Distribution Sample Guidelines

- Involve beneficiaries through a distribution committee which is representative (e.g. all castes and religions in the village) and gender balanced.

- Conduct a security assessment and develop a plan

- Provide transparent information to beneficiaries ahead of time: what they will receive; when; where; how.

- Establish clear roles and responsibilities for team

- Ensure sufficient quantity of materials is available from the start for the planned # of beneficiaries (can factor 5% extra)

- Monitor the process (and content!)

Participants should add more to this list based on participant responses