**SECTOR CHECKLIST**

## **Safe Distributions**

**ANALYSIS**

* Ensure the needs assessment asks about safety issues linked to the distributions (e.g. are there land mines or armed groups in the area?)
* Ensure the needs assessment asks about whether the assistance enhances their dignity (e.g. are the items culturally appropriate? Are the items appropriate for all age groups?)
* Ensure the needs assessment include questions about possible barriers preventing people from registering for assistance or from accessing the distributions. These could include logistical (bad roads, lack of mobility, lack of ID documents), financial (fare for transportation), security (unsafe roads, presence of armed groups), physical (those with mobility issues or unable to carry heavy items), or psychological/cultural (certain groups who are unable to leave the house alone, those
* with child-care responsibilities).
* Has a Do No Harm approach been used to ensure the assistance does not create additional harm?
* Collect sex, age, and if possible, disability disaggregated data at the distribution and analyse and use this data to inform the contents of the distribution and the way it is distributed.

**TARGETING PRIORITY GROUPS**

* Ensure the distribution site is convenient for all of the affected people including marginalized groups and located within walking/easy distance from their present residence.
* Check if the route to the distribution site is safe. If not, consider putting place safety measures such as transportation, fares for transport or organising groups to avoid people walking by themselves.
* Consider whether the distribution modalities should be adjusted to the type of items to be distributed and the local context. For example if the goods are particularly heavy consider providing transportation, allowing proxies, or running mobile and/or smaller distributions.
* Ensure the site has enough space for an orderly distribution.
* Ensure the timing of the distribution is suitable (e.g. do people enough time to return home before dark?)
* Set up the distribution site with a clear entrance and exit, and barriers to allow for crowd control and to ensure only beneficiaries are able to enter.
* Organise separate queues for women and men (if appropriate) and priority queues and/or seating for those unable to stand for long.
* Provide shelter and shade from the sun and/or rain In waiting areas as well as special waiting areas for groups with special considerations (women, the elderly).There should always be a fast-tracking process for extremely vulnerable groups such as pregnant and lactating women, the elderly and people with disabilities to receive payment as quickly as possible.
* Provide drinking water and ensure there is access to toilets.
* Consider setting up an area of the site for waiting children so they play safely.

**COORDINATION AND ADVOCACY**

* Coordinate with the local government to ensure support for the programme and to provide/secure the site of the distribution etc. Include civil-miltary focal point when available at cluster coordination level
* Share experiences of safe and dignified distributions with other actors such as the food security cluster.
* Encourage staff to raise issues such as unsafe service provision, excluded groups, gender based violence, or forced relocations with responsible actors (such as local social services, protection cluster, UNHCR etc.)

**MAPPING AND REFERRAL**

* Ensure staff and volunteers have a list of organizations and telephone numbers to refer people to services (e.g. medical, legal, family reunification or psychosocial services).
* Train staff and volunteers so they know what to say and how to behave if someone informs them of a sensitive issue.

**INFORMATION SHARING**

* Provide information to the community about when and where the distribution will take place.
* Use a variety of formats (written, verbal, audio etc.) to ensure the information is shared widely.
* Ensure clear and simple information about the organization and the distribution is visible or available at the distribution (e.g. the name of the organization, the goods available at the distribution, the criteria for selection, and ways to contact the organisation if they are unhappy with the selection criteria, the assistance provided or with the behaviour of staff).
* Ensure the contents of the assistance package are explained to those receiving them.
* Ensure people understand that the assistance is free and that they don't have to do anything or pay anything to receive it.
* Assign at least one staff or volunteer member to answer questions and provide information at the distribution.

**COMMUNITY ENGAGEMENT**

* Consult the community to decide the contents of the assistance and to ensure the package meets their needs and is culturally appropriate for their age and sex.
* Consult the community about safety issues and what can be done to reduce them (such as location and timing of the distribution).
* Consult with the community about any possible barriers highlighted in the analysis that could prevent people coming to the distribution and possible solutions.
* Ensure the community is involved in monitoring the distribution to ensure it reaches those most in need.

**FEEDBACK SYSTEMS**

* Provide ways for people to give feedback about the selection criteria, the assistance provided, or the behaviour of staff or volunteers (e.g. Hotline, suggestion box, complaint desk, community liaison officer etc.)
* Ensure this feedback is used to adapt future distributions to increase safety, dignity and access.
* Train staff and volunteers so they know how to respond or refer cases when they receive sensitive complaints (e.g. about the behaviour of staff).

**STAFF CONDUCT**

* Recruit staff and volunteers from diverse backgrounds and aim for equal numbers of men and women on the distribution teams.
* If safe and appropriate, ensure staff and volunteers are easily identifiable e.g. wearing ID badges, t-shirts etc.
* Provide a short version (1-2 pages) of the organization’s Code of Conduct available in the local language to staff, volunteers and the community.
* Orient staff and volunteers on the organization’s Code of Conduct, Safeguarding and PSEA Policy, as well as expected behaviour, and ensure they have signed them. They should understand there is a zero-tolerance policy of exchanging aid for sex or other favours, and know how to report such behaviour.
* Ensure staff and volunteers understand the organization’s mandate and their own roles and responsibilities at the distribution. Volunteers should be supervised at all times.
* Ensure staff and volunteers know the details of the distribution (e.g. what time it is taking place, what will be distributed, who has been selected to receive it, and how people can feedback about the distribution).
* Consider staff care issues (e.g. mitigate potential security risks at the distributions, ensure adequate supervision at the sites of junior staff and volunteers, brief all staff/volunteers before and after distributions, and allow staff regular time off and breaks).