



Targeting and Prioritisation Guidance Note

Gaza Response

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1 Introduction

Due to the very dynamic situation in Gaza, this document will be a live document, whenever the needs for revision, more clear system on de-duplication and referral is established for the shelter cluster, a new version will be published. This document is a multi-sectorial guidance. This document was developed through a time-bound TWG under the Gaza Transitional Shelter Assistance Technical Working Group with thanks to members CRS, IOM, NRC, UNRWA and has been reviewed by SMC, WASH and Protection Clusters.

1.1 Acronyms

AAP	Accountability to Affected Populations
ABA	Area-Based Approach
AoR	Area of Responsibility
API	Application Programming Interface
CRS	Catholic Relief Services
CVA	Cash and Voucher Assistance
EO	Explosive Ordnance
ESK	Emergency Shelter Kit
FGDs	Focus Group Discussions
GBV	Gender-Based Violence
HH	Household
HLP	Housing, Land, and Property
ID	Identity Document
IDPs	Internally Displaced Persons
IM	Information Management
INGO	International Non-Governmental Organization
IOM	International Organization for Migration
MEAL	Monitoring, Evaluation, Accountability, and Learning
MoSD	Ministry of Social Development
NFI	Non-Food Items
NGO	Non-Governmental Organization
NRC	Norwegian Refugee Council
OCHA	United Nations Office for the Coordination of Humanitarian Affairs

PDM	Post-Distribution Monitoring
PFA	Psychological First Aid
SADD	Sex and Age Disaggregated Data
SAG	Strategic Advisory Group
SC	Shelter Cluster
SMC	Site Management Cluster
SoK	Sealing-off Kits
TWG	Technical Working Group
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East
WASH	Water, Sanitation and Hygiene

1.2 Purpose of Note

As the Gaza response has evolved, there have been multiple response options developed. These are highlighted in Table 1: shelter response options. As of July 2025, the response is very much still in the emergency phase with huge unmet needs for emergency shelter and household items. At the time of writing, there has been a blockade of aid since the 2nd of March 2025 and the end of the Ceasefire on the 18th of March. Although there have been a few trucks of food and health items arrived in Gaza since 19th May, the blockade on shelter and household items continues. Since May, there has been a complete depletion in emergency shelter materials as pipelines remain paused enroute Gaza until access resumes.

The needs of affected households remain scattered across various sheltering options of sites, damaged dwellings, and collective centres. The Shelter Cluster recognizes the need to have a harmonized prioritization and targeting.

Main objectives of this guidance are:

- Match shelter conditions of households (defined by their type of site and shelter vulnerabilities predominantly) with response options. To support providing appropriate shelter assistance to the most vulnerable households.
- Geographic targeting and prioritization (which should include considerations related to displacement, damage, needs assessment information, and access)
- Targeting and prioritization by site type (e.g., site, non-displaced damaged building, hosted arrangement, etc.)

Reduce community tensions by establishing two-way communication to understand prioritized shelter needs, and setting clear, transparent targeting criteria

- Avoid duplication and improve coverage of assistance
- Referrals (where needs exceed shelter partner capacity or are broader than shelter).

2 Summary of response options with an indicative 'phase' of response.

Noted that some humanitarian practitioners do not favour the use of the term 'phase' because all is a continuum. It is evident that there are limited assistance response options developed for transitional and early recovery in June 2025 because of the still extreme context related to ongoing bombardment, displacement, and blockade.

Shelter responses should be prioritised in locations that people have chosen themselves to establish shelters and where they are already residing, if it is safe to do so, as opposed to trying to anticipate where they might move and potentially creating a push factor for people to move to certain locations. Table 1: Summary of response options¹ with an indicative 'phase' of response²

Response options ³	'Phase' of response		
	Emergency ⁴	Transitional	Early Recovery ⁵
Tent (Family or Geodesic)			
Tarpaulin package			
Sealing-off-Kits (SoK)			
Household Toolkit			Partially included in Early Recovery because the shovel and hoe might support debris clearance.
Communal Toolkit			
Framing Kit (Basic, Standard)			
Emergency Shelter Kit ⁶ (Basic, Standard, Expanded, IOM)			
Kitchen Set			
Bedding Set			
Solar lamps			
Winter Clothes			
Repairs			
Transitional shelters (Standalone)			
Repairs/upgrades of collective centers			

¹ Refer to the shelter cluster [Module 1](#) for emergency shelter response for more details.

² It is possible that these phases may overlap. The modality of intervention also influences the degree of overlap, as some approaches (like cash assistance or early recovery programming) can simultaneously address immediate needs while supporting long-term recovery.

³ Response options are also described as Assistance options in Sphere Handbook (2018), Shelter and Settlement Chapter, Annex 4

⁴Emergency shelter phase in the context of Gaza is expected to go on for a long duration and possibly in parallel with other phases to serve the needs arising from multiple displacements in a protracted emergency. Please see [UNHCR emergency handbook](#)

⁵ Transitional shelter is an incremental process which supports the shelter of families affected by conflicts and disasters, as they seek to maintain alternative options for their recovery (Source: [IOM Transitional Shelter Guidelines](#)). For more understanding on early recovery, please see [UNDP guidance note on early recovery](#).

⁶ The Emergency Shelter Kit (ESK) consists of a Framing Kit + Sealing-off-kit + Toolkit.

The above relates to the response option and not the modality of implementing the response option. While in July 2025, markets remained non-functional, it may be possible if borders open and the context allows more stability and more functional markets to consider the use of CVA.

The use of cash for shelter assistance in this context at the time of aid blockade requires careful consideration and thorough market analysis. While cash-based interventions can offer flexibility and dignity to affected households, in Gaza's context, they also carry significant risks. Cash injections may inadvertently contribute to market distortions, including price inflation of critical shelter materials and services, making them less accessible for the broader population. Limited liquidity of cash in Gaza and the high fee for agents are another challenge. Therefore, any decision to implement cash-for-shelter should be informed by updated market assessments, protection risk analyses, and close coordination with relevant actors to ensure that assistance meets needs without creating harmful unintended consequences.

3 Summary of shelter typologies and response options at emergency:

The following is not exhaustive but intended to provide the main justifications for a particular response. This is also specific to the context of continuing hostilities, limited shelter material entry to Gaza, and ongoing repeated evacuation orders. These response options can also be applicable to those returning to their areas of origin, as they cover living conditions and are not dependent on displacement or location.

Shelter response option ⁷								Notes
General Caseload	Sub Case Load	Tents	Tarpaulin package	Sealing-off-Kits	Toolkit ⁸	Framing Kit	Emergency ⁹ Shelter Kit (ESK)	
Newly displaced or returning without shelter living in open air		Priority if less stable location					Priority if more stable location	
HHs in sub-standard tents	Overcrowded	Priority based on land availability	Priority for extensions based on land availability					
	Covering sub-standard		1st Priority	2nd Priority				
	Framing sub-standard	Priority if less stable location					Priority if more stable location	
HHs in sub-standard make-shift shelters	Overcrowded	2nd Priority	2nd Priority	2nd Priority	2nd Priority	2nd Priority	1st Priority	In July 2025, we recognised that humanitarian agencies are struggling to get framing materials in, so the ideal may be to give an ESK, but where the framing kit is not available, it may still be possible to give the other elements of the ESK and allow people to salvage material, etc., topping up when possible.
	Covering sub-standard		2nd Priority	1st Priority	2nd Priority			
	Framing sub-standard	2nd Priority	2nd Priority	2nd Priority	2nd Priority	2nd Priority	1st Priority	
HHs in minor damaged buildings	Residential			1st Priority				
	Non-residential		2nd Priority	Priority	2nd Priority	2nd Priority	Priority, especially if overcrowded and has land around.	SoK and ESK can be used to improve living conditions through sealing-off and privacy partitions.
HHs in heavily damaged buildings	Has space outside to live	2nd Priority					1st Priority	
	Has no choice but to live within		2nd Priority	2nd Priority	2nd Priority	2nd Priority		1st priority is for agency to assist/refer to another shelter solution ¹⁰
HHs in collective centre		Priority if supporting decongestion of critical infrastructure.	Priority for sealing openings, partitions inside the building.	Priority for sealing openings, partitions inside the building.	Can be considered through SMC referrals and SMC management			
HH living with hosting families	Overcrowding	Priority: tents for decongestion based on HH preference and land availability	Priority: SOK to provide partitions based on household preference					Essential HH items

⁷ Some shelter response options such as light repairs for example are not shown because in July 2025 the context has not allowed this to be feasible at this time.

⁸ Use a household toolkit when supporting dispersed households and a communal toolkit when on a site and you can engage with site management for it to be appropriately shared by households.

⁹ The ESK is a combination of FK, SOK, and Tools kit with focus on the most essential items from these kits to ensure it is suitable to construct a makeshift shelter as per the IEC materials associated with the kit. Depending on the availability of the items or kits, a full ESK is equivalent to a tent however is preferred by many people. In July 2025 we recognise that humanitarian actors are struggling to get framing materials in to be able to deliver emergency shelter kits. Therefore, when ESKs are not possible tents are considered the next priority at the time in this emergency context.

¹⁰ Referrals to other safer shelter solutions (e.g. collective centre) may not be possible in the current emergency context with huge needs and no space. However, agency should also at least ensure HH understands risks of staying before assisting with other packages of assistance.

3.1 Targeting in collective centres:

It is important to clearly understand the distinction between collective centres managed by UNRWA and those managed by other actors, as their operation, perception, and challenges differ significantly.

Alignment with SMC Terminology: All clusters are encouraged to use Site Management Cluster (SMC) standard terminology to ensure consistency in communication and reporting. Please refer to the official SMC site terminology and definitions [here](#).

According to SMC, collective centres are defined as public infrastructures (e.g., schools, mosques, unfinished or abandoned buildings) where displaced populations have settled.

Types of Collective Centres in Gaza

A. UNRWA Shelters

- UNRWA shelters are primarily schools, which are widely perceived by the population as accessible to any Gazan in need during conflict, unless UNRWA formally declares they have reached full capacity.
- Based on lessons learned from previous escalations, UNRWA designed its shelter operations to host a maximum of about 2,000 households per school in emergencies.
- However, the current crisis— being the longest and most destructive to date — has overwhelmed this planning. Many schools are hosting 3 or 4 times their intended capacity and are dramatically overcrowded, including the use of outdoor areas, back sides, and school yards.

Access

- UNRWA shelters operate and host IDPs on a first-come, first-served basis
- UNRWA provides support in the schools and the surrounding area, through a database established during the ongoing emergency (to avoid food assistance duplication only).
- **UNRWA targeting and prioritization for people inside the school's premises:**
 - 1-Emergency shelter and household items support: Targeting will be based on needs; anyone who arrives at the shelters without shelter items will be eligible.
 - 2-Shelter upgrade/maintenance support: UNRWA mainly focuses on enhancing the protection level and security inside the shelters, such as providing security for windows and doors, and enhancing the hygiene area (showers & Toilets) and supporting IDPs with WASH services. This is implemented through needs assessments. **UNRWA targeting and prioritization People around UNRWA shelters:** Targeting criteria for UNRWA assistance considers family size, wherein families with larger size are prioritized.

When the security situation deteriorates in certain shelters or evacuation orders are issued, UNRWA formally withdraws its management and presence from the affected locations. Despite this, displaced individuals often remain in these shelters, as they have no viable alternative options. With regards to prioritizing these shelters, UNRWA conducts site assessments and provides assistance if access is possible.

B-non-UNRWA shelters

Non-UNRWA shelters include collective centres managed by actors other than UNRWA or collective centers that are not managed. The 'site population' counts only the site residents, regardless of service provision to areas surrounding the site. Typically, the boundary of a non-UNRWA Shelter is the external perimeter wall of the collective centre. However, this is not always the case, and the collective centre may fall within the boundaries of a larger site that also includes adjacent clusters of sheltering families. The identification and delineation of sites by the Site Management Coordination (SMC) approach relies heavily on the community's own understanding of the site's extent and boundaries.

This participatory process ensures that the site definition aligns with how residents and stakeholders perceive their environment, avoiding misunderstandings and fostering community trust. This approach ensures that service provision is based on assessed needs and applied equitably, without distinction between residents of non-UNRWA shelters and those in the surrounding area.

The targeting and prioritization in these sites for emergency shelter items are outlined in section 3.

3.2 Household Items.

Kitchen sets, bedding sets, and solar lamps are included under Shelter Cluster's essential household items for affected families in Gaza, and should be based on needs assessments as far as possible. Partners have also carried out clothing distributions, especially in response to winter needs and considering the lack of clothing in the markets. At the time of writing this document, there remains a severe need of household items in Gaza in light of the blockade and multiple displacements.

Household Item	Notes on application and prioritisation
Kitchen Set	Priority for all displaced
Bedding Set	Priority for all displaced. Summer bedding sets can be given between May and September; however, given displacement appears without end, it may be more appropriate to give standard (non-summer) throughout the whole of year.
Solar lamps	The first objective is that all households in need have one solar lamp with the possibility to charge phones and operate small appliances, such as fans. After that it may be appropriate to consider replenishment after 6 months if electricity supply has not resumed
Clothes	Summer and winter clothing to be provided as per season, and through in-kind or voucher, or cash, based on market conditions. Cluster has developed lessons learnt from last winter clothing distributions .

4 Geographical targeting and prioritisation

In the Gaza Strip, where access is restricted and displacement patterns shift constantly, geographical targeting must remain flexible, evidence-based, and coordinated. The goal is to help partners identify and prioritise the most affected areas in real time, using practical tools and shared data sources.

Partners should overlap key data layers to guide area selection, including:

- Partner activities and stock presence from [Shelter Cluster 5Ws and Stockpile Dashboards](#)¹¹
- Displacement trends from [SMC's Population Movement Monitoring](#)¹²
- Access and operational snapshots from [OCHA Mapping & Reports](#)¹³
- [Guidance and coordination resources](#) for the Debris Management Working Group. Partners may fill in an EO removal request form through the dashboard.
- HLP considerations must be factored in; lack of formal tenure should not block assistance, but unresolved risks (e.g., eviction, secondary occupation) should be referred to the HLP Working Group or the Protection Cluster. Refer to [available HLP TWG resources](#).
- Community inputs (leaders, civil society, focal points) contribute to validating population movements and unmet needs. Engagement with community leaders, civil society actors, and existing local structures remains key to understanding recent population movements and ensuring broad representation, particularly of vulnerable or marginalised groups. Partner mapping will need to be regularly updated, as operational areas are fluid and may shift quickly depending on access and coordination arrangements. Rather than ranking areas rigidly, partners should identify "priority pockets" of vulnerability, where needs, access, and capacity intersect. In dense or urban areas, Area-based Approaches (ABA) may help integrate shelter with other services.

Partners should coordinate with SMC and SC for referrals and guidance on targeting of sites.

3 Assessments

After location/s have been identified through geographical targeting approaches outlined above, carry out shelter needs assessments at a site-level to identify shelter and household item response options, along with considerations that can be used to design the programme. This may include household demographics, shelter typologies, and vulnerabilities through technical assessments (e.g. household living in a partially damaged building that is not at risk of structural collapse has needs related to sealing-off) as well as more social vulnerabilities.

3.1 Site-level assessments

According to SMC, site shall mean all types of collective displacement settings, such as collective shelters, formal sites, and informal sites, as well as any other facility used as collective temporary accommodation for internally displaced persons (IDPs) and other persons affected by the conflict, which share services and/or resources.

The site management cluster has an intersectoral site-level assessment, which can be operated in two phases:

¹¹ For more information access the [Shelter Cluster Palestine Dashboard](#)

¹² For more information, refer to SMC updates via [CCCM Cluster website](#)

¹³ For more information access [Reliefweb webpage](#)

Site focal point reporting:

This is a site-level, key informant data collection exercise, conducted remotely for populations on the move. It identifies when sites have received new arrivals or departures (updating population data), specific demographic vulnerabilities, and 3 priority needs of the site population. While it seeks to become a community-led self-reporting exercise, currently it relies on enumerator calls to sites to support the data collection.

In-person site assessments:

This is conducted once a displacement site becomes more stable. It is a multi-sectoral, key informant assessment that can be administered offline. It asks in-depth demographic data (including sex, age, and disability disaggregated data and prevalence of vulnerable groups), and multi-sectoral questions, to support the overall response. It includes site-specific questions like site location, access to services, debris, EO risk, etc., and shelter-specific questions covering privacy, space availability, ventilation, lighting, and needs for basic NFIs. Trained protection staff should be consulted for the identification of protection concerns. The Site Management Cluster can train Shelter Cluster partners to carry out these assessments on the ground and can also provide the Shelter Cluster focal point with access to the data via an automatically updating API link to facilitate use of the data for mobilizing shelter responses. A joint cluster site assessments can also be organized to join forces, share knowledge, and have better coverage for different sectors.

Shelter Cluster partners are encouraged to avoid duplicating efforts by conducting separate site assessments. Instead, they could utilize SMC's multi-sectoral assessment data, which benefits all clusters and allows them to draw on data collected by other partners as well. The data should be verified at the site¹⁴ before planning distributions. Partners to reach out to Shelter Cluster to coordinate in this regard.

3.2 Household-level assessment:

Following the geographical targeting and site-level assessments or building technical checklists (for damaged buildings), partners should conduct household-level assessments as far as possible to provide emergency shelter assistance based on needs. Examples on a site with makeshift shelters, tents may be prioritized for those with weak framing materials, and tarpaulins may be prioritized for households with deteriorated cladding but strong framing materials. Partners should provide clear indicators in the assessment templates and train enumerators to minimize subjective bias and ensure a technically sound assessment.

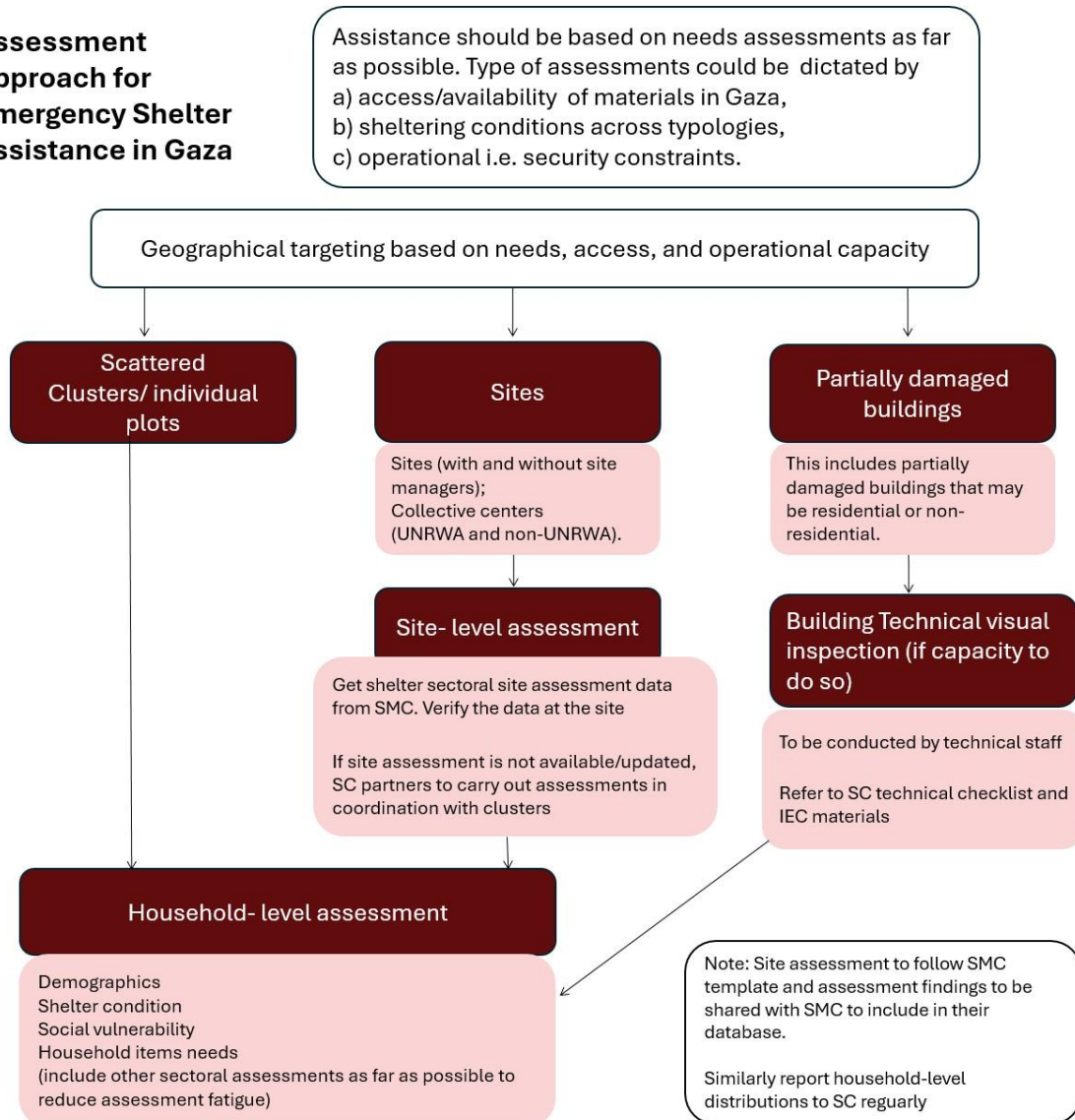
Household level assessments should include demographic information, and information on sheltering conditions, household items needs, and social vulnerabilities. As far as possible, partners can integrate with their other sectoral assessments to reduce communities' assessment fatigue. Partners are recommended to actively coordinate with Protection partners able to identify and address protection cases and provide psychological first aid (PFA). Vulnerability considerations in the assessment form should be based on [Shelter Cluster Palestine's vulnerability criteria](#). While a large percentage of the population is vulnerable, organisations selecting families for assistance should prioritise those that have a larger number of vulnerabilities. Contact Shelter Cluster for more details on assessment criteria and templates.

Assessment and implementation of shelter upgrades/support should follow a participatory approach, consulting community members living in the facilities, and ensuring inclusion and meaningful access of persons with specific requirements, including people with disabilities and older persons. The Gender-Based Violence

¹⁴ SC partner can directly verify with SMC partner who carried out the site assessment and conduct verifications physically on the site

(GBV) Area of Responsibility (AoR) can support on guidelines for safety audits to ensure active GBV risk mitigation is integrated into any shelter upgrades.

Assessment Approach for Emergency Shelter Assistance in Gaza



4 Communicating on prioritisation and targeting criteria

The operational environment in Gaza presents significant challenges to communicate with affected communities and engage them in the targeting process. Factors such as severe movement restrictions, bureaucratic hurdles for partner registration, insecurity, ongoing hostilities, repeated displacement, and limited on-the-ground access and the footprint for many humanitarian actors have forced several organizations — including some UN agencies — to implement their response remotely, relying heavily on local NGOs and INGOs.

In this context, clear and coordinated communication on targeting is critical at both site and household levels to maintain transparency, avoid duplication, and uphold accountability to affected populations. Community

engagement at this level should include representatives of the surrounding affected communities, particularly in densely populated areas where displacement sites and host communities overlap.

Communication at site level:

Communication is needed with SMC, Shelter Cluster, partners on ground on the same site, local authorities, and affected surrounding communities.

- Communicating the targeting criteria is a joint responsibility for SMC and Shelter partners. Shelter partners should coordinate with site management partners in order to ensure clarity on key messages and so site management partners can answer questions from the community on the targeting and prioritisation.
- Where no site management partner exists, the shelter cluster partner can communicate with SMC if it can be covered by their partners or themselves initiate communication with the community in coordination with SMC.
- If a site management partner is currently managing the site, a site-level mapping of available services will be available upon request to shelter partners and other stakeholders. **Household-Level Communication**

Communication of the targeting strategy could be broadly shared with the community and households while carrying out assessments. In addition, any revisions to the targeting criteria after the assessments, must also be communicated with households before commencing distribution.

- At household level, Shelter cluster partners should hold the main responsibility on communicating during the selection process, the criteria, and provide clarification.
- Recommended channels for communicating targeting criteria to households include:
 - Community committees
 - Help desks or service centres
 - Hotline numbers
 - Focus Group Discussions (FGDs) or other participatory approaches, adapted to context and security conditions
- Partners should ensure that communication is adapted to meet the needs of vulnerable groups, considering gender, age, disability, and other specific needs. Feedback and complaint mechanisms should be gender-sensitive, confidential and linked to GBV referral pathways ensuring survivors can safely access support.
 - As a part of post-distribution monitoring for ongoing emergency shelter programs, include evaluation of targeting criteria through third-party monitoring teams
 - Monitoring, Evaluation, Accountability and Learning (MEAL) teams
 - Some partners also collect direct beneficiary feedback at distribution or service delivery points to assess both the process and outcomes of targeting.

5 De-duplication

De-duplication in Gaza is very challenging and poses data protection risks. The Shelter Cluster currently maintains an area-level mapping of partner activities, capturing who did what activities and in which locations. This mapping is primarily based on implemented and ongoing interventions. However, it does not reflect a comprehensive footprint of partner presence. Due to the volatile security situation and restricted access in Gaza, along with the shrinkage of the humanitarian space, no organization is in a position to formally commit to a specific geographical area of operation. As a result, establishing a predictable footprint mapping remains a challenge. This limitation affects planning and coordination, as partner engagement in any given location is subject to rapid changes in context, access, and operational feasibility.

Partners are advised to check the duplication at the site level with the Gaza Shelter Cluster coordinators, who will further coordinate with SMC to ensure de-duplication. SMC and SC are currently in the process of setting up a joint IM cell to serve the purpose of de-duplication and referrals.

Ensuring a fair distribution of shelter materials across a highly mobile, frequently displaced population in a context where people have limited access to civil documentation and formal IDs is a significant challenge. Every effort must be taken to avoid duplication of assistance. However, receiving or sharing beneficiary lists with other entities poses protection risks, is likely to conflict with data protection protocols, and must be avoided.

9 Referrals

Establishing referral systems can improve the efficiency of the response and ensure that vulnerable groups are receiving cross-sectoral assistance. Furthermore:

- Improves access to assistance for affected people.
- Prevents duplication, especially if the referrals are at site-level.
- Ensures appropriate, specialized response, especially for cases that require special technical support, emergency protection response such as case management, legal support, etc.
- Foster inter-cluster and intra-cluster coordination.
- Enhances accountability to affected populations (AAP), as it demonstrates a systematic and predictable way to address needs.

Referrals can be done at site level, as well as at household levels. For the household level, partners should adhere to data protection principles while bilaterally sharing information on cases. The Shelter Cluster will lead on the overall coordination to ensure complementarity of services.

Inter-cluster referrals: SMC has a referral system under development. In the short term, the referral system would be a dedicated API link for the relevant shelter cluster coordination team and technical advisors that pulls relevant data from *Zite Manager* as requested by the Shelter Cluster into an automatically updating excel list of sites with shelter and household items needs and gaps. This would allow the Shelter Cluster coordination team to see in almost real time the needs coming in as part of the assessments that are undertaken using Zite. The only delay is quick data cleaning and data processing protocol, but otherwise new entries should appear daily. This process will be further designed in the mid-term to work to reflect sites where the needs have been covered by Shelter Cluster partners, which is not something the Site Management Cluster currently collects data on.

The Shelter Cluster has set up a referral tracking sheet for internal use, to be able to follow up on specific shelter and NFI referrals, track timely responses to the needs, assess the cluster's capacity and its partners and advocacy as relevant.

Refer to Annexe 1 for SC referral pathways based on the source of the referral

Reporting

Partners are highly encouraged to report regularly to the Shelter Cluster on planned, ongoing and completed activities. Reporting is critical for the following reasons:

- Is required for de-duplication.
- Enables Cluster to record overall capacity of the cluster and plan for advocacy needs
- Supports cluster in effectively mobilizing resources and ensuring complementarity
- Helps Cluster to analyse gaps
- Is a platform for partners' efforts to be recognized.

Partners are encouraged to carry out the following reporting on a regular basis:

- 5Ws monthly reporting
- Emergency distributions reporting on a more regular basis in the event of large-scale flux during periods of displacement or ceasefire
- Site management reporting for mapping completed distributions across sites in Gaza

Please contact Shelter Cluster for the reporting forms.

Recommendations for Implementing Partners:

In case partners have shelter capacity available to support affected people, the following steps are recommended by Shelter Cluster:

- 1- **Sharing timely information with Cluster.** Update the shelter cluster 5W tool, confirming ongoing and planned response, items in stock, and the items in the pipeline.
- 2- **Geographical Targeting.** Based on gathered information about shelter needs (geographical distribution, displacement patterns, incident reports, field assessments, referrals, etc.) and in light of the above guidelines for prioritization and targeting, suggest the potential target locations and contact the shelter cluster team to crosscheck and advise on similar interventions provided in the identified locations or potential partners working in the area to avoid duplication or overlap of assistance.
- 3- **Assessments.** Upon receiving the confirmation from the shelter cluster coordination team, utilize existing site assessments by SMC, or if not available, carry out rapid site assessments. While using external site assessments, partners should verify the data.
Following this, partners are encouraged to conduct household-level assessment to identify beneficiaries based on their vulnerabilities, and to tailor the response according to individual household needs. Assessment should involve trained protection staff that can identify protection risks including those related to overcrowding and privacy, safety of women and girls, children, or access barriers, and to facilities referrals made through the available pathways, including for GBV cases.
- 4- **Communication with communities and households.** The prioritization and beneficiary selection criteria should be clearly communicated with local communities through their focal points and representatives, as well as direct communication with the affected people. In addition, active and effective complaint systems should be put in place.
- 5- **Distribution.** Conduct the distribution to the selected target in a proper way, ensuring adherence to the humanitarian principles and ensure that measures have been taken to reduce the risk of harassment, exploitation, and abuse (SEA) and other forms of harm, and ensuring signposting of information on feedback and reporting channels, including for PSEA. Teams should further ensure

safety and dignity through crowd management and fast-tracking of vulnerable groups such as older persons pregnant women, persons with disabilities, and single or female-headed households.

- 6- **Reporting.** Report back to the shelter cluster by updating the SW and sharing any PDM, lesson learned, and success stories.
- 7- **Referrals.** Refer any remaining gaps in the selected location to the shelter cluster and other partners to ensure collaboration and complementarity of support.

Annexe

1

Referral flowchart

