

**Non Food Items and Emergency Shelter
Distribution Report Chotbora Payam Longechuk County 2014**

Report Date: _____ Distribution Date(s): 10– 11 September 2014

Distribution Location Information

State	Upper Nile State
County	Longechuk
Payam(s)	Chotbora
Boma(s) <i>(exact locations- landmarks)</i>	Burkek, Matar, Waw, Padier, Kotkel/Chotbora Centre, Luakdong, Kiach,
GPS Coordinates	Lat N 9°12'25.49 Long E 33°45'20.57 Alt 443m

Distribution Team Details

Name	Agency	Title	Contact (email, mobile, sat-phone)
Jemma Bristow	Medair	NFI Manager	Jemma.bristow@Medairsouthsudan.org 0924036273 or 0955211480
Wendy	Medair	Communications Officer	Comms-sds@Medair.org
Kenyi Edward	Medair	NFI Officer	Kenyi.edward@southsudan.Medair.org 0955913985 or 0926672793
Lea Barnabas	Medair	Community Liaison Officer	Lea.barnaba@southsudan.Medair.org 0955759191
Jacob	RRA	RRA Secretary	-
Kwach Moon	RRA	Field Coordinator	-

Beneficiary Numbers: Breakdown by Population and Support Type
(please provide ONLY actual data collected from the distribution list, not estimations)

NON-FOOD ITEMS (NFI)

Population Type:	<i>(ie conflict or disaster IDPs, returnees, or host community – complete a separate table for each population type)</i>										
HOUSEHOLDS	INDIVIDUALS										Vulnerability (total)
	TOTAL		0 – 18 years		19 – 59 years		60 + years				
	M	F	M	F	M	F	M	F			
853	2309	2134									

EMERGENCY SHELTER

Population Type:	<i>(ie conflict or disaster IDPs, returnees, or host community – complete a separate table for each population type)</i>										
HOUSEHOLDS	INDIVIDUALS										Vulnerability (total)
	TOTAL		0 – 18 years		19 – 59 years		60 + years				
	M	F	M	F	M	F	M	F			
	853										

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Beneficiary Numbers: Breakdown by Location

If the distribution took place in multiple locations and/or the beneficiaries had multiple places of origin, please complete this table indicating the number of beneficiaries per location and/or place of origin.

Payam	Bomas	Households	Individuals	
Chotbora	Burkek, Matar, Wau, Padiet, Koatkel, Luakdong, Kach, Chotbora	853	Total	4,443
			Total Female	2134
			Total Male	2309

Stock Distributed

Procuring organization and warehouse from which stock was sourced	IOM			
Quantity of each item distributed per household: Household sizes: <i>Small (S): 1-3 Individuals</i> <i>Medium (M): 4-6 individuals</i> <i>Large (L): 7+ individuals</i>	1. Blanket {1 uniform}	4. Jerry Can (S: 1, M:2 L:3)		
	2. Mosquito net (S: 1, M:2 L:3)	5. Buckets {1 uniform}		
	3. Sleeping mat (S: 1, M:2 L:2)			
Total quantity of each item distributed in the response	1. Blanket: 853	5. Buckets: 853		
	2. Mosquito net: 1,789			
	3. Sleeping Mat: 1,524			
	4. Jerry Can: 1,789			

Type of Item	Brand/Manufacturer	Style/Version #	Size	Colour	Other
1. Blanket	NFI/Shelter pipeline			Shades of grey	
2. Mosquito net	NFI/Shelter pipeline			White	
3. Sleeping mat	NFI/Shelter pipeline			Multi colours	
4. Jerry can	NFI/Shelter pipeline			Clear	
5. Bucket	NFI/Shelter pipeline			White	

Summary of Distribution

- Where was the distribution held and how was it organised?
- What and how were beneficiaries informed?
- How was equal access ensured for men, women, girls and boys?
- How was order maintained during the distribution?

- Where was the distribution held and how was it organised?

The distribution was conducted in Chotbora Payam, Longechuk county in the former Servant Heart compound where the Medair team was based and the NFIs were stored. Medair finished the verification exercise on 5th September and chartered two flights to bring the NFIs to Chotbora on 9th September. All items were carried on foot to the store on the Servant Heart compound as there are no vehicles available. The majority of households received their items on 10th September with the final wrap up on 11th September. Beneficiaries from all bomas were asked to come to Chotbora centre for the distribution.

Prior to the distribution beneficiaries were registered, verified and issued Medair tokens which were used during the distribution process. The chiefs were given the tokens for their bomas once their list was verified and instructed to fill out the household size according to the verified lists. We stressed that the household sizes could not be changed from the lists as those numbers had been submitted to Juba and the exact amount of items requested. We tried to organise the distribution in a way that beneficiaries were in three different lines one for men, women and vulnerable for both registration, however the lines quickly became merged. During the course of the day vulnerable people were brought to the front of the lines (especially very elderly people and young children). The boma chiefs helped to identify these people. The tokens of beneficiaries were marked and they signed in with ink on their finger in the registration forms and they then proceeded to receive the NFIs. They were led through a 7 meter path where the 5 items were handed out to them by casual labours according to their household size as instructed by NFI Manager at that desk.

- What and how were beneficiaries informed?

The team had preparatory meetings prior to the distribution with the RRA Secretary and Field Coordinator and boma chiefs who represented the community. The RRA and boma chiefs were responsible for notifying beneficiaries that the distribution would take place once all the items were received. After receipt of all the items, the local chiefs and other community leaders were urged to pass the distribution information to the community. The vast majority of beneficiaries were served on the first day (701 HH) and the remainder the next day (160 HH).

- How was equal access ensured for men, women, girls and boys?

Medair conducted blanket NFI distribution as the needs were high and the team could foresee difficulties in selecting only IDPs. Medair conducted an assessment, verification and finally carried out the distribution as well; based on the assessment and verification recommendation. The distribution targeted everybody in the payam as the host community households got looted in the course of conflict when they were away in Padier boma in search of water and pasture for their animals. During the verification process we found many elderly were not including in certain bomas which the chiefs then rectified. We also recommended that a family member collect the items for those who could not carry the items on foot.

Medair organised three registration lines, one for men, one for women and one for the vulnerable as this seems the most cultural appropriate. Children were asked to be accompanied by their parents or caretakers in order to receive the NFI.

- How was order maintained during the distribution?

For the registration we had two Medair staff and the RRA Secretary and Field Coordinator to help maintain order. We very quickly realised this was not enough support as the lines quickly turned to chaos, so early in the morning we hired two more people to help control the lines. The additional support staffs are two of the boma chiefs selected by the RRA Field Coordinator. To increase order the team had to use ropes to clarify the line that people should follow to come for the registration.

For the distribution of items we hired two casual labourers to keep the flow of items coming out of the warehouse and two people (one was the Payam Administrator) to distribute items. The number of each item was determined by the token and instructed by the Medair NFI Manager to the distributors. There was no problem with maintaining order at this stage of the process.

What actors were involved in the decision-making regarding the distribution process?

-Explain what role the following people had in the process: local authorities, partners, humanitarian officers, volunteers, beneficiaries, etc.

The Medair NFI Manager & Officer explained the distribution process to the RRA Secretary, Field Coordinator and boma chiefs prior to the distribution. We explained the set-up and how the lines should work and the process was agreed. When it was clear that the lines were turning to chaos the RRA Field Coordinator recommended he select two boma chiefs to help maintain order and this decision was agreed by all. The boma chiefs were also key in

identifying vulnerable people and bringing them to the front of the lines.

Changes from assessment recommendations

-If there were any changes to the original plan, please explain what changes occurred and why they were necessary.

There were some changes in quantities and items distributed compared to the recommendations in the assessment due to limited stock and capacity in the planes. For example cooking sets and soap were not distributed and blankets and buckets were uniformly distributed without considering the household sizes. These decisions were taken prior to the day of distribution.

On the day of distribution we ran out of approximately 20 blankets and households were compensated through an extra sleeping mat of which we had received some additional stock. We also realised towards the end of the final day (affecting approximately 20-30 households) that the mosquito nets were running out so the team made the decision to reduce the quantity for large households. No households on the registered list missed out completely on a mosquito net. There were however, 7 households from Barkup boma which is completely cut off by water, who did not receive a mosquito net. These names were presented to us and discussed after the final numbers had been sent to Juba and items were in transit so we knew they might not receive all items and explained that to them before the distribution. They received their items at the end of the distribution and there was no complaint.

There may be two possibilities for the mosquito nets running low; one is that by accident households were given too many of that item during the distribution, although this was monitored closely. The second is there may have been some error on the household sizes that were written on the back of the tokens by the chiefs or somehow tokens were used twice (although this seems difficult as the tokens were taken in a point of distribution). The table below shows the tally that the NFI Manager took as tokens were collected at point of distribution:

	Total HH	Size 1-3	Size 4-6	Size 7+
# on verified list	853	182	406	265
# on tally at distribution	861	173	418	270
Variation	+8	-9	+12	+5

It seems that the most plausible explanation is errors in household size on the tokens compared to the verified lists.

Targeting criteria

-Who finally received and why? Did the group to be targeted change in any way between the initial assessment and those who received on distribution day?

Both assessment and verification teams recommended distribution to the entire population in Chotbora, this was because the host community got looted in the course of conflict and they do not have a market to purchase NFI. The same targeting criteria were used for the distribution.

Challenges and lessons learned

-Did you face any major challenges, and/or learn any useful lessons?

The logistics constraints in transporting the NFI to Chotbora meant that some items had to be reduced in quantities and no contingency supplies could be provided hence there was a shortage as discussed above for a small number of households.

The swamps and streams made movement during assessment and verification very difficult as the team had to walk to reach all areas. Due to the conditions the team did not reach Waw boma and had to rely on the list produced by the chiefs for distribution.

Poor road networks meant beneficiaries had to walk long distances to the distribution centre since there is no good road network for transporting the NFI closer to the beneficiaries.

There were transportation challenges to the warehouse, as there was no vehicle so a lot of casual labour was required to carry the items to storage facilities.

Recommended next steps

-Should any further action be taken in the area by the Shelter and NFI Cluster, or other actors?

Where logistics allow in the future we would recommend that all items are distributed based on household size not uniformly. This is already in the Cluster guidelines and for this distribution we were able to implement that for mosquito nets, sleeping mats and jerrycans. However, buckets and blankets were distributed 1 per household regardless of size due to logistical constraints.

It is recommended that food issues are monitored closely. Currently there is enough food to last for a few months however it was mentioned a number of times that the beneficiaries have no access to salt.

The RRA requested similar assistance in Udier Payam. The situation there is very similar to Chotbora only the IDPs are largely from Jaak, whereas the IDPs from Chotbora are largely from Guel Guk. Udier and Chotbora Payams move together in the dry season to try and find water. The reasons for IDPs choosing either Chotbora or Udier to settle in after fleeing from Guel Guk and Jaak is down to where their friends and relatives are living.

Anecdotes, Stories, Photos

-Please share any interesting or illustrative stories of people's experiences, responses, and needs; and photos

Photo 1: Offloading the NFI items in Chotbora (photo by Wendy van Amerongen)



Photo 2: Registration (photo by Wendy van Amerongen)



Photo 3: Distribution (photo by Wendy van Amerongen)



