of lack of land, insecurity and resources constraints to set-up new camps. Comprises of detailed steps for the mitigation of common risks faced in congested camps, such as fire outbreaks, floods and GBV. [Action plan](#) are made on a case by case basis based on the different factors identified.

- The guidance is [available here](#)

## Policy on establishment of safety and security infrastructures in camps

Common position developed by the sector and adopted by the ISWG in January 2018 regarding the establishment of camps as related to safety and security infrastructures. The position is also part of the OCHA Civil-Military Standard Operating Procedures for Nigeria and is [available here](#)

## Policy on cash incentives in camps

Policy regarding the usage of cash incentives in camps, developed by the sector together with the ISWG and adopted at OHCT level in January 2018.

- The cash incentive policy is [available here](#)

## Strategy for new arrivals

Strategy developed by the sector, endorsed by the ISWG and OHCT regarding the implementation of basis reception services to new arrivals. Details the steps toward the implementation of the basic reception services to newly arrived populations at LGA level and in camps and in line with the strategy regarding the establishment of humanitarian reception centres in Nigeria. • The strategy for new arrivals is [available here](#)

## Fire prevention strategy and routine checklist

Strategy to foster the implementation of prevention and preparedness measures at camp level to mitigate, prevent and respond to fire outbreaks in camps. Also alternative cooking fuel pilots [e.g](#) • The fire prevention strategy and related tools are [available here](#)

## Camp Decongestion strategy

Guidance note to detail the steps toward the implementation of the decongestion strategy for spontaneous camps in view of lack of land, insecurity and resources constraints to set-up new camps. It comprises of detailed steps for the mitigation of common risks faced in congested camps, such as fire outbreaks, floods and GBV. [Action plan](#) are made on a case basis based on the different factors identified and consists of operational coordination planning to improve living conditions in IDP camps.

- The decongestion strategy is [available here](#)
- It complements the multisectoral camp improvement framework [available here](#).
- A few samples of action plan for decongestion and camp opening and improvements plan in different locations are available here: [Muna Garage action plan and decongestion SOP](#) ( 2016/2017); [Ngala](#) (see [assessment](#)) ; [Dalori](#) camps Konduga ; [Bama](#), Dikwa, Monguno, among other examples. Plan are dynamics and discussed in sector meetings (meeting minutes are [available here](#)) and also available upon request for location-based interventions.

## Shelter targeting strategy (2019)

The shelter panel of options for 2018, targeting and related cost-band developed for the 2018 response year has been updated in April 2018 by the Shelter TWG to integrate new types of transitional shelter solutions.

- The targeting strategy and panel of option is [available here](#)

## Shelter definitions and targeting strategy (2019)

Definitions and phase for the shelter response strategy summary developed in March 2018 to support partners in the elaboration of transitional shelter solutions for the mid-term review of sheltering solutions.

- The summarised shelter definition framework is [available here](#)

## Shelter panel of options summary

Shelter panel of options, targeting and related cost-band are revised on a yearly basis and on need-basis. In 2018, the planning average size of a family is 5.5 individuals / family (ISWG HRP 2018)

- The cost-band of shelter solutions and targeting strategy is [available here](#)

## Housing damage category

Housing damage category to [guide](#) the costing for housing repair based on type of damage assessedThe • damage. index is [available here](#)

## Emergency shelter construction-Bill of Quantities (BoQ) and type (Bama type)

The Bama shelter was developed by the sector in 2016, when Bama was first accessed by the international response - therefore the name of the shelter -, to adequately cover shelter needs at scale, and quickly. It was upgraded in October 2016 for covering space and reinforced in June 2017 to ensure larger covering space and strength against natural events. The emergency shelter is designed for peri-urban and rural areas outside of Maiduguri Metropolitan Area, with more difficult and unstable access, and associated higher logistics cost – but where people are expected to remain for some time. As it is relatively space efficient, it is appropriate for settlements with limited space and large flux in numbers. The emergency shelter has an intended life-span of 1 year (though plastic sheeting may need more frequent replacement depending on conditions). The emergency shelter has a cost band of USD 170 - 200.

- The BoQ is [available here](#)

## Emergency shelter kit- Type I

Emergency shelter kit contents Type I were harmonized by the sector in June 2016. The kit is designed for distribution to relieve immediate, life-saving shelter need for new or secondary displacement, or people on the move – to tide people over until a better solution can be found. Light and mobile kit that can be easily transported and delivered quickly, at scale, as well as relatively easily carried by people to their next destinations if they are on the move. The kit includes 2 tarpaulins, 6 poles for basic framing and an assortment of fixings and tools. The kit has an intended life-span of 3 – 6 months and costs USD 65..

- The emergency shelter kit type I is [available here](#)

## Emergency shelter kit- Type II

Emergency shelter kit contents Type II were piloted and harmonized by the sector in November 2017 for implementation in 2018. The kit is designed for distribution to relieve immediate, life-saving shelter need for new or secondary displacement, or people on the move – to tide people over until a better solution can be found and with a life-span of 3 to 6 months. The ES kit type II is quick and easy to build and ensure beneficiary driven construction by providing tools to be shared by a group of 10 households and practical training sessions. The kit costs USD 110. • The emergency shelter kit type II is [available here](#)

## Shelter reinforcement kit

Reinforcement kits for emergency shelters and makeshift shelters to extend the shelter coverage and sustain extreme events. Developed in 2017 and prioritised for preparedness activities as well as the upgrade of makeshift shelters.

- The reinforcement kit is [available here](#)

## Reinforced shelter- Dikwa type

Shelter type developed in March 2017 and upgraded in November 2017. Comprises of a one unit family reinforced shelters with elevated floor designed for longer-term installations. Integrates feedbacks from beneficiary in the design.

- The BoQ is [available here](#)

## Reinforced shelter - Bakasi type

Developed in 2015, upgraded in 2016 and 2017 based on feedbacks for beneficiaries. This type of shelter was initially developed for urban areas in camps with limited space however where populations are expected to stay. In 2018, this shelter was further discussed with beneficiaries for improvements and it is recommended to use the Dikwa type instead of the Bakasi type of shelter to improve the privacy.

- The design is [available here](#)

## Reinforced /Transitional shelter kit/Guidance note

Developed and piloted in 2017 and targeting families in host and return areas. Comprised of shelter items for repair or construction of extended coverage area and paired with livelihood grant. This type of solution is being assessed by sector partners to guide its efficiency, with expected feedbacks from Post-Distribution monitoring reports in the last semester of 2019.

- The shelter kit BoQ is [available here](#)

- Revised guidance note on Transitional shelter solution, October 2019 [here](#) and summary (mud bricks BoQ) [here](#).

## Rental subsidies pilots

The rental subsidies approach was piloted at small-scale in urban and peri-urban areas, such as Maidu-guri and Jere LGAs to provide a rental support to IDPs in host communities. While this approach has not been scale-up significantly over the years, it is part of the shelter response strategy.

- Lessons learned from partners are [available here](#) Info-graphics developed with key messages on

## Safe construction principles

Safe construction principles for shelter construction.

- [Safer Construction Info-Graphic for the construction of new shelters - Key Principles](#)
- [Safer Construction Info-Graphic - Corrugated Galvanized Iron \(CGI\) sheets](#)

## Shelter allocation Standard operating procedures

Guidance note developed in 2017 to guide the shelter allocation procedures is available in the CCCM/Shelter Toolkit, [available here](#)

## Inventory of construction practices

Research inventory of local housing practices and self-made structures is [available here](#) (as of February 2018, MC).

## Housing, Land and Property Due Diligences Guidelines Nigeria

Due Diligence guidelines on HLP practices under development together with the HLP Group/NRC. The assessment of dispute resolution structures in NE Nigeria is [available here](#) (NRC).

## Transit shades, communal shelters and reception hangars

Three different type of communal shelters are used to respond to different emergency situations of mass transit. The transit shade design was provided in different response in order to provide coverage from the rain and sun in case of massive arrival of populations. This design is used for rapid response and as a temporary emergency shading structure considering the short time required for setting-up the shelters. Communal Shelters and reception hangars are used in similar situations and often within the context of reception management strategies. This design however requires more time for construction.

- Sample designs of communal shelter structures used are [available here](#)

## Standard Operating Procedures (SOP) for the distribution of Non-Food items (NFI) and Emergency shelter kits

Standard Operating Procedures for the distribution of emergency items - Non-Food Items and emergency shelters kits and detailing the targeting criteria, assessments and post-distribution monitoring mechanisms adopted in Nigeria. Developed in 2016 and revised in January 2017.

- The SOP are [available here](#)

## NFI harmonised Kits

Non-Food Items (NFI) kits contains the Rapid Response Core Items, Basic kits in situation of rapid movements and improved NFI kits for protracted displacement situations. The kits were normalised by the sector in coordination with relevant sectors for cross-cutting items and validated by the ISWG in November 2017. The Multi-purpose Expenditure Basket (MEB) NFI content was further developed in November 2017 and validated again in May 2018. • The kit content is [available here](#)

# Informing strategic decision-making for the humanitarian response

## Assessments

### Assessment strategy and inventory

Inventory of assessments undertaken in Nigeria and support guidance note regarding the shelter assessment strategy for Nigeria. The [dashboard](#) details the type of information analysed and used as well as assessments gaps and strategy.

- The assessment inventory was revised as of May 2018 following the review of the 2017 assessment strategy [available here](#).
- The mid-term planning by the TWG is [available here](#).

### Assessment Reports

Sector page for partners assessments is [here](#)

### Assessments forms

- The standardized assessment forms are all [available here](#)
- Shelter needs assessment form in host community - household level – is [available here](#)
- Shelter need assessment in return area is [available here](#)
- Site planning assessment form is [available here](#)
- NFI needs assessment harmonised by the sector to standardise the assessment reporting is [available here](#)
- NFI and emergency shelter distribution form. The form harmonised by the sector to standardise the distribution reporting is [available here](#)
- Shelter design and quality check list form Rapid form to check on the quality of shelters before, during and after construction and to support the quality control check. [available here](#)

### Post distribution monitoring form

Form used for post-distribution assessments data collection to inform on the appropriateness of the response and receive feedbacks from beneficiaries on the usage of items. Post-Distribution Monitoring Reports are analysed on a quarterly basis by the sector to inform on adaptation required to the NFI package. Partners are also undertaking [Beneficiary feedback](#) surveys on shelters that are analysed by the Shelter TWG to indicate needs for improvements. [available here](#)



## Support to service delivery / Coordination

### Support to service delivery/Coordination management

#### Coordination Meeting

#### Coordination Meeting Minutes and documents

#### Coordination

#### Calendar of Meetings

The sector comprises of the following coordination structures meeting on a regular basis:

\* **Technical meetings: CCCM TWG** – monthly; **Shelter TWG** – Monthly; **NFI TWG** – monthly/quarterly in line with PDM review; **Capacity-building Task Force** – quarterly.

\* **Operational coordination:** Ad-hoc coordination meetings and site planning meetings for operational coordination – on need basis and based on existing Standard Operating Procedures (SOP) with monitoring and joint field assessments for the **CCCM and Site Planning TF** for camp improvements and opening.

\* **Sector coordination:** Sector plenary coordination meetings – monthly

\* **Strategic decision-making:** Strategy Group Partners (SAG/SGP) on need basis and quarterly

The direct link to all sector coordination meeting minutes is [here](#). It includes various [operational plan](#) made at field level with partners for operational coordination purposes (see here for an [example](#)) as well as coordinated [site planning](#) approaches (see here for an [example](#)).

Sector coordination support team organigram is [available here](#) (May 2018)

Shelter/NFI and CCCM Sector Working Groups Nigeria - State Focal Point [TORs](#) and ToRs are [available here](#)

The calendar of meetings is posted on HR.info [here](#)

## Information management - products and reporting tools

### Information management products

#### Information Products Inventory

#### LGA profiles quarterly

#### HRP 2019: NFI severity needs and planning

#### HRP 2019: Shelter severity needs and planning

#### Monthly Factsheet and Response Dashboard

#### Shelter and NFI needs in camps

#### Shelter needs and partners presence

#### Reception management mapping

#### Contingency Stocks mapping

#### NFI needs and partners presence

All sector information management products are [available here](#) and updated on a monthly and quarterly basis as per sector information management strategy. Humanitarian community information products are [here](#)

Analysis of Shelter, NFI and camp-related needs at State level and for each LGAs developed on a quarterly basis to guide response interventions, based on partners assessments and DTM

- An example is [available here](#) (April 2018)

Yearly planning severity mapping to guide the strategic response plan and prioritisation index.

- The 2019 HRP yearly NFI Need severity mapping is [available here](#)
- Quarterly review of NFI severity needs is [available here](#) for return areas and [here](#) for IDP shelter needs in camps and host communities (May 2018)

Yearly planning severity mapping to guide the strategic response plan and prioritisation index.

- The 2019 HRP yearly Shelter Need severity mapping is [available here](#)
- Quarterly review of Shelter needs is [available here](#) (May 2018)

- The Monthly factsheet and dashboard is [available here](#)
- End of the year annual reports are available here: [2015](#), [2016](#), [2017](#), [2018](#), [2019](#)

Monthly report of Shelter and NFI needs reported in camps.

- An example is [available here](#)

Monthly mapping of Shelter needs based on assessments and partners presence. The information is based on the monthly 4W reporting.

- A sample of shelter needs and partners presence mapping is [available here](#) (April 2018)
- For coordination purposes, [online mapping of partner presence](#) is developed to present targeting areas of shelter partners and for shelter response planning purpose. A sample is [available here](#).

Ad-hoc information products to guide the strategy on the establishment of reception centres.

- A sample is [available here](#) (Dec.2017)

Mapping of available contingency and rapid response stocks in country to guide prepositioning needs and inform on stocks available in country.

- A sample is [available here](#)

Monthly mapping of NFI needs based on assessments and partners presence as per information reported by partners during the monthly 4W reporting.

- A sample is [available here](#)

Proportion of IDP and Returnees in Return Areas

Quarterly mapping with a ponderation of IDPs and Returnees in Return Areas (*DTM*) to guide early recovery strategies.

- A sample is [available here](#) (April 2018).

Camp gap analysis 'Traffic Light'

Camp gap analysis based on need-based agreed-upon indicators are ISWG level to score and support the prioritisation of multisectoral interventions as per framework for camp improvements, developed on a quarterly basis and based on partners camp management assessments and *DTM*.

- An example is [available here](#) and an example of usage for coordination purpose is [available here](#).
- April 2018 Bay States Gap Analysis is [available here](#).

Camp management and site facilitation partners presence and coverage map

Presence map of camp management partners (Site facilitators) indicating needs based on population density and access.

- A sample of site management coverage is [available here](#).
- An example of humanitarian partners presence and service mapping based on partners site facilitation, camp management mapping is [available here](#) and [here](#).

Risk analysis

Risk analysis mapping in camps ahead of the rainy season.

- The 2018 risk mapping is [available here](#).

4W template

4W template revised as of January 2018 for monthly reporting. The template comprises of a guidance note to guide partners on items to report.

- The 2019 4W reporting template is [available here](#) and Kobo Toolbox CCCM form [here](#) and [shelter](#).

Monthly Partner update form

Google reporting form for partners to highlight challenges, needs and priorities and feed into the development of the monthly fact sheet.

- The online form is [available here](#).

Camp management form

The form for camp management partners to update on gaps and report to the sectors on unmet needs to flag to the ISWG is shared to camp management and site facilitation partners and available upon request.

Reception capacities template

Inventory matrix to support partners in the inventory of reception management capacities and services for the management of the [reception centres](#).

- The matrix is [available here](#).

Contingency stocks and rapid response capacities

Inventory of existing contingency and rapid response stocks in country.

- The matrix is [available here](#).

## Communication and advocacy, including AAP

IEC materials and accountability to affected populations (AAP)

- The AAP strategy [developed](#) in 2017 is available in the action plan [here](#) and [advocacy/policies](#)
- Complaints and feedbacks mechanisms reports, supported by OCHA and CM partners; are shared through site facilitation / camp management partners and referred to all sectors.
- All IEC materials are [available here](#) and also developed by the AAP WG.
- Additional documents are currently being developed such as the glossary of CCCM terms used with support from TWB.

Durable solutions

- The Guiding Principles on Internal Displacement are [available here](#) (OCHA)
- The IASC Framework on Durable Solutions for Internally Displaced Populations is [available here](#)
- A check list on the eight criteria for durable solutions used to support the planning toward durable solutions is [available here](#).

Humanitarian Response Plan

Strategic response planning to guide the resource mobilisation, targeting and strategy for the North-East. Developed in November of each year.

- The resource mobilisation document is [available here](#)