



## 1.0 Emergency shelter: gender marker tip-sheets

All CARE work, across the project cycle, should be assessed using the CARE gender marker. The CARE Gender Marker is a simple, easy-to-use tool that grades, on a 0-4 scale, whether or not humanitarian relief work is prepared for, designed, and implemented in a way that ensures women, men, boys and girls benefit equally; and if it will contribute to increasing gender equality.



For full details of the CARE Gender Marker see the *Gender in Emergencies Guidance Note on the CARE Gender Marker*.

Immediate and life-saving emergency response should achieve at least a 2, while recovery programming should achieve 3 or 4 across the different activities of the programme. It is not acceptable for any CARE programmes or activities to score 0 or 1.

**These tip-sheets provide guidance on how to ensure gender issues are appropriately and rigorously addressed throughout the response cycle and hence allow programmes to achieve the desired mark.**

Tip-sheets are provided for the following parts of the response cycle:

- 1.1 Preparedness
- 1.2 Needs assessments
- 1.3 Strategy, proposals and project design
- 1.4 Implementation

These tip-sheets provide a quick overview of good practice and address commonly occurring emergency shelter contexts, and adopting the suggestions in them will lead to response strategies, proposals and activities which are gender sensitive or fully gender main-streamed. *Some simple examples are given in the text, printed in italics.*

These tip-sheets are not a replacement for in-depth expertise in gender in emergencies or emergency shelter. It is strongly suggested that you engage closely with CARE's technical experts to ensure strong programming. For support contact:

Emergency shelter team: [emergencysHELTER@careinternational.org](mailto:emergencysHELTER@careinternational.org)

Gender in emergencies team: [emergencygender@careinternational.org](mailto:emergencygender@careinternational.org)



## 1.1 Preparedness

The Country Office should have a **gender analysis** and a *Gender in Brief* summary of that analysis which includes overviews of:

- gender issues related to family life and make-up of households, including typical groupings of or within households, and the differences between how family and household are defined;
- typical living, cooking, eating and sleeping arrangements for men, women, boys and girls (e.g. whether they have separate spaces, separate buildings, or shared spaces for different activities);
- typical gender roles within the household;
- typical gender roles in construction and issues that may be expected if those gender roles are challenged;
- housing, land and property issues pertaining to gender (e.g. whether women are able to own or inherit land and property and how able women are to exercise their rights).

For the scenarios included in the **Emergency Preparedness Plan** (EPP) use the gender analysis to:

- identify key gender issues that are present or likely to arise and plan activities that should be included in a response to address them;
- prepare assessment formats that will obtain the necessary information to allow a gender sensitive immediate emergency response for the EPP scenarios and will allow the gender analysis to be updated and a Gender Action Plan to be produced;
- prepare standard gender sensitive household Non-Food Item (NFI) kits, with prices and specifications, appropriate to family & household make-up and needs of women, girls, men and boys. Do so in collaboration

with emergency response coordination mechanisms wherever possible. See the *Shelter Team NFI guidance* note.

Assess and understand whether any **coordinated response mechanisms** or standard **government response approaches** will appropriately address the needs of women, girls, men & boys:

- Advocate with stakeholders or government to improve the situation or planning where necessary.
- Include plans to reduce shortcomings in any response. *For example, if standard responses to displacement include use of collective centres, plan to provide means of appropriate separation and privacy between different families or households.*

Identify a **shelter focal point** in the Emergency Response Team and ensure:

- they contact the Emergency Shelter Team to discuss training needs around gender mainstreaming in shelter programmes;
- they have undertaken appropriate gender in emergencies training (as a minimum the IASC Gender in Emergencies online course).

Identify national and local NGO partners which are able to undertake shelter programming. Work with identified partners to train their staff and build their capacity in gender in emergencies.

Ensure that clear protection and safeguarding policies are in place. Implement a **Code of Conduct and prevention of sexual exploitation and abuse policy** which all CARE staff, partners and contractors must formally agree to.

**The Emergency Shelter Team can support you on preparedness at no cost. Please ask for help!**



## 1.2 Needs assessments

All needs assessment teams must include men and women. Ideally teams should be **fully gender balanced** with 50% men and 50% women.

Each assessment team should have a **designated gender focal point** responsible for ensuring gender sensitive approaches to the assessment.

All assessment team members must receive an orientation on how to deal confidentially and appropriately with disclosure of serious protection issues or allegations of exploitation or abuse.

Men should interview men and **women should interview women**.

If at all possible individual interviews should be done in private so people can speak without being overheard by others, especially by those of different sex.

Data collected should be **disaggregated by sex, age, disability and relevant vulnerabilities**. How it is disaggregated depends upon the context and the programming being proposed. See your gender analysis and gender action plan if it has already been produced. For shelter alone, the following disaggregation is usually appropriate:

- female/male under 5 years old
- female/male 6-11 years old
- female/male 12-17 years old
- female/male 18-60 years old
- female/male over 60 years old

The assessment should also seek to verify the average family or household size, the number of pregnant women, people with disabilities, single-headed households (man or woman), child-headed households, unaccompanied children and

other relevant vulnerabilities from the gender analysis.

Use the Shelter Team's *Standard assessment format* or an agreed standard assessment format and update and supplement it using your gender analysis to ensure it includes questions to verify what may have changed regarding key gender issues following the disaster.

Key things that may need to be understood for design of shelter programmes include:

- Typical groupings of or within households, and the differences between how family and household are defined.
- Post-disaster living, cooking, eating and sleeping arrangements for men, women, boys and girls (e.g. whether they have separate spaces, separate buildings, or shared spaces for different activities) and the impact on privacy, protection and dignity.
- Covered space available and the number of women, girls, men and boys sharing the same living and sleeping spaces.
- Loss of possessions and needs for clothes, bedding and other household items as seen by women, girls, men and boys.
- Changes to gender roles after the disaster.
- Community cooperation and support available to vulnerable households after the disaster.
- What people expect and need from shelter and housing, in particular what separate spaces they expect to have.
- Plans for emergency shelter and shelter recovery, and the anticipated gender roles in carrying out these plans.
- Post-disaster access to water and sanitation and livelihoods. See guidance from the respective sector teams.

**Update and disseminate the gender analysis and gender action plan after the assessment.**



## 1.3 Strategy, proposals & programme design

The overall strategy should have **clear gender-specific objectives and indicators**. The strategy should clearly state what specific needs of women and girls will be met by shelter programming, and how.

Use the *Indicators for shelter programmes* guidance note to prepare an overall response strategy and individual proposals with **gender sensitive indicators**.

Review your long-term programme objectives and target groups and consider them in the design of your programme and your gender action plan. Develop **outcomes** which address immediate and urgent shelter needs but can also potentially contribute to the gender equity goals and longer-term gender and development work of your programme. Explain your thinking in the strategy document.

Always remember humanitarian assistance should be allocated based on immediate needs. Overall **targeting and vulnerability criteria** should be developed for the strategy and proposals in accordance with the gender analysis and gender action plan. Do not just use criteria you've used before or your existing target groups without referring to the needs assessment, gender analysis and gender action plan.

For the overall shelter response prepare an **organogram** (team diagram) of the shelter programme team which:

- Includes target numbers of women in each team, especially technical teams, in order to achieve gender balanced staffing.
- Identifies gender focal points and where they should be based to ensure each sub-team has a dedicated gender focal point.

### Proposal checklist

Use this to prepare shelter proposals and to check them before submission.

- Use the **gender analysis & gender action plan** to design the project and write the proposal.
- Include **sex and age disaggregated population data** from your existing gender analysis. If primary data is not available, use census or other secondary data & verify later.
- Include **Gender sensitive & gender-specific**
  - Outcomes
  - Goals & objectives
  - Indicators

See *Indicators for shelter programmes* for suggested indicators, but update them based on your gender analysis.

- Include **activities** which explicitly address both shelter needs identified in your needs assessment(s) and actions identified in the gender action plan. For each activity explain who it will be delivered to and how it will be tailored to equitably meet the needs of women, girls, men or boys or other groups.
- Have a clearly communicated approach for **effective participation of women and girls** as well as men and boys at all stages:
  - Assessment & targeting
  - Planning
  - Implementation (see activities)
  - Monitoring
  - Accountability
- Include consideration of **protection issues**, especially for women & girls, and a plan to monitor and address them. See the *shelter & protection guidance note* for practical advice.

**Update the gender action plan to reflect the programming you have chosen to undertake.**



## 1.4 Project design & implementation

This tip-sheet focuses on urgent emergency shelter programmes only. For recovery or reconstruction programming you should take more time and consult extensively with the shelter team.

### Recruitment

Work with HR to prepare **job descriptions** for each role with strong gender focus, and prepare special job descriptions setting out the additional responsibilities of the gender focal points. Ensure job adverts clearly explain every role's gender focus and all interviews and inductions include sections on gender. *See the [GiE Guidance Note on recruitment](#).*

All shelter staff should have completed the IASC Gender in Emergencies online course. Every shelter project team in each location should have a **designated gender focal point** to act as a champion for gender mainstreaming, with specific responsibilities to ensure gender issues are not forgotten in actual programme delivery, and to keep the issue uppermost in team member's minds. Gender focal points and senior programme staff from CARE and partners should attend CARE Gender in Emergencies training at an appropriate stage of the response.

### Distributions

See the *[Shelter Team Guidance Note on Shelter & Household NFI distributions](#)* for more details.

Explain the registration and distribution process clearly to all, including women. Involve women in consultations and planning for distributions.

Consider which materials should be distributed to men or women. **Items intended for women should be given to women.** Items intended for children should be given to the primary care-

giver, who is often female. For items intended for the whole household, consider how to ensure equitable distribution and access to those items within the household.

Do not blindly follow customary gender roles in distributing items. *For example, where women wish to take active part in shelter construction ensure they are able to receive tools and materials. Similarly, distributions of items for children (e.g. clothes) should not prevent men who are primary care-givers for children from accessing the distribution. **Don't unconsciously reinforce gender stereotypes.***

If men and women register or collect items separately, **provide registration and collection points proportional to the numbers of men and women** there (i.e. do not have one desk for women and one for men if there are four times as many women as men).

Package items in bundles which are not too heavy for women to carry. What is a suitable weight depends upon the individual and the distance the package has to be carried. Ask men and women what is a suitable weight, but **try to keep packages to a maximum of 16kg.**

If packages are heavy or have to be carried a long distance then assistance must be provided to vulnerable people to transport items from the distribution. If people can't come to the distribution then items must be delivered to them at home. Discuss access and 'last mile' distribution with the community and in particular with vulnerable households and disabled people.

Always provide orientations on the use of shelter materials at the distribution and ensure these are given to women as well as men.

### Shelter

Emergency shelter programmes must give women, girls, men and boys the means to have safe living and sleeping spaces.



Families or appropriate household groups should have separate, covered, private living and sleeping spaces which provide as much security and protection as possible.

Individual shelters should allow for **internal spaces to be sub-divided to provide privacy** for individuals in accordance with normal practices.

Provide labour, or mobilise the community to build shelters for the most vulnerable, such as elderly or disabled people with no family support.

Where people build their own shelters provide necessary support and training to enable women, especially single women, to do so. **Ask women what roles they wish to take on** and what they need to be able to do so. Do not force anyone to take on roles they are not comfortable with.

Provide women-only training if required to ensure access. **All training should include child-care provision** to ensure primary care-givers, most often women, can freely attend.

### Clothing & bedding

Separately ask women, girls, men and boys what clothing they need. Each should have access to clothes which are the right size, culturally appropriate and suitable to the climate. In some cases people may prefer cloth to ready-made clothes, but ensure making clothes is not an unreasonable extra burden on women or girls. Clothing distributions must be gender sensitive and allow choice. See the *Shelter Team Guidance Note on Shelter & Household NFI distributions*.

Women, girls, men and boys should have access to sufficient bedding to be able to sleep safely, comfortably and warmly and without having to inappropriately share sleeping space or bedding. In cold climates each and every individual should have a suitably warm blanket and not have to share it with anybody.

### Household activities & Non-Food Items (NFIs)

Ask women, girls, men and boys what they have lost and most urgently need and what effect the disaster has had on their activities and roles in households. Answers might vary significantly.

Review NFI kits in your emergency preparedness plan or from national coordination mechanisms and amend them to address the different needs of women, girls, men and boys. Standard kits are rarely gender-sensitive.

**Kitchen sets** should contain items appropriate to the way food is prepared and eaten; most often women are responsible for food preparation and feeding children, so **consult women**.

Ask those responsible for cooking where and how they cook, what they use to cook on and what fuel they use. Always provide **appropriate spaces for cooking**. If you don't provide a kitchen there should be outside space for cooking in which a makeshift kitchen could be built if desired.

**Winterisation kits**, to prepare shelters for winter, should be sufficient to insulate and draught-proof all sleeping spaces in a household. *Providing enough for only one space may, for example, result in men and boys sleeping in a warm space and women and girls in a cold space.*

If providing **stoves for cooking or heating** ensure they are suited to normal practice and use an affordable fuel that can be safely obtained. If suitable fuel is not available, consider providing fuel or arranging ways to safely obtain fuel.

Consider **risks of fire and of carbon monoxide poisoning** and how to eliminate or mitigate them. Consider the environmental impact of fuel collection. Discuss these issues with the whole household, but especially with women, girls and boys who may spend much more time indoors or working on household activities.

