



CAMP CONSTRUCTION AND MANAGEMENT

A JOINT TECHNICAL GUIDANCE NOTE FOR CAMP CONSTRUCTION IN IRAQ

SHELTER-NFIs, WASH, CCCM Clusters – 8th March 2016

OVERVIEW

The volatile and increasingly complex situation in Iraq, and the consequent, continuously erupting emergencies, have forced stakeholders including IDPs themselves, local authorities, and agencies that assist IDPs, to allow, construct, or establish camp settings that do not necessarily meet minimum humanitarian standards. Moreover, mainly due to funding shortages and inadequate planning, many of those camps are left incomplete.

Besides increasing the suffering of the persons of concern, due to their humanitarian imperatives, UN agencies and NGOs often have to divert programmed funding to address critical shortcomings in these “below standard” or incomplete camps. This in turn deprives other IDPs from assistance targeted to assist the most vulnerable.

This inter-cluster document, developed by the **three clusters of Shelter and NFI, WASH, and CCCM** is meant to briefly list the minimum requirements to be considered as a camp is being planned and developed. This technical document is meant to serve agencies and various stakeholders, including local authorities, as a reminder of the elements essential to ensure the functionality of camps and minimum standards. Moreover, the document is a reminder of the potential grave consequences to the safety and dignity of IDPs should camps be started and left without completion or follow up on services and management. While there will always be spontaneous and/or underfunded camps, efforts to reduce this phenomenon and rendering it an exception is evidently for the benefit of the persons of concern.

“The Camp” as an Alternative: Camps are an option of last resort and wherever possible alternative sheltering solutions (such as assisting people to connect with extended family, access rental accommodation, sealing and repairs -including WASH - to unfinished and abandoned buildings) should be considered. Camps offer “temporary” provision of protection and assistance. It is the responsibility of national authorities to identify a site in which a camp should be located in order to ensure that the displaced populations enjoy exclusive rights to use selected sites.

Camp Establishment and basic services: While often set up for a short-term, planning should always aim for longer-term needs. Services must meet basic needs and ensure sustained, safe and dignified access, basic requirements, target and standards.

Providing for the needs of the camp population and the existing needs of the host community should be considered in relation to the services, infrastructure and assets established for the camp including on potentially shared resources such as water sources, or existing public solid waste management systems, always with the objective of reducing conflict.

Close coordination, collective decision making and joint implementation and monitoring between Shelter and NFI, WASH, and CCCM is essential when establishing services in camps to ensure standardized quality of service provision, timely completion of facilities, efficient operation and maintenance costs and effective longer term management.



A collective perspective and agreement over who will assume responsibility for operation, maintenance and administration of facilities in the longer term is crucial, and should be agreed upon before initiation of activities. For all facilities, provisions must be made to sustain operation costs (fuel/electricity, treatment chemicals, spare parts, operators, desludging etc.) and systems put in place for O&M. Ideally long term O&M cost should be covered by government partner and systems integrated with public utilities. Durable solutions (e.g. solar pumping with generator backup) should be considered in set up.

Camp Site Selection: Camp site selection depends on many factors, including the size and conditions of the site and availability of resources; the safety, security and protection it offers and cultural and social considerations. Choosing a site involves consideration of access, coexistence with surrounding communities, topography, trees and vegetation, the potential impact on the environment, environmental causes of disease and other public health issues.

Camp management: The aim of camp management is to ensure that services and protection provided are in line with national and international law, guidelines and standards. The Camp Management Agency plays a central role to coordinate and ensure the provision of assistance and protection for the displaced by taking into account their physical, psychological, cultural, social, and emotional well-being. Whether an NGO or a national authority, responsibility for camp management involves adherence to the humanitarian principles of humanity, neutrality, impartiality, and operational independence, and promote protection mainstreaming in all sectoral interventions. Wherever possible, the camp management agency should establish a camp management committee with representatives from the IDPs who are to be served, in order to be involved in the design of the camp and to continue to share the burden of its management.

Camp Closure: Camp closure should be linked to durable solutions and be planned from the very beginning of a camp operation. Careful planning and coordination is carried out by the Camp Management Agency in collaboration with national authorities and other key stakeholders including the camp population and the host community.

A list of necessary actions, technical considerations, and standards covering the three clusters is attached to this guidance note as an Annex.

Annex: CAMP ESTABLISHMENT AND MANAGEMENT TECHNICAL GUIDELINES - A CHECK LIST

ACTIVITY	CONSIDERATIONS	STANDARDS	COMMENTS
Site Selection	Slope	3%-7%	
	Soil		Free draining soil if possible
			Consider Flood Risk
	Communications	Mobile phone network	Assess mobile phone network coverage
Security	Safe distance from hostilities	50 kms from borders for refugees. For IDPs it is different as they are in their own country, and the main consideration is for their security and protection.	This is a refugee camp standard; Not be close to military facilities that may be a targets. Fenced site, but free access for residents should be ensured.
	Camp security	Fencing	Camp should be fenced but providing for free movement by residents
Access to Services	Communications	Mobile phone network	Assess to mobile phone network coverage
	Roads	6m minimum width Road design must consider drainage All weather roads to be used throughout	Camp is accessible by all-weather road. All shelters and facilities should be accessible by all-weather internal roads.
	Utilities	Water, electricity	The site should have access to municipal power and water
	Health care		Proximity to full service hospital should be assessed
	Education		Existence and accessibility of schools to be assessed
	Livelihoods		Possibilities for labor to be assessed. Easy and safe access to existing markets, particular for women and girls, should be considered.
Camp Areas	Total Open Space	30-45m ² per person	The minimum of 37.5m ² total area includes space for accommodation, clinics, access roads, fire breaks, education facilities, wash facilities and other facilities.
		If allocating a plot per household, allocate 114m ² for family size of 6 or less. This is only for the shelter, cooking and WASH facilities of the household	

ACTIVITY	CONSIDERATIONS	STANDARDS	COMMENTS
	Covered Space	3.5 m ² /person minimum	Where tents are used this will require the use of the largest family tents, such as the 23m ² UNHCR family tent. Note that if the camp is expected to remain into the winter a larger covered living space should be allowed, of a minimum of 4.5m ² since more time and activities will be undertaken inside.
	Climate		The shelter must be able to resist winds and the rain expected during the life of the camp, it also needs to be suitable for both summer and winter.
	Seasonal considerations		In the summer: shield the shelter from the sun and provide adjacent to shelter shaded areas. In the winter: ensure the shelter is insulated and heated.
	Duration		
	Cultural practices, safety and privacy		Consult with beneficiaries to ensure this is considered. As a minimum provide internal screening, to assist with subdivision of internal space. Consider safety and ventilation related to cooking and heating.
	Household and livelihood activities		Consider where beneficiaries will sleep, wash, dress, care for infants, children or ill, store food, water, assets, cook and eat as a minimum.
	Shelter solutions, materials and construction		Choose appropriate materials for the shelter considering the realistic likelihood of the camp remaining for an extended duration and the needs for beneficiaries to repair the shelter.
	Participatory Design		
	Ventilation and vector control		The shelter should allow the ventilation for moisture and smoke. Consider vector control measures to limit communicable diseases and general nuisance.
	Firebreaks & Fire Safety	50 meters of empty space every 300 meters of built-up area	Camp management committees should be involved with producing a fire safety plan, including organizing muster

ACTIVITY	CONSIDERATIONS	STANDARDS	COMMENTS
			points, evacuation drills, and be involved in firefighting training.
		Minimum of 2m between individual shelters but preferably twice the height of the shelter.	
		There should be Fire muster points and fire stations (safety and fighting equipment) regularly spaced and maintained.	
Shelter Infrastructure	Electricity	Allow 6 amps per shelter. Circuit breaker per shelter. Wires and connections secure and above ground.	
	Lighting	One light per facility (kitchen, latrines, shower, living accommodation)	
WASH ¹	Water Supply	<p>Quantity sufficient for drinking, cooking, personal and domestic hygiene. Target: 35 to maximum 50 liters /person/day.</p> <p>Drinking water must be palatable, with turbidity below 5NTU and sufficiently chlorinated to ensure a free chlorine residual of 0.2-0.5mg/l at the point of collection.</p> <p>Water collection points should serve maximum 70 people; located less than 500m from households; less than 30 minutes queuing time</p>	<p>A technical WASH assessment should be part of site selection process to ensure site meets basic criteria for available water supply, surface drainage, and ensure that surrounding environment, including water resources are protected.</p> <p>Water sources must be close by, adequate for planned population throughout the year.</p> <p>Water point distribution should ensure equal access to minimum standard of daily water supply, including for those with limited mobility.</p> <p>Chemical analysis should be carried out at every borehole at completion and every 6 months thereafter to ensure that the source water meets national standards for chemical water quality.</p>

¹ Basic requirements, target and standards, are as per Iraq WASH Cluster Minimum Standards.

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			<p>Storage household, water point level should be sufficient to compensate for any gaps in supply.</p> <p>Water trucking should NOT be considered as a primary water source/distribution system. If necessary, plans must be made, implemented to rapidly transition to piped networks.</p> <p>Durable solutions (e.g. solar pumping with generator backup) should be considered in set up</p> <p>Provisions must be made to sustain operation costs (fuel/electricity, treatment chemicals, spare parts, operators, desludging etc.) and systems be put in place for O&M.</p>
	<p>Latrines, bathing and laundry facilities</p>	<p>Household level to 1 latrine/bathing facility for maximum 20 people</p> <p>Latrine/bathing facilities should be located less than 50m from household.</p> <p>If communal, facilities must be gender segregated, internally light, lockable from inside, have hand washing facilities. The specific needs of children, the elderly and disabled should be taken into account</p> <p>Provisions for laundry and dishwashing should be made, either at the household level, or at convenient locations close to households.</p> <p>Cesspits should be located at least 50m from any water source; be lined and fitted with an access hatch for desludging that can be locked and sealed. During site</p>	<p>Design, location should ensure accessibility, utility for all users (children, elderly, disabled).</p> <p>Provisions must be made to sustain operation costs (operators, desludging etc.)</p> <p>Systems must be put in place for O&M.</p>

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		<p>selection a safe, properly organized and well-marked final disposal site for excreta should be identified</p> <p>Cesspits should be at least 6 meters deep, of suitable capacity to minimize desludging frequency and be accessible to desludging vehicles.</p> <p>Only black water should drain in to cesspits.</p>	
	Waste management	<p>Refuse collection bins to allow for 50 liters of waste/family</p> <p>Refuse Bins should be located at least 100 meters from communal areas</p> <p>Solid waste disposal sites should be located away from water sources, and accessible by vehicle to enable waste collection</p>	<p>Provisions must be made to sustain operation costs (operators, transport, final disposal)</p> <p>Systems be put in place for O&M.</p>
	Surface Drainage	<p>Surface drainage must consider drainage direction, infiltration rates to avoid flooding and be adequate to ensure rainwater and grey water run-off does not form stagnant pools.</p> <p>Surface drains should be connected to a mains drainage network / open channel NOT Cess pits for black water</p>	
Health Care Facilities	Referral Hospital	1 per 10 camps (200,000)	
	Lighting		To promote protection, ensure safety and permit use of the facilities at night
	Health Centre	1 per camp (20,000 people)	
	Latrines	1 per 10-20 beds and 1 per 20-50 out-patients	Centralized, but with adequate access for ambulances and other transport
	Water Supply	5 litres per outpatient; 40–60 litres per inpatient per day Additional quantities may be needed for laundry	

ACTIVITY	CONSIDERATIONS	STANDARDS	COMMENTS
		equipment, flushing toilets, etc.	
	Medical Waste Facilities		
Feeding Centers	Feeding Centre	1 per camp (20,000)	
	Latrines	1 per 20-50 adults and 1 per 10-20 children	
	Lighting		To promote protection, ensure safety and permit use of the facilities at night
Schools	School Block	1 per sector (5,000)	
	Classroom Size Guidelines:	in general the standard size for a classroom for 40 students should be: 6.20 x 5.75 meters to 6.20 x 6.50 meters	
	Pre-primary Classes	up to 40 students=1m ³ /student; up to 48 students=0.74m ³ /student	
	Lighting		To promote protection, ensure safety and permit use of the facilities at night
	Classes 1-3	up to 40 students= 1m ³ /student; up to 48 students= 0.83m ³ /student	
	Classes 4-6	Up to 40 students = 1 m ³ /student	
	Tent Class-room Guideline:	55 m ² tent can accommodate 40-45 children	
	Water Supply:	3 litres per pupil per day for drinking and hand Washing; 1–2 litres per user per day for hand washing; 2–8 litres per cubicle per day for toilet cleaning; 20–40 litres per user per day for conventional flushing toilets connected to a sewer	
	Latrines	1 per 30 girls and per 60 boys	Ensure separated facilities for boys and for girls
Markets	Market	1 per camp (20,000 people)	The market should be in a location easily accessible for both camp residents and local population so as to encourage social and economic exchanges, enlarge the market opportunities and the demand for goods and services.
	Latrines	1 per 20-50 stalls	On higher ground to facilitate walking with

ACTIVITY	CONSIDERATIONS	STANDARDS	COMMENTS
			heavy items
Distribution Points		4 per camp (20,000 people)	30 meters from groundwater sources; determine if space is available within host community
Graveyards			
Reception/Transit Area	Latrines	1 per 50 people (3:1 female to male)	
	Lighting		To promote protection, ensure safety and permit use of the facilities at night
Administration Areas	Including offices for government authorities/security, UN agencies, NGOs, meeting areas and warehouses tracing service		
	Usually near entrance so trucks are not driving in the camp and for warehouse security		
	Latrines	1 per 20 staff	
	Lighting		To promote protection, ensure safety and permit use of the facilities at night
Non Food Items	Mattresses, bed sheets, blankets, cooking equipment, hygiene kits, heating stoves, lights, water jerry cans, kerosene jerry cans amongst other items.	Per person/per family, as appropriate	