



# Guidance for RSH Toolkit

**[www.unhcr-Nairobi-hub.org/toolkit](http://www.unhcr-Nairobi-hub.org/toolkit)**

How to:

**Add A Project**

Drafted 13-09-23

Welcome

### Welcome to the Regional Support Hub Toolkit.

This online database has been developed by UNHCR Regional Support Hub in Nairobi to help UNHCR and partners to keep track of what is happening in the sector of Physical Planning and Shelter for Refugees. The Toolkit is a platform for sharing information and facilitating exchange of innovative initiatives on Physical Planning, Shelter and Infrastructure projects undertaken by UNHCR and Partners in refugee operations in the Region.

The Toolkit provides access to real project data, technical documentation, reports and photographs, providing an overview of refugee camp infrastructure projects in the region, making available good practice examples and documents available for all staff, and new partners. Through the Toolkit you can identify focal points who worked on the projects, to gain first hand feedback on the challenges, tips and ideas, allowing faster hand-over in emergencies and easily adapting these projects to your context and emergency situation.

Catalogue

Projects

Community

Guidance

### Catalogue Introduction

A compilation of regional solutions documenting the refugee shelter solutions, which is based on contextual constraints and the variable elements that may be amended to suit different operations. This quick simple reference will aid in decision making, informing refugee operation shelter response, shelter strategies, assist in rapid procurement of materials for shelter construction and make resource management more timely.

### USER LOGIN

Username or e-mail \*

Password \*

[Create new account](#)

[Request new password](#)

Log in

Register and  
Log in

### EXTERNAL LINKS

- ▶ Toolkit
- ▶ Urban Good Practices
- ▶ Urban Response
- ▶ Park Database
- ▶ UNHCR-net
- ▶ RSH-net

### INFORMATION ABOUT

- ▶ About RSH
- ▶ Disclaimer
- ▶ Contact Us

Guidance: Add a Project

Useful  
external links



## Welcome | RSH Toolkit

Using this toolkit you should be able to find information relating to the various projects carried out by the Physical Planning and Shelter Unit. You can also use this toolkit to find information on shelter catalogues that you can use to build shelters that conform with your requirements. This is your starting point.

### PROJECTS

Use the projects section of the toolkit to have an extensive overview of the projects UNHCR has been involved in.

Community Centre

Markets

Medical Centre

Office

Other Projects

Registration Centre

Schools

Security Post

Shelter Projects

Site

Solar Light

Staff Accommodation

[Add A Project](#)

[Tools](#)

[How to use this site](#)

### CATALOGUE

Use the projects section of the toolkit to have an extensive overview of the projects UNHCR has been involved in.

This page is under construction

# Home page

Get started uploading

(Help section is under construction)

View other projects



## Create Project

### Step 1 of 4 | Project Description

Project Name \*

Project Type

*Select the type of project e.g school, market, shelter etc*

Typology

Shelter Category \*

#### Materials

Foundations

Construction System   
Solid  
Framed

Cladding

Roof

Guidance: Add a Project

# Add a Project

1: Enter name  
eg Buul, IDPs, Daynile



## Create Project

### Step 1 of 4 | Project Description

Project Name \*

Project Type

- None -

Select the type of project

- None -

Typology

Community Centre  
Medical Centre  
Shelter Projects  
Office  
Schools  
Registration Centre  
Security Post  
Staff Accommodation  
Markets  
Site  
Solar Light  
Other Projects

Shelter Category \*

#### Materials

Foundations

Construction System

- None -  
Solid  
Framed

Cladding

- None -

Roof

- None -

## Add a Project

2: Type of Project:  
Select Shelter Project  
(You can upload  
many types of  
project, not only  
shelters)



## Create Project

### Step 1 of 4 | Project Description


Project Name \*

Project Type

- None - 

Select the type of project you are creating. Mark as shelter or not.

Typology

- None - 

- None -
- Tent
- Canvas
- Timber and Plastic Sheet
- Wattle and Daub (timber/bamboo lattice with mud plaster)
- Block (Mud, Adobe)
- Block (other)
- Brick
- Stone
- Concrete
- Corrugated Metal Sheet (CGI)
- Metal Frame
- Traditional Shelter (Bush stick, Buul, etc)

Shelter Category \*

**Materials**


Foundations

Construction System

Cladding

Roof

- None - 

- None - 

## Add a Project

3: Typology of Construction  
Select the closest option that applies





## Create Project

### Step 1 of 4 | Project Description

Project Name \*

Project Type

*Select the type of project e.g school, market, shelter etc*

Typology

Shelter Category \*

- Select a value -
- Select a value -
- Emergency
- Transitional
- Permanent
- Shelter Kit
- Not a Shelter Project

#### Materials

Foundations

Construction System

Cladding

Roof

Guidance: Add a Project

## Add a Project

4: Shelter Category  
Is this an Emergency response, Permanent or a Transitional solution for long term displacement? Select the closest option that applies



## Create Project

### Step 1 of 4 | Project Description

Project Name \*

Project Type

*Select the type of project e.g school, market, shelter etc*

Typology

Shelter Category \*

#### Materials

Foundations

Construction System   
Block  
Compacted Earth  
Concrete  
Pad Foundation  
Stone

Cladding

Roof

## Add a Project

Materials:

Provide as much  
information as  
possible

Select the closest  
option





## Create Project

### Step 1 of 4 | Project Description

Project Name \*

Project Type

*Select the type of project e.g school, market, shelter etc*

Typology

Shelter Category \*

#### Materials

Foundations

Construction System

Cladding

Roof

Guidance: Add a Project

## Add a Project

Materials:

Provide as much  
information as  
possible

Select the closest  
option



## Create Project

### Step 1 of 4 | Project Description

#### Materials

Foundations

- None -

Construction System

- None -  
Solid  
Framed

Cladding

- None -  
- None -  
Block  
Canvas  
Corrugated iron Sheet (CGI)  
Grass  
Mud | Timber lattice (wattle &) Daub  
Plastic  
Timber

Roof

## Add a Project

Materials:

Provide as much  
information as  
possible

Select the closest  
option



## Create Project

### Step 1 of 4 | Project Description

#### Materials

Foundations

- None -

Construction System

- None -  
CGI  
Grass  
Other  
Plastic  
Thatch  
Tiles  
Timber

Cladding

Roof

- None -

## Add a Project

Materials:

Provide as much  
information as  
possible

Select the closest  
option



## Create Project

### Step 1 of 4 | Project Description

Description

Source

Format

**B** *I* U ~~S~~  $x_2$   $x^n$

body p

[Switch to plain text editor](#)

**DESCRIPTION OF PROJECT:** Please provide information such as:

*Reason for displacement*

*Anticipated duration of displacement*

*Refugee or IDP*

*Information on the displacement location eg. climate, hazards, cultural concerns*

*Needs Assessments*

*Participation by beneficiaries*

*Time to build*

## Add a Project

Project Description














Provide as much information as possible

Guidance on what information is given below.

















Technical Notes

Source

Format

**TECHNICAL NOTES:** Please provide information on any technical aspects of the project such as:

- Anticipated Life Span (1-3 months, 3-6 months, 6 months to 1 year, 1-2 years, 2 - 5 years, > 5 years)
- Labor method (no information; self-build; contractor; cash or voucher; community teamwork; direct NGO implementation; etc)
- Materials (procurement local or imported, reasons for construction materials and method)
- Is the construction technique known in the area
- Are their skilled labourers among the beneficiaries
- What technical guidance, training and support was given by the implementing agency
- What tools were provided
- Is the design upgradeable? What is the durable solution, maintenance or upgrade planned.
- Are the materials recyclable, transportable
- What provision is made for cooking - is there a separate kitchen, outdoor area, stove or chimney provided.
- What has been provided to improve security - ie. doors, windows, locks
- Do the beneficiaries close doors and windows, block them up etc.
- Livelihoods considerations: Technical training and capacity building associated with the project, local employment for host community or beneficiaries, can the tools be used for other projects, etc.

# Add a Project

Technical Details:  
Provide as much  
information as  
possible

Guidance on what  
information is given  
below.





## Create Project

### Step 1 of 4 | Project Description

#### Protection Notes

#### Protection Considerations:

*Do the doors have locks*

*Is there sufficient lighting*

*Has community surveillance been considered*

*Are the shelters spaced according to minimum standards, there sufficient fire breaks*

#### Gender considerations:

*Have women been consulted in the design*

*Is a separate living space required for privacy concerns*

*Has provision been made for cooking and washing needs. etc*

## Add a Project

Protection Notes:

Provide as much information as possible

Guidance on what information is given below.

This list is not exclusive, insert any relevant information





## Create Project

Step 1 of 4 | [Project Description](#)

Notifications ▾

Do not send notifications for this update. ☐

[Save](#)

[Preview](#)

[Next page](#)

1 / 4

## Add a Project

Next Page

This is step 1 out of 4.

You can save your project now



## Create Project

### Step 2 of 4 | Project Summary

Date

2013 ▼

Cost \$

*Project cost in dollars.*

Notifications ▼

Do not send notifications for this update. ☐

Save

Preview

2 / 4 Size

m<sup>2</sup>

*Please provide the area of the project in metres squared.*

Country - None - ▼

Next page

Previous

## Add a Project

← Insert details on

Date: YEAR

COST: In US Dollars

SIZE: floor area in m2

Country

← Next page: This is

step 2 out of 4

← You can save your  
project now



## Create Project

### Step 3 of 4 | Files

#### Technical Files

Upload Technical drawings (plans, sections, elevations), reports and procurement information on materials.

Add a new file  No file chosen

*Files must be less than 10 MB.*

*Allowed file types: pdf xls xlsx doc docx jpg jpeg png dwg ppt pptx.*

#### BOQ

Upload Bill of Quantities

Add a new file  No file chosen

*Files must be less than 5 MB.*

*Allowed file types: pdf xls xlsx doc docx.*

#### Project Photo

You can upload to a maximum of 10 photos of the project.

Add a new file  No file chosen

*Files must be less than 2 MB.*

*Allowed file types: png gif jpg jpeg.*

Guidance: Add a Project

## Add a Project

← **UPLOAD** project files:  
Drawings, reports,  
assessments

← **UPLOAD** Bill of  
Quantities

← **UPLOAD** Photographs





## Create Project

Step 3 of 4 | Files

Show row weights

**Focal Point**

 Name

 Remove

[Add another item](#)

**Notifications** ▾

Do not send notifications for this update. ☐

[Next page](#) [Previous](#) 3 / 4

[Save](#) [Preview](#)

## Add a Project

← Insert name of focal point

← Next page: This is step 3 out of 4

← You can save your project now



## Create Project

### Step 4 of 4 | Coordinates

Climate type

Rural / Urban

Latitude

Longitude

*Please insert your coordinates. Only Format accepted is the **decimal coordinate system**.  
If you do not know your coordinates, but know your location:*

1. *Navigate to google maps*
2. *zoom to the location of the project*
3. *right click on the location (opens sub-menu)*
4. *select "whats here?"*
5. *coordinates will appear in the search bar above in the format latitude, longitude.*
6. *Copy and paste these into the fields here.*

Notifications 

Do not send notifications for this update. ☐

[Previous](#)

4 / 4

[Save](#)

[Preview](#)

Guidance: Add a Project

## Add a Project

Location information  
Climate Type:

<http://en.wikipedia.org/wiki/Climate>

Coordinates: If you do not know this, follow step instructions below

This is the final step  
You can save your project now





## Brick Shelter, IDP&Returnees, Mugunga 3



### Project Description

Mugunga 3 camp is situated 7 km from Goma town and about 30 km from the Rwanda border.

### Project Summary

**Project Type:**  
Shelter Projects

**Climate type:**

Tropical Wet

**Rural / Urban:**

Rural

**Shelter Category:**

Permanent

[Guidance: Add a Project](#)

Edit your  
Project  
Go to your profile  
page

[Add A Project](#)

### LATEST PROJECTS

Brick Shelter, IDP&Returnees, Mugunga 3

Phased Shelter, Refugees, Bwangiriza

Emergency Shelter, Refugees, Ajuong Thok

Interlocking Stabilised Soil Block (ISSB) Refugees, Dadaab

Tukul, Refugees, Fugnido

### PROJECTS

Use the projects section of the toolkit to have an extensive overview of the projects UNHCR has been involved in.





## Liz Palmer

**Title:** Shelter Expert  
**Working for:** UNHCR

### About Myself

I am an expert

### My Interest in this Database

I view as a UNHCR staff

### WORK EXPERIENCE

**organisation:**

UNHCR

**Description**

UNHCR Regional Support Hub

### LIZ'S POSTS

Brick Shelter, IDP&Returnees, Mugunga 3  
Monday, September 23, 2013 - 11:09

[edit](#)



Tukul, Refugees, South Sudan  
Wednesday, July 3, 2013 - 16:51

[edit](#)

**Edit your  
Project**