On-the-spot Distributions Training

**Organising a Distribution**

**Preparation and questions to be answered ahead of time**

* Is the distribution site known? If so, prepare an appropriate map for the exercise.
* Prepare tokens and distribution reports

**Objective: PPT Slide or Flip Chart**

* To be capable of organizing a transparent, participatory, equitable relief distribution.
* To practice organizing a transparent, participatory, equitable relief distribution.

**Key Messages:**

* Careful planning is essential to ensure security, dignity and respect for beneficiaries at a distribution.
* Transparency and information sharing with the community is critical to effective and accountable distributions.
* A distribution committee which is representative of all groups in the community and gender balanced should be involved in distribution planning and implementation.
* Planning and clear divisions of roles and responsibilities are essential for a smooth distribution.
* Tools for a distribution include the beneficiary registration list, tokens, distribution ledger, master verification sheet, daily and weekly distribution reports.
* A distribution report must be completed at the end of every distribution.

**Materials:**

* Distribution Exercise and Key Messages handout
* Guidelines handout
* Pens and sweets (or appropriate substitute), rope, clipboards, registration forms and tokens/beneficiary cards.
* Sample tokens for distribution role play purposes
* Sample distribution report for role play purposes

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| **Time** | **Method** | **Message and Content** |
| 5 min  35 min | Plenary  Group work  Gallery Presentation. | Introduce session.  Get a sense of participants experience with distributions through question/answer session   1. Imagine you are in charge of organising a monthly food distribution for 4,500 households. 2. Distribute the handouts and go through it to clarify any questions 3. If you know your distribution site already, prepare layout on handout or have groups draw on flip charts   Distribution Exercise:   1. Write down 8 key guidelines you would give to your staff before commencing the distribution.   Possible Guidelines - DISTRIBUTION:  - 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!)   1. Based on the site layout and distribution information, draw a site plan of how you would organise a distribution. (consider security, location of IDP camp, number of IDPs per day, delivery arriving on second day, natural boundaries, local resources, etc)   Presentations of distribution site layout  Discuss reasons behind groups choices to set up the distribution the way they did and their 8 guidelines  Agree on a site layout |
| 15 mins  10 mins  10 mins | Group role play preparation  Mock distribution  Plenary discussion | **Optional: Requires time to prepare forms.**  Introduce the role play: If you know your actual scenario, set it up accordingly or you can base it on the scenario in which all beneficiaries will receive WASH items, with shelter assistance going to those who have totally damaged houses.  Split into two groups. Preparation is as follows:  1st group are the beneficiaries. Give them simple prepared tokens that note what items they are entitled to – sweets (representing WASH package) and/or pens (representing shelter package) (or equivalent).  Beneficiary role play guidance :   * One gets back in line a few times * One cuts in line * One demands communication on the process * One takes the wrong items * One too physically weak to carry the packages * One lost their token     The 2nd group receives the stock (sweets/pens) from the facilitator and does the physical inventory. They also decides how to lay out the distribution site and who will have what task.  Distribution:  2nd group calls up the beneficiaries and starts the distribution. At the end they fill out the distribution report.  Plenary discussion:  What did we learn from this role play? (Refer to key messages and add more.) Did we adhere to our guidelines from the last session? What lessons learned or best practice can we add to our guidelines based on this role play?  Close session with summary and emphasis of key messages **PPT Slides 4-6 or handout** |