

# SHELTER AND SETTLEMENTS

## SEA RISK MITIGATION FIELD MONITORING CHECKLIST

This checklist is designed to support IOM teams in monitoring SEA risks during field activities that involve interaction with affected communities and beneficiaries throughout the Shelter and Settlements programme cycle, from needs assessment to implementation. The checklist should be customized to fit the specific requirements of the Shelter and Settlements programme and the context. Teams can use the entire checklist or select sections as needed.

ACTION	COMPLIANCE	REMARKS
<b>1. NEEDS ASSESSMENT</b>		
1.1. There are gender-mixed teams of enumerators and facilitators.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
1.2. Enumerators/facilitators work in pairs (women and men).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
1.3. Facilitators/enumerators/note-takers interacting with women are female.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
1.4. Teams wear ID/badges and any other gear with logos at all times.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>2. TARGETING, REGISTRATION &amp; SELECTION OF BENEFICIARIES</b>		
2.1. Gender-mixed teams work in pairs (men and women) to register individuals.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.2. Teams wear ID/badges and any other gear with logos at all times.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.3. Enumerators introduce themselves (their name and the name of their organization).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.4. Enumerators explain the purpose of the registration and how the information will be treated and used.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.5. Enumerators explain that they are not responsible for beneficiary selection and therefore cannot influence decisions or add names to the selection list.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.6. Enumerators provide information on PSEA and existing Complaints and Feedback Mechanisms (CFMs).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.7. Once selection is completed, field staff clearly explain to the selected beneficiaries why they were chosen.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.8. Indirect benefits stemming from the project are emphasized in messaging disseminated to the community.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

ACTION	COMPLIANCE	REMARKS
<b>3. IMPLEMENTATION</b>		
<b>CROSS-CUTTING (for all Shelter &amp; Settlements activities)</b>		
3.1. Consultations are held with communities and beneficiaries, especially vulnerable groups, on needs and preferences to inform design, planning and implementation of activities.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.2. PSEA awareness is conducted in the community using context- and culturally appropriate materials, and message is delivered through a range of mediums (e.g.: posters, pamphlets, radio messaging, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.3. Activities are held in safe and accessible locations	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.4. Individuals who wish to express grievances (e.g.: about the beneficiary selection process, the assistance provided, etc.) to the available complaints and feedback mechanism.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.5. If problems or issues arise during field activities and involve women community members/ beneficiaries, these are handled by more than one person, and in the presence of a woman staff member if the beneficiary is a woman.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>A. SPECIFIC SEA RISK MITIGATION MEASURES FOR DISTRIBUTION OF SHELTER MATERIALS, ESSENTIAL HOUSEHOLD AND PERSONAL ITEMS</b>		
A1. Beneficiaries are encouraged to travel in groups to collection points and shops to minimize SEA/ GBV risks during transit.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A2. Distribution takes place in safe and accessible locations	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A3. Distribution takes place in convenient times and ways for beneficiaries to receive the assistance	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A4. Beneficiaries are encouraged to travel in groups to collection points and shops to minimize SEA/ GBV risks during transit.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A5. Site layout allows for easy communication with the beneficiaries and is large enough to accommodate and organize large groups without disorder and overcrowding.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A6. The site is easy to reach for beneficiaries.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A7. The site is accessible for persons with disabilities, women, the elderly.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A8. The site offers protection from rain and sun.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A9. The site is well lit.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

ACTION	COMPLIANCE	REMARKS
<b>A. SPECIFIC SEA RISK MITIGATION MEASURES FOR DISTRIBUTION OF SHELTER MATERIALS, ESSENTIAL HOUSEHOLD AND PERSONAL ITEMS</b>		
A10. When the site is not within easy reach, establish additional distribution points to increase proximity to communities and reduce travel time.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A11. Staff explain what beneficiaries are expected to receive (e.g.: items contained in the kit)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A12. Separate waiting areas and collection lines are assigned for women, men and persons with specific needs (i.e., pregnant women, elderly, persons with disabilities) and they are prioritized to receive assistance first.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
A13. Additional support is provided to beneficiaries who face challenges carrying the items home (e.g.: may be paired with a trusted family member/person from the community that can assist, provided with financial support to pay for transport, and as a last resort, staff can volunteer to help women beneficiaries carry the items back home only if a female staff member is present the entire time).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>B. SPECIFIC SEA RISK MITIGATION MEASURES FOR SETTLEMENT PLANNING</b>		
B1. Privacy of households is ensured within the community.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
B2. A minimum usable surface area of 45m <sup>2</sup> for each person, including household plots, is provided to avoid overcrowding	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
B3. Distribution of plots between households is equitable.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
B4. Life-saving infrastructure, such as water points and water-supply infrastructure, firebreaks, and drainage is provided.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
B5. Site layout enables residents, especially vulnerable groups, to safely access services available on the location	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
B6. Lighting is installed in communal and residential areas, around service infrastructure, WASH facilities and along access routes.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
B7. Paths provide good visibility and are wide enough to enable people to see ahead and identify any threats at a distance, and to walk together in groups.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

ACTION	COMPLIANCE	REMARKS
<b>B. SPECIFIC SEA RISK MITIGATION MEASURES FOR SETTLEMENT PLANNING</b>		
B8. Secure waiting areas are provided for women and girls waiting to leave the camp and to access any service or facility on-site	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
B9. Site layout enables residents, especially vulnerable groups, to safely access sanitation facilities and water points/infrastructure, and these are sufficient to meet their needs.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>C. SPECIFIC SEA RISK MITIGATION MEASURES FOR SHELTER CONSTRUCTION &amp; REHABILITATION</b>		
C1. Place shelters in safe locations, structure and disposition guarantees safety and privacy for residents	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
C2. Avoid remote, poorly lit, overcrowded areas, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
C3. Avoid long, unbroken 'military style' lines of shelters or tents.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
C4. Single/divorced/separated/widowed female-headed households are consulted to determine safe locations for placing their shelter.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
C5. Semi- private spaces shared between clusters of shelters are used to provide safe spaces for young children and women.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
C6. Shelters have a strong door with internal lock and spyhole, lighting, opaque walls, private WASH facilities, etc.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
C7. The design of the shelter guarantee safety and privacy for beneficiaries AND/OR additional materials to meet their safety and privacy needs is distributed.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
C8. Damage assessment and building inspections are conducted at convenient times and always in the presence of a woman staff member.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
C9. When entering beneficiaries' homes, staff ensures that the respondent is not alone and there is a woman staff member present if the beneficiary is a woman.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	