



Protection Guideline & Suggested Criteria for RRM NFI Distribution:

The following sets out steps and criteria for an NFI distribution to ensure protection prioritization of beneficiaries. These guidelines should be discussed upon arrival on ground with the authorities, community leaders and the beneficiaries themselves to make sure that the identification process is understood and that the humanitarian distribution is community based.

The purpose of this document is to guide the field response team (“Distribution Team”) in working with the RRA/RRC and community representatives such as chiefs, female leaders and youth representatives (female & male) from the host community and IDPs to identify households / individuals to be prioritised for NFI distribution based on specific needs and vulnerabilities using the criteria below (“Priority Recipients”). This can be used for a blanket distribution, to ensure the vulnerable population is included and given priority.

The following steps are recommended:

Step 1:

The Distribution Team to meet with the payam administrator (or representative) and RRA/RRC to brief them on the overall plan (emphasising the importance of ensuring the vulnerable population is captured and prioritised in the distribution. In a blanket distribution it is often the most capable population that presents first, whilst vulnerable persons can miss out or experience greater physical / psychological distress when large crowds are gathered to receive items). It is absolutely vital that the payam authorities and RRA/RRC (or Community representatives) fully understand, support and own this process.

Step 2:

The Distribution Team, Payam representative and RRA/RRC arrange and meet with community representatives such as chiefs, female leaders and youth representatives (female & male) from the host community and IDPs, ideally comprising 50% women (min 30%) (“Community Representatives”) to discuss the overall plan and explain the selection criteria below. The selection criteria (SPN categories) should ideally be translated into the local language with copies given to the community representatives.



Note: The Distribution Team needs to explain the items that are going to be distributed and the specific quantity per household.

Step 3:

The Distribution Team should guide and monitor the RRA/RRC, Payam and Community Representatives to identify the Priority Recipients who are in need of NFIs who should be informed there will be special line for the most vulnerable during the overall distribution. The Priority Recipients should be informed that only the head of household (preferably female adults) should present at the distribution. If the head of household is physically or mentally restricted in presenting and lining up at the distribution, a carer needs to be identified. The carers name should be recorded by the Distribution Team on a pre-prepared blank list. Vulnerable Recipients must give their informed consensus to accept or reject a carer. Make sure they have the choice to line up and receive the support directly. This also applies to Unaccompanied and Separated Children (UASC) and Child headed Households (CHH). Child Safe Guarding focal points should be appointed at each distribution point.

Step 4:

Distribution plan to be shared in detail on the ground, with the following minimum requirements:

- Distribution should be organized in such a way that the system is safe for all who use it especially persons with specific needs and vulnerable groups. (
- Distribution points should ideally be close to where people live and located so that access for people with specific needs and the most vulnerable will be easiest. (
- Shaded areas for the beneficiaries should always be available where possible (be creative: trees, buildings, plastic sheets etc.). Water should also be provided or be available close to the registration/distribution points where possible. (
- Separate lines should be set up for the Priority Recipients.
- Ideally poles and ropes should be used to set up all the lines
- Distribution Team to verify that those entering the priority line satisfy one or more of the below specific needs or check the carers name on the list. Those that don't meet the criteria should be directed to general lines and explained why (a member of the Community Representatives should be present for this).



- Distribution to the priority line should be done concurrently with the general lines to mitigate any conflict. However the priority lines should be completely separate from the general lines with separate teams distributing.
- A Child help Desk will be established at the distribution sites. A protection focal point from the RRM team will be present together with appointed members from the community.
- UASC that may be registered by the distribution team should be referred to the CP Help desk for registration.
- If possible, a Safe Space for recreational activities will be established close to the distribution point, to reduce stress, prevent separation and keep children safe during distribution.

Target Group / Selection Criteria (

The target groups in the IDP/Host community population are persons with specific needs or vulnerability: (

Specific Needs:

- Single female headed household caring for children.
- Elderly persons and their carers (a person who is old, unable or struggling to help himself or herself). If they don't have a carer the Community Representatives should support and identify a carer. (
- Disabled persons and their carers (a person who may be blind, lame, crippled, or lost any part of his/her body and is restricted in their day to day ability). If they don't have a carer the Community Representatives should support and identify a carer. (
- Mentally disabled persons. (
- Unaccompanied/separated children (children under 18 who have been separated or are (missing both parents and do not have a carer or are taken care of by the chief, pastor in the church, host community etc together with a large group of other IDPs). If they don't have a carer the Community Representatives should support and identify a carer and this person should be prioritised. The child have to give informed consent before a carer are appointed.
- Child headed households.
- Carers for persons with chronic illness / very sick. If they don't have a carer the Leadership (Group should support and identify a carer. (



- Pregnant, lactating women

Note 1: (For the elderly, physically/mentally disabled, persons with chronic illness, pregnant women and unaccompanied children who are unable to come for distribution, they can assign their care takers, relatives or someone nominated to come and receive the items on their behalf. (

Note 2: (Ideally, time permitting, the name of the head of household and family size should be recorded on pre-prepared blank lists, recording the specific need / vulnerability. Codes can be used, e.g: SP for single parent, UE for unaccompanied elder, DS for disability, SM for serious mental disability, U/SC for unaccompanied / separated children, SM for serious medical condition, CH for child headed household)

Note: This document is prepared by the Protection Cluster for the famine response / RRM and is intended as a guideline that can be revised and adapted as appropriate.