

SHELTER CLUSTER TWG MEETING I Northern Region

2th September 2021



Mozambique Shelter Cluster

ShelterCluster.org

Coordinating Humanitarian Shelter

CHECKLIST FOR DISTRIBUTIONS

3.1 In advance of the distribution	
Coordinate with the cluster to ensure that there is consistent human resource coverage in case the distribution goes on for longer than initially planned.	
Meet with other partners to agree on approaches and methodologies of distribution, and agree upon a team leader.	
Prepare distribution brief and circulate to partners involved in the distribution.	
Discuss and agree on the daily wages of the causal labors with the partners based on existing rate on the ground; agree how the costs will be split amongst agencies.	
Meet with the community leaders to inform them about the planned activities and the likely duration of the exercise.	
If a food distribution has preceded the NFI distribution, consult with WFP about the approaches, targeting, registration lists, lessons learnt, local environment, and security concerns.	
If an IOM Displacement Tracking and Monitoring (DTM) registration has preceded the NFI distribution, contact the DTM team about the registration lists, targeting, and any details on the registration cards or tokens given.	
Agree with community leaders on a storage area before delivery of items. Put security guards in place if necessary.	
Inform the local authority and community leaders about the expected date of distribution so that they can inform the beneficiaries two days in advance. If the areas where beneficiaries stay are far away from the distribution site, the distribution should start with the closest areas/villages in order to give enough time for the people who live far away to come to the site.	
Together with chiefs and local authorities, break down the households into a manageable number for each day (E.g. village A on first day, village B on second day). Ensure each chief knows the schedule of the distribution.	
Ensure you have all the updated registration lists at your disposal to avoid complications during the distribution.	



CHECKLIST FOR DISTRIBUTIONS

3.2 Staffing on the ground

Ensure that you have enough staff on the mission to support a successful distribution. The recommended number of the staff for a medium-sized distribution (not including local hires) is around 6, depending on the security situation on the ground. Ideally, the team will be gender balanced and contain at least one person who speaks the local language.

Each partner should share staff plans with the team leader for organizational purposes and to avoid a vacuum of staff on the ground.

Involve protection actors in the distribution if possible. Among other things, they can assist in identifying the most vulnerable beneficiaries during the distribution so that they can be served first.

The team should appoint a security focal point to monitor the situation with local authorities and update the team in the evenings.

The team leader should nominate a logistic focal point to deal with offloading, counting of items, storage, and delivery to the actual site of distribution. By keeping tabs on what has been delivered and distributed, this person can identify gaps in cargo delivery and ensure the distribution is running according to the plan. This person should brief the team leader at the end of every day on the stock situation (i.e. what has gone in and out of the warehouse).

Identify the following laborers locally;

- Crowd controllers
- Translators/enumerators
- Demonstrators (e.g. for proper use of tarps)
- Security guards
- Off loaders (porters)

Ensure that the team knows the concentration point in case of evacuation.



CHECKLIST FOR DISTRIBUTIONS

3.3 Organizing the distribution site

The distribution site should be decided by the team members in consultation with the local authorities, where appropriate.

The site should be constructed away from public gathering places (e.g. hospitals, markets, schools, or places of worship). They should never be in the vicinity of military barracks.

Ensure that the site is large enough to accommodate comfortably a reasonable number of beneficiaries per a day.

If plastic mesh is not available, hire local volunteers and use local materials to construct clear pathways and corridors at the site.

Construct the site, to the extent possible, close to trees or other types of shade under which beneficiaries can sit while waiting.

Ensure there are latrines, a resting area for staff, and a water point from which beneficiaries can drink.

Ensure that the distribution site has the following points, clearly demarcated:

- A waiting area for beneficiaries, with a calling point if necessary;
- An entrance point (names, signatures/thumbprints collected);
- A storage area for NFIs (stock waiting to be organized into packages);
- A picking point (NFIs organized into packages for actual distribution);
- An exit point (punching of cards, if applicable).



CHECKLIST FOR DISTRIBUTIONS

3.4 Day before the distribution	
<p>The team leader should brief the distribution team on the following-:</p> <ul style="list-style-type: none"> ○ The number and type of items to be distributed per household; ○ Each team members' specific role during the distribution; ○ The distribution process (a walk-through of the site); ○ The start and end times each day, as well as any breaks (i.e. lunch), as agreed beforehand; ○ The complaints mechanism (see below); ○ Evening meeting times to discuss how the distribution is going, any issues, gaps, etc. 	
<p>Establish a complaints mechanism for beneficiaries and authorities. In most cases, it is best if international staff are tasked with handling the difficult cases, as this can help to protect national staff from undue pressure.</p>	
<p>Ensure you have the necessary registration lists for the first day of the distribution. This could be either a blank list on which people with tokens will be registered or a pre-determined list with clear breakdown of the beneficiaries into manageable groups.</p>	
<p>Ensure that all team members have functional communications equipment (VHF radio and satellite phone)</p>	
<p>Have the following items ready for the distribution:</p> <ul style="list-style-type: none"> ○ Ink pad; ○ Hole punch; ○ Cutter/knives; ○ Megaphones; ○ Pens; ○ Masking tape/extra rope; ○ Flag or visibility materials, if available; ○ Vests or arm bands for casual workers; ○ Empty registration forms, if applicable; ○ Table and chairs for staff and vulnerable people. ○ Hand washing station 	
<p>In the case of receiving loose items, make sure that you assemble a good amount of kits before kicking off the distribution.</p>	
<p>If applicable, ensure that vehicles are filled with fuel and in good working order.</p>	
<p>If applicable, ensure that the equipment has been loaded into the vehicles.</p>	

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3.5 During the distribution	
Ensure that all staff are punctual.	
Conduct final briefing with all staff to make sure that everyone understands how the distribution will work and their specific roles/tasks. Ensure that staff have proper identification showing they are participating in the distribution (even if improvised like colored cloth tied to arm).	
Ensure the communication equipment is functional.	
Prior to the start of the distribution, each staff member should go to their post and ensure that they have all the materials that they need.	
The team leader should communicate to the beneficiaries how the whole process of distribution will work and what will be distributed.	



ANY OTHER BUSINESS

Questions? Comments?

Muito obrigada!!!!



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