



Non-Food Items - Technical Guidelines

Introduction

This document provides technical guidance to humanitarian actors engaged in the delivery of **Non-Food items (NFI) assistance** and more specifically **Essential Household Items (EHIs)** to ensure that EHIs are **harmonised** between different partners both in terms of **quality** and **quantity**.

Additional guidance on EHIs can be found at:

1. [SPHERE Guidelines](#) – Chapter 4, page 258 of the Shelter and Settlements section.
2. Libya SNFI Sector's Guidance Note on [Essential Household Items \(EHIs/NFIs/CRIs\)](#)
3. Libya SNFI Sector's Guidance Note on [NFI as a first-line response in Detention Centres \(DCs\)](#)
4. Libya SNFI Sector's resource page on adjusting guidelines for [distribution during COVID-19 period](#).

The tables below outline both basic and full kits. The quantities for family kits are based HH size = 5, although partners should tailor the kits to ensure that they meet the needs of families of different sizes. For **personal items** (such as blankets, mattresses, pillowcase, plates, cups...etc.) the number included per kit should match the number of individuals per family while for **shared items** (such as solar lamps, cooking pots, fans, heaters.... etc.) one item per 5 individuals.

Agencies should provide clear **guidance** to ensure the safe and proper usage of items, to avoid injury or risk, and clarify the frequency of re-distribution, if needed (for replacing items which are not durable).

Example specifications are provided as a **guide to quality and standards for items**. The contents of kits should meet the minimum requirements set out below **based on needs assessment** and reviewed if needed according to **post-distribution monitoring** reports.



Detailed kit lists and reporting

The provision of kits will depend on **security and access** and intentions to move which affects their capacity to transport bulky items. Prior consultation and **approval for kits and provision from local authorities** and communities is strongly recommended.

The winterization assistance can be complemented with **winter clothes** accordingly to the gender and age of the beneficiaries, considering a variety of sizes and at the possible extend appropriate to the cultural and religion of target groups. These recommendations indicate the basic items for a dignified clothing for male, female, children toddlers and infants; variations as necessary and appropriate. Partners are recommended to **assess the actual needs** and verify the disaggregated data.

Supply of **Hygiene Kits** is the responsibility of WASH sector and so are not covered in this document. Nonetheless, if agencies have expertise and capacity in both household items and hygiene, they may choose to combine household items and hygiene kit distribution, to minimize efforts. Such combined distributions should be reported to SNFI Sector (for the household part) and to WASH sector (for the hygiene component). **Reporting** needs to consider the type of distribution, whether full or partial kits, to avoid double counting.

Additional points for consideration

- The type of assistance and contents of kits may vary **based on needs** and type of **emergency**, partners are recommended to assess the needs of any targeted populations, including **safety, security**, location, and any access constraints prior to any distributions. The tables below provide some description of anticipated use of the kits, but the final decision shall be made by partners based on the assessment of needs.
- **Prior consultation and approval** for kits and distributions from local authorities and communities is strongly recommended.
- Communicating the exact content of the kit to targeted families and individuals prior to the provision of kits is recommended. This will help in **managing expectations** and allow the receiver to prepare for the transportation of kits from the distribution point to the place of living.
- When providing heaters or fuel jerry cans or any type of fuel powered appliance, partners shall provide these items together with **fire safety awareness messages**, as deemed by the international recommendations and aligned with the local practices.
- When providing electrical heaters, fans or any electrical appliances partners in settlements or collective shelters, partners shall assess the **adequacy and safety of the electrical connections** and ability of the power network and household level connections/outlets to support the use of such appliances in a way that pose no threat to safety or security.



To minimize the risk of exposing aid workers or beneficiaries to the risk of spreading or contracting COVID-19 as a result of NFI provision process partners are strongly encouraged to consider and adopt safe distribution modalities that reduce the risk exposure, the modalities shall be relevant and suitable to the location, targeted group and modality of distribution (through distribution points or direct/door to door delivery). Below are some main points for consideration:

- Respect social distancing measures and protocols and avoid crowding at distribution points or centres
- Respect the relevant local authorities' regulations and preventative measures related to COVID-19.
- Ensure that staff member or beneficiaries showing any COVID-19 related symptoms are not allowed in the distribution pint/centre
- Ensure that staff and beneficiaries have access to handwashing facilities at distribution points.
- Ensure that staff and beneficiaries have access to soap or hand sanitizers and personal protective equipment at the distribution points.
- Whenever possible try to organize distributions in smaller batches. The number of persons in the distribution site at any given time can be determined by the size and arrangement of distribution site.
- Ensure that the distribution modality and social distancing measures are clearly communicated to beneficiaries prior to any distribution.



The table below lists the **minimum number of items per kit** for the different family sizes. **personal items in red, shared in blue.**

Family size	2-5	6-10	11-15
Basic NFI Kit	<p>1 mattress, 1 sleeping mat, 1 blanket, and 1 pillow</p> <p>2 water jerry cans 1 solar lamp</p>	<p>1 mattress, 1 sleeping mat, 1 blanket, and 1 pillow</p> <p>4 water jerry cans 2 solar lamps</p>	<p>1 mattress, 1 sleeping mat, 1 blanket and 1 pillow</p> <p>6 water jerry cans 3 solar lamps</p>
Full NFI Kit	<p>1 mattress, 1 blanket, 1 pillow, 1 sleeping mat, 1 pillows cases, 1 towels and 2 bed sheets</p> <p>2 water jerry cans, 1 solar lamp</p> <p>1 tarpaulin</p>	<p>1 mattress, 1 blanket, 1 pillow, 1 sleeping mat, 1 pillows cases, 1 towels and 2 bed sheets</p> <p>4 water jerry cans, 2 solar lamps</p> <p>2 tarpaulins</p>	<p>1 mattress, 1 blanket, 1 pillow, 1 sleeping mat, 1 pillows cases, 1 towels and 2 bed sheets</p> <p>6 water jerry cans, 3 solar lamps</p> <p>3 tarpaulins</p>
Kitchen set	<p>1 cup, 1 plate, 1 cutlery set</p> <p>1 serving spoon, 1 kitchen knife, 1 cooking pot, 1 frying pan, 1 plastic food container set</p>	<p>1 cup, 1 plate, 1 cutlery set</p> <p>2 serving spoons, 2 kitchen knives, 2 cooking pots, 2 frying pans, 2 plastic food container sets</p>	<p>1 cup, 1 plate, 1 cutlery set</p> <p>3 serving spoons, 3 kitchen knives, 3 cooking pots, 3 frying pans, 3 plastic food container sets</p>
Winter top up	<p>1 heavy blanket per individual</p> <p>Electric heater or similar</p>	<p>1 heavy blanket per individual</p> <p>Electric heater or similar</p>	<p>1 heavy blanket per individual</p> <p>Electric heater or similar</p>
Summer top up	<p>1 fan</p> <p>1 cool box</p> <p>1 water jerry can</p>	<p>2 fans</p> <p>2 cool boxes</p> <p>2 water jerry cans</p>	<p>3 fans</p> <p>3 cool boxes</p> <p>3 water jerry cans</p>



Individual Kit

Item	Specifications	Quantity per kit	Price USD
<p>Basic Individual NFI Kit Anticipated Use of the kit This kit is intended to address basic/urgent needs such as sleeping comfort, fetching water or lighting and can be used to support populations in areas of transit or for populations “on the move” and are designed to provide support to individuals or households within the early stages of displacement or an event that results in needs.</p>			
Mattress	15 cm thick high-density foam mattress, Size:90cm x 180cm with cotton/poly blend cover, dark uniform colour	1	22
Sleeping Mat 1.8x0.9m	Made of woven 100% synthetic yarns with dimensions 1.8x0.9m	1	4
Blanket	Woven, 50% wool fibres, 50% other textile fibres, recycled fibres accepted. Grey, brown, or other dark colours. Size: 150cm x 200cm, dark uniform colour. Not flammable at the possible extend. Weight: 1.2Kg up to 2.4kg, edges must be stitched with cloth	1	25
Pillow	51x66cm polyester pillow	1	10
Water Jerry can	5 litre, white colour, plastic non-collapsible water container	1	3.5
Solar Lamp	Solar Powered, rechargeable LED lantern- Dimension 137x137x236mm. AC220 - 240V 50/60Hz, with plastic handle. Rechargeable with both solar panel and power cord, USB output, LED 60x.1W operating time per single full charge is no less than 12 hours	1	32
		TOTAL KIT	96.50

**Full Individual NFI Kit (all the items listed below in addition to the basic kit listed above)****Anticipated use of the kit**

This kit is intended to address basic household needs such as sleeping comfort, fetching water, lighting, and providing some protection from the weather. The kit is designed to support individuals or households during the first 3 months of displacement, the kit can also be used to support long term displaced or affected populations who have limited or no access to basic household items.

Pillowcase	51x66cm, cotton.2mm thick	1	1 x 3 =	3
Single Towel	50x80cm highly absorbent cotton with average weight of 0.35kg	1	1 x 4 =	4
Single Bed sheet	1.6x2.2m, cotton.2mm thick with an average weight of 0.3kg	2	2 x 5 =	10
Tarpaulin/ Sheeting: Standard Dim. 4x7m	Weight: 200g/m ² ± 5% (ISO 3801). Add 10% for reinforcement. Lighter versions (180g/m ² ± 5%). Core material: woven fabric high-density polyethylene (HDPE), coloured to provide privacy coated material: Low-density polyethylene (LDPE).	1		17
Sleeping Mat 1.8x0.9m	Made of woven 100% synthetic yarns with dimensions 1.8x0.9m	1		4
			TOTAL KIT	38

Kitchen Individual Set**Anticipated use of the kit**

The kit is used to support the individual/household ability to cook or prepare and can be used to support the same target group covered under the full NFI kit. Its recommended to provide the kitchen set together with the full NFI kit.

Bowls	medium size metallic/ stainless steel bowls	1		3.5
Cups	0.3 litres, metallic/stainless Steel with a securely welded handle	1		3
Plates	0.75 litres, metallic/stainless Steel. 24 to 25cm Diameter.	1		3.5
Cutlery set (Table fork, Spoon, Knife)	(1) Table fork, (1) soup spoon, (1) Knife stainless steel, standard table cutlery size (around 17cm)	1		3.5
Kitchen knife	15cm of Usable blade, Stainless Steel, Plastic or Wooden Handle	1		5
cooking pot	2 litres of inner volume; aluminium made; 15-18 cm Diameter, with lid.	1		15
frying pan	black steel or cast iron with stick coating, 15-18 cm in diameter, with long plastic or steel handle	1		9
Plastic food container	set consist of (3) items, Rectangular/circular shapes, with lids transparent colour, different sizes (15cm, 20cm, 25cm)	1		7
			TOTAL KIT	49.50



Winter Top Up			
Electrical Heater	The heaters should be Oil Filled Radiator Portable Electric Heater with Thermostat control, light, and safe usage. 220-240 V, at least 8-10 fins for family usage.	1	60
Fuel jerry can	10 litre, HDPE, Fuel Storage Type, with plastic cap contain rubber washer. (dark colour to avoid confusion with the water jerry can)	1	5
Heavy Blanket	Woven, 50% wool fibres, 50% other textile fibres, recycled fibres accepted. Grey, brown or other dark un colours, preferably not died. Size: 150cm x 200cm, dark uniform colour. Not flammable at the possible extend. Weight: 4-5kg, edges must be stitched with cloth	1	45
		TOTAL KIT	110



Winter Clothes			
Clothes (individual) Note: kit composition should be based on gender and age (Male, Female, Children, Toddlers, Infants) and size (adult: XS-S-M-L-XL; children: 5-6, 7-8, 9-10, 11-12) (*) depending on growing factor	Items for man/boys (from 12/15 years*) 1. woollen/fleece Jacket (01)-2. Sweat Suit: sweater (01) and trouser (01)-3. Pair of woollen gloves (01)- 4. Pair of woollen socks (02)- 5. woollen Hat (01)- 6. Pair of 3 straps adjustable shoes (boots are optionable depending on size info)- 7. Undergarment (02)	1	100
	Items for women/girls (from 12/15*) 1. woollen/fleece Jacket (01)-2. Sweat suit/dress: sweater (01) and trouser/long skirt (01) -3. Pair of woollen gloves (01)- 4. Pair of woollen socks/tights (02)- 5. woollen hat (01)- woollen scarf (01)- 6. Pair of 3 straps adjustable shoes (boots are optionable depending on size info)- 7. Underwear (02)	1	100
	Children (5-10/12*): 1. woollen/fleece Jacket (01)-2. Sweat Suit: sweater (01) and trouser (01)-3. Pair of woollen gloves (01)- 4. Pair of woollen socks (02)- 5. woollen Hat (01)- 6. Pair of 3 straps adjustable shoes (01)-7. Undergarment (02)	1	80
	Toddlers (2-5 years): 1. woollen/fleece Jacket (01)-2. Sweat Suit: sweater (01) and trouser (01)-3. Pair of woollen gloves (01)- 4. Pair of woollen socks (02)- 5. woollen Hat (01)- 6. Pair of 3 straps adjustable shoes (01)-7. Undergarment (02)	1	80
	Infant (0- 2 years): Winter woollen/fleece infant blanket (01)- woollen/fleece pyjamas (02), Pair of woollen gloves (01)- Pair of woollen socks (02)- 5. woollen hat (01)- 7. Thermal Underwear (02) – Diapers pack (02)	1	70
		TOTAL KIT	430
Summer Top Up			
Water container / jerry can 20L	20 litre white plastic non-collapsible water container	1	4
Electric Fan	16-inch diameter with plastic fan and steel cover. 12 V DC 220V. Preferably chargeable	1	35
		TOTAL KIT	39



Family Kit

The quantities estimated for the family kit were based on families of 5 individuals, still partners should tailor NFI packages to ensure that it meets the needs of families of different sizes. For personal items (such as blankets, mattresses, pillow case, plates, cups...etc.) the number included per kit shall match the number of individuals per family while for shared items (such as solar lamps, cooking pots, fans, heaters.... etc.) one item shall be included for each 5 individuals.

Item	Specifications	Quantity per kit	Price USD (per item)
Basic Family NFI Kit			
Anticipated Use of the kit			
This kit is intended to address basic/urgent needs such as sleeping comfort, fetching water or lighting and can be used to support populations in areas of transit or for populations “on the move” and are designed to provide support to individuals or households within the early stages of displacement or an event that results in needs.			
Mattress	15 cm thick high-density foam mattress, Size:90cm x 180cm with cotton/poly blend cover, dark uniform colour	1 per individual	22
Blanket	Woven, 50% wool fibres, 50% other textile fibres, recycled fibres accepted. Grey, brown or other dark colours. Size: 150cm x 200cm, dark uniform colour Weight: 2kg, edges must be stitched with cloth	1 per individual	25
Sleeping Mat 1.8x0.9m	Made of woven 100% synthetic yarns with dimensions 1.8x0.9m	1	4
Pillow	51x66cm polyester pillow	1 per individual	10
Water Jerry can	20 litre plastic non-collapsible water container	2 (for each 5 individuals)	3.5
Solar Lamp	Solar Powered, rechargeable LED lantern- Dimension 137x137x236mm. AC220 - 240V 50/60Hz, with plastic handle. Rechargeable with both solar panel and power cord, USB output, LED 60x.1W operating time per single full charge is no less than 12 hours	1 (for each 5 individuals)	32
		TOTAL KIT (for family of 5 ind.)	328



Full Family NFI Kit (all the items listed below in addition to the basic kit listed above)			
Anticipated use of the kit			
This kit is intended to address basic household needs such as sleeping comfort, fetching water, lighting, and providing some protection from the weather. The kit is designed to support individuals or households during the first 3 months of displacement, the kit can also be used to support long term displaced or affected populations who have limited or no access to basic household items.			
Pillowcase	51x66cm, cotton.2mm thick	1 per individual	3
Single Towel	50x80cm highly absorbent cotton with average weight of 0.35kg	1 per individual	4
Single Bed sheet	1.6x2.2m, cotton.2mm thick with an average weight of 0.3kg	2 per individual	5
Tarpaulin/ Sheeting: Standard Dim. 4x7m	Weight: 200g/m ² ± 5% (ISO 3801). Add 10% for reinforcement. Lighter versions (180g/m ² ± 5%). Core material: woven fabric high-density polyethylene (HDPE), coloured to provide privacy, coated material: Low-density polyethylene (LDPE).	1(for each 5 individuals)	17
Sleeping Mat 1.8x0.9m	made of woven 100% synthetic yarns with dimensions 1.8x0.9m	1 per individual	4
		TOTAL KIT (for family of 5 ind.)	122

**Kitchen Family Set****Anticipated use of the kit**

The kit is used to support the individual/household ability to cook or prepare and can be used to support the same target group covered under the full NFI kit. It is recommended to provide the kitchen set together with the full NFI kit.

***To allow for easy packaging, transportation and distribution of kitchen sets, the quantities per kit shall be standard as shown in the table below.*

Families of size 1-5 shall receive one kit, families of size 6-10 shall receive 2 kits, families of size 10 and more shall receive 3 kits

Item	Specifications	Quantity per kit	Price USD (per item)
Bowls	medium size metallic/ stainless steel bowls	5	3.5
Cups	0.3 litres, Metallic/stainless Steel with a securely welded handle	5	3
Plates	0.75 litres, Metallic/stainless Steel. 24 to 25cm Diameter.	5	3.5
Cutlery set (Table fork, Spoon, Knife)	(1) Table fork, (1) soup spoon, (1) Knife stainless steel, standard table cutlery size (around 17cm)	5	3.5
Serving spoon	35ml serving spoon with a minimum length of 30 cm	1	3
Kitchen knife	15cm of Usable blade, Stainless Steel, Plastic or Wooden Handle	1	5
cooking pot	7 litres of inner volume; aluminium made; 25 to 28 cm Diameter, with lid.	1	15
frying pan	black steel or cast iron with stick coating, 25-28 cm in diameter, with long plastic or steel handle	1	9
Plastic food container	set consist of (3) items, Rectangular/circular shapes, with lids transparent colour, different sizes (15cm, 20cm, 25cm)	1	7
		TOTAL KIT (for family of 5 ind.)	106.5



Winter Top Up			
Electric Heater	The heaters should be Oil Filled Radiator Portable Electric Heater with Thermostat control, light, and safe usage. 220-240 V, at least 8-10 fins for family usage.	1 (per 5 individuals)	60
Heavy Blanket	Woven, 50% wool fibres, 50% other textile fibres, recycled fibres accepted. Grey, brown or other dark un colours, preferably not died. Size: 150cm x 200cm, dark uniform colour. Not flammable at the possible extend. Weight: 4-5kg, edges must be stitched with cloth	1 per individual	45
		TOTAL KIT (for family of 5 ind.)	285
Summer Top Up			
Water container / jerry can 20L	20 litre white plastic non-collapsible water container	1 (per 5 individuals)	4
Electric Fan	16-inch diameter standing fan with plastic fan blades and steel cover. 12 V DC 220V. Preferably chargeable	1 (per 5 individuals)	35
		TOTAL KIT (for family of 5 ind.)	39



Cost estimates

Suggested costs included per item in the tables above are based on locally available materials and based on the experience of the major NFI actors in Libya, the **costs might vary** due to shortages of materials in certain areas, increased demand, exchange rate fluctuations and other reasons. SNFI partners are encouraged to continue to monitor changes in market rates for the items listed below.

The table below provide **costs estimates** for each type of kit based on the **family size**, all costs listed are in **US Dollar**

Individual / Family size	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Basic NFI kit	100	161	222	283	344	444	505	566	627	688	788	849	910	971	1032
Full NFI kit	138	220	302	384	466	604	686	768	850	932	1070	1152	1234	1316	1398
Kitchen set	49.5	106.50				213				319.50					
Winter top up kit	105	150	195	240	285	390	435	480	525	570	675	720	765	810	855
Summer top up kit	39	39				122				117					